

Revised Duty Roster Anesthesia Department

FOR THE MONTH OF APRIL 2023 W.E.F. 01-04-2023 for 30-04-2023

THQ Hospital Sadiqabad

| | | |
|--|--|------------------------------|
| MORNING (8.00 AM to 2.00 PM) | Dr. Muhammad Irfan Contact No.0333-2409987 | Consultant Anesthetist |
| | Dr. M. Mubashir Javed Contact No.0313-6651155 | Medical Officer (Anesthesia) |
| EVENING (2.00 PM to 8.00 PM) | Dr. Naseem Javaid Contact no.0300-2711813 | Consultant Anesthetist |

| | |
|---------------------------|--|
| Name of Consultant | Night On Call Days (08:00pm to 08:00am) |
| Dr. Muhammad Irfan | Monday, Tuesday, Wednesday |
| Dr. Naseem Javaid | Thursday, Friday, Saturday. |

Sunday (24 HOUR) on Call Duty

| Name of Consultants | Date |
|---|------------|
| Dr. Naseem Javed | 02-04-2023 |
| Dr. Muhammad Irfan Rao + Dr. Mubashir Javed | 09-04-2023 |
| Dr. Muhammad Irfan Rao | 16-04-2023 |
| Dr. Naseem Javed | 23-04-2023 |
| Dr. Naseem Javed + Dr. Mubashir Javed | 30-04-2023 |

Note:

Dr. Hafiz Niaz Ahmed (Senior Consultant) will be In-Charge of HDU (Emergency Department) and Eye Department OT.

Dispensers (Para-Medics) Duty Roster**THQ HOSPITAL SADIQABAD****CASUALTY DEPARTMENT****FOR THE MONTH OF APRIL 2023 W.E.F. 01-04-2023 for 30-04-2023**

| Shifts | Name of Dispenser | Duty Time / Shift |
|----------------|--------------------------------|---|
| MORNING | Mr. Mazhar Mehmood, Dispenser | 8:00 AM to 2:00 PM (Day Off: Saturday) |
| EVENING | Mr. Danish Ali, Dispenser | 2:00 PM to 8:00 PM (Day Off: Friday) |
| NIGHT | Mr. Waheed uz Zaman, Dispenser | 08:00 PM to 02:00am (Day Off: Wednesday) |
| | Mr. Waqar Mehmood, Dispenser | 02:00 AM to 08:00 Am (Day Off: Friday) |

OPD DEPARTMENT

| Shifts | STAFF NAME | DUTY AREA (PLACE) |
|----------------|--------------------------------|--|
| MORNING | Mr. Shafique Ahmed, Dispenser | (Emergency Medicine Store) 8.00 AM to 2.00 PM |
| | Mr. Sadaquat Rasool, Dispenser | (OPD Pharmacy) 8.00 AM to 2.00 PM |
| | Mr. Muhammad Nawaz, Dispenser | (Main Medicine Store) 8.00 AM to 2.00 PM |

Day Offs:**Friday** Evening Day off Mr. Danish Ali (Mr. Sadaquat Rasool will perform duty)**Saturday** Morning Day off Mr. Mazhar Mehmood (Mr. M. Nawaz will)**Note:****1.** Night dispensers will manage their casual leave on their own adjustment i.e. mutually exchanged duties.

DUTY ROSTER OF BLOOD BANK TECHNICIANS

FOR THE MONTH OF APRIL 2023 W.E.F. 01-04-2023 for 30-04-2023

Morning, Evening & Night On Call BLOOD BANK THQ HOSPITAL SADIQABAD

MORNING 08:00am to 02:00pm.

| <u>NAME</u> | <u>TIME</u> |
|-------------------------------|--------------------------------------|
| Dr. Qasim Mehmood, SBTO | 8:00 AM to 2:00 PM (Day Off: Sunday) |
| Mr. Ali Raza, Lab. Technician | 8:00 AM to 2:00 PM (Day Off: Sunday) |

EVENING & NIGHT ON CALL 02:00pm to 08:00am.

| <u>LAB. TECHNICIAN NAME</u> | |
|-----------------------------------|--|
| Mr. Zubair Ramay, Lab. Technician | 02:00 AM to 08:00 PM (Day Off: Sunday) |

SUNDAYS ON CALL

| <u>LAB. TECHNICIAN NAME</u> | <u>DATE</u> |
|-----------------------------------|------------------------|
| Mr. Ali Raza, Lab. Technician | 02, 16 & 30 April 2023 |
| Mr. Zubair Ramay, Lab. Technician | 09 & 23 April 2023 |

THQ HOSPITAL SADIQABAD

DUTY ROSTER OF NURSING STAFF PEDIATRICS DEPARTMENT

FOR THE MONTH OF APRIL 2023 W.E.F. 01-04-2023 for 30-04-2023

| Shifts | STAFF NAME | DUTY AREA (PLACE) |
|--|---|--|
| Paeds Ward Morning (08:00 AM to 02:00 PM) | Ms. Shahida Nasreen, Head Nurse | Male / Female Ward (Day Off: Sunday) |
| | Ms. Shahida Nasreen will act as Head Nurse of Paeds Ward for Morning Evening & Night | |
| | Ms. Faiza Rauf, Charge Nurse | General Over + Linen Over + Daily & Monthly Reports & Record Maintain (Day Off: Sunday) |
| | Ms. Bushra Ali, Charge Nurse | Nursery (Day Off: Thursday) (Sunday Duty) |
| | Ms. Asma Rafiq, Charge Nurse | Paeds Ward (Day Off: Sunday) |
| | Ms. Khalida Parveen, Charge Nurse | Paeds Ward (Day Off: Sunday) |
| | Ms. Sana Khalil, Charge Nurse | Reliever (Day Off: Tuesday) (Sunday Duty) |
| Note: Ms. Sana Khalil will perform day off releiver Morning Shift in Paeds Ward | | |
| Paeds Ward Evening (02:00 PM to 08.00 PM) | Ms. Shamshad Akhtar, Charge Nurse | Paeds (Nursery) (Day Off: Sunday) |
| | Ms. Sonia Saleem, Charge Nurse | Paeds (Ward) (Day Off: Monday) |
| | Ms. Sana Khalil will perform duty as releiver of Evening Shift in Paeds Ward | |
| Paeds Ward Night (08:00 PM to 08:00 AM) | Ms. Rabia Batool, Charge Nurse | Paeds (Nursery) (Off: Thursday + Friday) |
| | Ms. Samia Raza, Charge Nurse | Paeds (Nursery) (Off: Saturday + Sunday) |
| | Ms. Abida Columbus will perform day off releiver Night Shift in Paeds Ward | |

THQ HOSPITAL SADIQABAD

**DUTY ROSTER OF MOs, WMOs, CMOs, SMOs
FOR THE MONTH OF APRIL 2023 W.E.F. 01-04-2023 for 30-04-2023**

CASUALTY DEPARTMENT

| MORNING SHIFT | NIGHT SHIFT |
|--|---|
| (i) Dr. Muhammad Ali (MO) (Triage Officer) | Night SHIFT (DMS) (08:00pm to 08:00am) |
| (ii) Dr. Rabia Afzal (WMO) | Dr. Khalid Masood (SMO) (Night DMS) (Off: Monday) |
| (iii) Dr. Sonita John (WMO) | Night Shift 08:00pm to 08:00am |
| (iv) Dr. Momna Ramzan (WMO) (HDU) | (i) Dr. Shehzad Farooq (MO) (Triage Officer) (Off: Monday) |
| | (ii) Dr. Ali Arshad (MO) (Off: Tuesday) |
| EVENING SHIFT | (iii) Dr. Shahid Ali (MO) (Off: Wednesday) |
| (i) Dr. M. Imran Iqbal (AMS - Evening) | (iv) Dr. Tahir Nadeem (MO) (Triage Officer) (Off: Thursday) |
| (ii) Dr. Hafiz M. Waseem (MO) (Triage Officer) | (v) Dr. Urwa Afzal (MO) (Off: Friday) |
| (iii) Dr. Uzair Ahmed (MO) | |
| (iv) Dr. Kaleem Ullah Faiz (MO) (HDU) | Night Day Off Reliever: Dr. Farooq Ihsan (MO) |
| (v) Dr. Taimoor ul Hassan (MO) | |

Note: It is strictly Directed not to leave duty place without proper over to the next shift doctors.

Reliever (Morning / Evening): Dr. Hanif Khalti (MO) will perform Morning on Saturday, Sunday & Wednesday. He will Perform Evening on Monday & Tuesday & Friday.

C/L Reliever (Evening): Dr. Taimoor ul Hassan (MO) (Day Off : Tuesday)

DAY OFFs

| | |
|------------------|---|
| Saturday | : Morning Day Off Dr. Rabia Afzal (WMO) |
| Sunday | : Morning Day Off Dr. Muhammad Ali (MO) |
| Monday | : Evening Day Off Dr. Uzair Ahmed (MO) |
| Tuesday | : Evening Day off Kaleem Ullah Faiz (MO) |
| Wednesday | : Morning Day Off Dr. Momna Ramzan (WMO) / Dr. Sonita John (WMO) |
| Thursday | : Reliever Day Off Dr. Hanif Khalti (MO) / Dr. Taimoor ul Hassan (MO) |
| Friday | : Evening Off Dr. Hafiz M. Waseem (MO) |

AMS (Admin) Dr. Hafiz Niaz Ahmed (Senior Consultant) (Sunday Off)

Male Ward (Evening) Dr. Bushra Khaliq, WMO (Day Off: Monday)

NIGHT DUTY OFFs Plan

| Day | Night Duty Offs |
|------------------|-----------------------------------|
| Monday | Night Off Dr. Shehzad Farooq (MO) |
| Tuesday | Night Off Dr. Ali Arshad (MO) |
| Wednesday | Night Off Dr. Shahid Ali (MO) |
| Thursday | Night Off Dr. Tahir Nadeem (MO) |
| Friday | Night Off Dr. Bilal Khalid (MO) |
| Saturday | Night Off Dr. Urwa Afzal (WMO) |

Shift In Charge will perform (08:00pm to 08:00am i.e. 12 hours) & will perform at least two rounds of wards in their night duty.

1. All the Female Medico-Legal cases will be conducted by WMO in Emergency Department as per shift on alternate basis (If applicable) **(In case there is no WMO in ER the MLC Work will be referred to Gynae**

2. All Female Post Mortem will be conducted by the WMO of Female Ward as per shift on alternate basis.

3. All MO/WMO Will perform MLC in their respective shifts on alternate basis.

REVISED DUTY ROSTER OF WMOs & SWMOs OF GYNAE DEPARTMENT

FOR THE MONTH OF APRIL 2023 W.E.F. 01-04-2023 for 30-04-2023

| Gynae OPD | Male/ Female Ward + LABOUR ROOM | | FEWARD + LABOUR ROOM | |
|--|--|------------------------|--|---|
| MORNING SHIFT | MORNING SHIFT | EVENING SHIFT | NIGHT SHIFT | |
| Dr. Nadia Parveen (SWMO) | Dr. Fizza Shamsheer, WMO | Dr. Misbah Kanwal, WMO | Night Shift (08:00pm to 08:00am) | Dr. Hina Sajid, WMO (Off: Tuesday) |
| Dr. Shazia Akbar (SWMO) | Dr. Mehreen, WMO | Dr. Aqsa Fayyaz, WMO | | Dr. Asmet Naz, WMO (Off: Sunday) |
| Note: In case there is no WMO in Emergency the MLC will be referred to Gyane | | | | Dr. Kinza Zafar, WMO (Off: Saturday) |
| Note: WMO of Female Ward will also be responsible for the patient management i.e. communication to the consultants of Male and Paeds Ward | | | | Dr. Shagufta Shakoor, WMO (Off: Monday) |
| Monday : | - | | Note: | |
| Tuesday : | Evening Off Dr. Aqsa Fayyaz, WMO | | Night Doctors will perform 6 Night Duties in a week and will avail 1 Night Off as per Biomateric System | |
| Wednesday : | - | | | |
| Thursday : | Morning Off Dr. Mehreen, WMO | | | |
| Friday : | - | | | |
| Saturday : | Morning Off Dr. Fiza Shamsheer, WMO / Evening Off Dr. Misbah Kanwal, WMO | | Note | The Doctor on duty in Female Ward in the night shift will also be responsible for the visit of; |
| Sunday : | Dr. Nadia Parveen / Dr. Shazia Akbar (SWMOs) | | | (i) Peads Nursery & Peads Ward (ii) Male Ward |
| Note: No exchange of duties allowed without prior information and permission from competent authority. | | | MLC Note | On Duty WMO of Female Ward (Labour Room) will perform female postmortem (if any) on alternate basis (including their off days as well) in their respective shift without any delay. |
| | | | | |
| | | | | |

THQ Hospital Sadiqabad**Duty Roster Paeds Department****FOR THE MONTH OF APRIL 2023 W.E.F. 01-04-2023 for 30-04-2023**

| | | |
|---|----------------------|---------------------------|
| MORNING (8.00 AM to 2.00 PM) | Dr. Sajid Iqbal | Consultant Peadiratrician |
| | Dr. Zunaira Shabbir | Consultant Peadiratrician |
| EVENING (2.00 PM to 8.00 PM) | Dr. Mudassar Rasheed | Consultant Peadiratrician |

Morning & Night On Call**Monday to Saturday Wards Round (Morning & Night)**

| Name of Consultants | Date |
|---|----------------------------|
| Dr. Sajid Iqbal (Consultant Pediatrician) | Monday, Tuesday, Wednesday |
| Dr. Zunaira Shabbir (Consultant Pediatrician) | Thursday, Friday, Saturday |

Sunday (24 hours) on Call Duty

| Name of Consultants | Date |
|--|------------------------------------|
| Dr. Sajid Iqbal (Consultant Pediatrician) | 02-04-2023 & 30-04-2023 |
| Dr. Zunaira Shabbir (Consultant Pediatrician) | 09-04-2023 |
| Dr. Mudassar Rasheed (Consultant Pediatrician) | 16-04-2023 |
| | |

DUTY ROSTER OF PAEDS ROSTER STAFF PEDIATRICS DEPARTMENT MO/WMO**FOR THE MONTH OF APRIL 2023 W.E.F. 01-04-2023 for 30-04-2023**

| Shifts | STAFF NAME | DUTY / DAY OFF AREA (PLACE) |
|--|--|--|
| Paeds Ward Morning (08:00 AM to 02:00 PM) | Dr. M. Azmattullah Khan | Medical Officer (Day Off: Sunday) |
| | Dr. Rubia Altaf | Women Medical Officer (Day Off: Sunday) |
| Paeds Ward Evening (02:00 PM to 08.00 PM) | Dr. Muhammad Ali | Medical Officer (Day Off: Sunday) |
| | <u>will perform duty in Eemergency Department (Eveing) and will also communicate with Pediatricians regarding patients of Paeds in ER (Evening Shift)</u> | |
| Paeds Ward Night (08:00 PM to 08:00 AM) | Dr. Anam Afzal, WMO | Night Paeds Ward (Off: Sunday) |
| | Dr. Bilal Khalid, MO | Night Paeds Ward (Off: Saturday) |

**REVISED DUTY ROSTER OF MALE/FEMALE WARD NURSING STAFF
FOR THE MONTH OF APRIL 2023 W.E.F. 01-04-2023 for 30-04-2023**

INDOOR (FEMALE WARD)

| Shifts | STAFF NAME | DUTY AREA (PLACE) |
|---|---|--|
| Female Ward Morning (08:00 AM to 02:00 PM) | Ms. Sughra Manzoor, Head Nurse | Male / Female Ward (Day Off: Sunday) |
| | Ms. Saba Noreen, Charge Nurse | Medicine Over + Monthly Record Maintain + Daily DHIS(2) Reporting. (Day Off: Sunday) |
| | Ms. Sonia Ashiq, Charge Nurse | Medical / Surgical(Day Off: Friday) |
| | Ms. Sadaf Naseem, Charge Nurse | Gynae / Labour Room (Day Off: Sunday) |
| | Ms. Kalsoom Akhtar, Charge Nurse | Reliever Morning (Day Off: Wednesday) |
| | Ms. Saima Bashir (Senior), Charge Nurse | Operation Theater (O.T) (Day Off: Sunday) |
| | Ms. Saima Bashir (Junior), Charge Nurse | Operation Theater (O.T) (Day Off: Sunday) |
| | Ms. Eram Ismat, Charge Nurse | Gynae OPD(Well Women Clinic)(Day Off:Sunday) |
| | Ms. Haleema Sadia, Charge Nurse | Dialysis Unit (OPD) (Day Off: Sunday) |
| | Ms. Malaika Yasin, LHV (PHCIP) | Paeds OPD-EMR Entry (Day Off: Sunday) |

Note: Ms. Kalsoom Akhtar, & Ms. Sonia Ashiq will perform Sunday (Morning) Duty.

| | | |
|---|-----------------------------------|--|
| Female Ward Evening (02:00 PM to 08.00 PM) | Ms. Mussarat Roshan, Head Nurse | Male / Female Ward (Day Off: Saturday) |
| | Ms. Nazish Sarfaraz, Charge Nurse | Gynae + Labour Room (Day Off: Thursday) |
| | Ms. Sidra Akbar, Charge Nurse | Medical/Surgical + Male ward (Day Off: Sunday) |
| | Ms. Aqsa Shahzadi, Charge Nurse | Reliever Female Ward + Emergency (Off: Friday) |
| Female Ward Night (08:00 PM to 08:00 AM) | Ms. Sana Sarfaraz, Charge Nurse | Labour Room + Gynae (Night Off: Saturday + Sunday) |
| | Ms. Hina Yaseen, Charge Nurse | Medical/Surgical (Night Off: Thursday + Friday) |

| Shifts | STAFF NAME | DUTY AREA (PLACE) |
|---|----------------------------------|---|
| Morning (08:00 AM to 02:00 PM) | Ms. Shahida Majeed, Charge Nurse | Male Ward Morning & Medicine / Record Maintenance (Day Off: Sunday) |
| Male Ward Evening | Ms. Sidra Akbar, Charge Nurse | Male Ward Evening (Day Off: Friday) |
| Male Ward Night | Ms. Hina Yaseen, Charge Nurse | Male Ward Night (Night Off: Thursday + Friday) |

NURSING (EMERGENCY DPEARMTENT) DUTY ROSTER FOR MARCH 2023

| Shifts | STAFF NAME | DUTY AREA (PLACE) |
|--|-----------------------------------|---|
| Emergency Morning (08:00 AM to 02:00 PM) | Ms. Zahida Yasin, Head Nurse | Emergency (Day Off: Sunday) |
| | Ms. Mussarat Kausar, Charge Nurse | Emergency (Day Off: Friday) |
| | Ms. Anisha Mustafa, Charge Nurse | Emergency (Day Off: Saturday) (HDU) |
| Emergency Evening (02:00 PM - 08:00 PM) | Ms. Abida Columbus, Charge Nurse | Emergency (Night Off: Tuesday) |
| | Ms. Tahira Tabassum, Charge Nurse | Emergency (Day Off: Monday) |
| Note: Ms. Aqsa Shahzadi, will perform Evening duty on Tuesdy & Monday | | |
| Emergency Night (08:00 PM to 08:00 AM) | Ms. Bushra Iftikhar, Charge Nurse | Emergency (Night Off: Monday + Tuesday) |
| | Ms. Shumaila Sattar, Charge Nurse | Emergency (Night Off: Wednesday + Thursday) |
| | Ms. Aliya Sakhawat Midwife | Emergency (Night Off: Friday + Saturday) |

Note: No Casual Leave is allowed in the night shift.