

REVISED DUTY ROSTER OF WMOs & SWMOs OF GYNAE DEPARTMENT

FOR THE MONTH OF AUGUST 2023 W.E.F. 01-08-2023 TO 10-08-2023

Gynae OPD	Male/ Female Ward + LABOUR ROOM		FEWARD + LABOUR ROOM	
MORNING SHIFT	MORNING SHIFT	EVENING SHIFT	NIGHT SHIFT	
Dr. Nadia Parveen (SWMO)	Dr. Fiza Shamsheer, SWMO	Dr. Mehreen Mehar, WMO	<u>Batch-A</u>	Dr. Hina Sajid, WMO Days: Monday, Tuesday
Dr. Shazia Akbar (SWMO)	Dr. Asmet Naz, WMO		<u>Batch-B</u>	Dr. Maha Mukhtar, WMO Day: Wednesday, Thursday
Note: In case there is no WMO in Emergency the MLC will be referred to Gyane Note: WMO of Female Ward will also be responsible for the patient management i.e. communication to the consultants of Male Ward as well.			<u>Batch-C</u>	Dr. Shagufta Shakoor, WMO Day: Friday, Saturday
Monday	: Morning Off Dr. Mehreen, WMO		Sunday Night Duty Roster	
Tuesday	: -		Bath-B	6th August 2023
Wednesday	: -			
Thursday	: -			
Friday	: -			
Saturday	: Morning Off Dr. Fiza Shamsheer, 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. Asmat Naz (WMO)			(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

**DUTY ROSTER OF MALE/FEMALE WARD NURSING STAFF
FOR THE MONTH OF AUGUST 2023 W.E.F. 01-08-2023 TO 30-08-2023**

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. Kalsoom Akhtar, Charge Nurse	Medical / Surgical (Day Off: Wednesday)
	Ms. Sana Sarfaraz, Charge Nurse	Gynae / Labour Room (Day Off: Thursday)
	Ms. Sonia Ashiq, Charge Nurse	Reliever Morning (Day Off: Tuesday)
	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)	ANC - Paeds OPD-EMR Entry (Day Off: Sunday)

Note: Ms. Kalsoom Akhtar & Fakhra Sadiq 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. Fakhra Sadiq, Charge Nurse	Gynae + Labour Room (Day Off: Sunday)
	Ms. Sidra Akbar, Charge Nurse	Medical/Surgical + Male ward (Day Off: Friday)
Female Ward Night (08:00 PM to 08:00 AM)	Ms. Nazish Sarfaraz, Charge Nurse	Labour Room+ Gynae (Night Off: Sunday + Monday)
	Ms. Aqsa Shahzadi, Charge Nurse	Medical/Surgical (Night Off: Tuesday+Wednesday)

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. Aqsa Shahzadi, Charge Nurse	Male Ward Night (Night Off: Tuesday + Wednesday)

NURSING (EMERGENCY DPEARMTENT) DUTY ROSTER FOR JUNE 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: Saturday) → (HDU)
	Ms. Shabana Khaliq, Charge Nurse	Emergency (Day Off: Wednesday)
	Ms. Abida Columbus, Charge Nurse	Emergency (Day Off: Sunday)
Emergency Evening (02:00 PM - 08:00 PM)	Ms. Musarrat Roshan, Head Nurse	Emergency (Day Off: Saturday) (Evening Super)
	Ms. Shumaila Sattar, Charge Nurse	Emergency (Day Off: Thursday) → (HDU)
	Ms. Bushra Iftikhar, Charge Nurse	Emergency (Day Off: Friday)
	Note: Ms. Abida Columbus, will perform Duty of Morning / Evening reliever	
Emergency Night (08:00 PM to 08:00 AM)	Ms. Tahira Tabassum, Charge Nurse	Emergency (Night Off: Friday + Saturday)
	Ms. Anisha Mustafa, Charge Nurse	Emergency (Night Off: Sunday + Monday)
	Ms. Sonia Saleem, Charge Nurse	Emergency (Night Off: Wednesday + Thursday)

Note:

① Self granted / Self declared Day Offs (other than mentioned routine weekly Off) are strictly prohibited in case of non-compliance disciplinary proceedings will be initiated.

② No Casual Leave is allowed in the night shift.

③ No Off / Casual Leaves is allowed without prior approval of Medical Superintendent

THQ HOSPITAL SADIQABAD

**REVISED DUTY ROSTER OF SMOs, MOs, WMOs, CMOs.
FOR THE MONTH OF AUGUST 2023 W.E.F. 01-08-2023 TO 31-08-2023**

CASUALTY DEPARTMENT

MORNING SHIFT	NIGHT SHIFT
(i) Dr. Hafiz M. Waseem (SMO) (ER Incharge)	Night SHIFT (DMS) (08:00pm to 02:00am)
(ii) Dr. Shahid Ali (MO) (Triage Officer)	Dr. Usman Tahir (MO) (Night AMS) (Off: Monday)
(iii) Dr. Fatima Saeed (WMO)	Batch A (Monday, Wednesday, Friday)
(iv) Dr. Mariam Rashid (WMO)	(i) Dr. Shehzad Farooq (MO) (Triage Officer)
	(ii) Dr. Uzair Ahmad (MO)
EVENING SHIFT	(iii) Dr. Momna Ramzan (WMO)
Dr. M. Imran Iqbal (AMS - Evening)	Batch B (Tuesday, Thursday, Saturday)
(i) Dr. Ali Arshad (MO)(Triage Officer)	(i) Dr. Muhammad Ali (MO) (Triage Officer)
(ii) Dr. Kaleem Ullah (MO)	(ii) Dr. Farooq Ihsan (MO)
(iii) Dr. Hanif Khalti (MO)	(iii) Dr. Urwa Afzal (WMO)
(iv) Dr. Jameela Anwar (WMO)	

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

MLC Note:	All SMOs/MOs/WMOs (Regular & Adhoc) of Emergency Department will perform MLCs on their turn. There is no exception to MLC / Post-mortem. In case there is no SMO/MO/WMO to perform MLCs in ER the MLCs will be referred to OPD / Wards for the smooth operations.
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Reliever (Morning / Evening): (v) Dr. M. Wamiq (MO) will perform;

Morning on Saturday, Sunday & Monday & Evening on Tuesday, Wednesday & Friday.

MLC Note:	All MOs/WMOs (Regular & Adhoc) of Emergency Department will perform MLCs on their turn.
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DAY OFFS

Saturday	: Morning Day Off Dr. Shahid Ali (MO)
Sunday	: Morning Day Off Dr. Hafiz M. Waseem (MO)
Monday	: Morning Day Off Dr. Fatima Saeed (WMO)
Tuesday	: Evening Day off Kaleem Ullah Faiz (MO)
Wednesday	: Evening Off Dr. Jameela Anwar (WMO)
Thursday	: Reliever Day Off Dr. M Wamiq (MO) / Evening Off Dr. Hanif Khalti (MO)
Friday	: Morning Day Off Dr. Mariam Rashid (WMO) / Evening Off Dr. Ali Arshad (MO)
AMS (Admin)	Dr. Hafiz Niaz Ahmed (Senior Consultant) (Sunday Off)

NIGHT DUTY OFFS Plan

Day	Night Duty Offs	
Monday	Batch-A	
Tuesday	Batch-B	
Wednesday	Batch-A	
Thursday	Batch-B	
Friday	Batch-A	
Saturday	Batch-B	
Sunday	Batch-A	06th & 20th August 2023
	Batch-B	13th & 27th August 2023

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 Department).

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.

DUTY ROSTER OF OUTDOOR DEPARTMENT (OPD)**FOR THE MONTH OF AUGUST 2023 W.E.F. 01-08-2023 TO 30-08-2023**

OPD Timings	Morning 08:00am to 02:00pm	Evening 02:00pm to 08:00pm
Director OPD	Dr. Hafiz Niaz Ahmed	(Senior Consultant)
Ortho OPD Room-1	Dr. Rasheed Ahmed / Dr. Zia Nisar	Consultant / MO
ENT OPD Room-2	Dr. Kashif Munir	ENT Consultant
Surgical OPD Room-4	Dr. Rao Nadeem	Consultant Surgeons
Medicine-OPD (Room-6)	Dr. Syed Zafar Iqbal / Dr. Taimoor Ul Hassan	Consultant / MO
OPD Room-7 (SSP Room)	Dr. Rizwan Ali / Dr. Farah Mukhtar / Ms. Aiman Muslim	WMO/ Quality Assurance Officer
Skin OPD Room-8	Dr. Rukhsha Hafeez / Dr. Sohaib Anjum	Consultant Dermatologist / SMO
Male Dental OPD Room-10	Dr. Syed Abul Hassan Shah / Mr. M. Amir Naveed	Dental Surgeon / Dental Assistant
Female Dental OPD Room-09	Dr. Sidra A. Qayyum / Dr. Sana Munawar	Dental Surgeon
NCD Clinic Room-11 & 12.	Dr. Farrukh Nauman / Ms. Aqsa / Mr. Hassan Akram	MO/LHV/DEO
EPI Vaccination Room-13 (Morning Shift)	Ms. Naseem Shareef / Ms. Maria Arshad	LHV / Vaccinator
EPI Vaccination(Evening)	Ms. Bushra Yaqoub	Jr. Technician (Midwife)
IT Office Room-14	Engr. Muhammad Junaid	IT/Statistical Officer
Homeo Department-Room 16	Dr. Ghulam Mohyudin	Homeo Doctor
Chest OPD Room-17	Dr. Muhammad Imran Sohail	Consultant Chest Physician
Family Planning Room (OPD Room-18)	Ms. Nighat Firdous / Ms. Saman	LHV (Chief Technician) / Clinical Psychologist
Tib Department Room- 19	Hakeem Amjad Mehmood / Mr. Elam Din	Hakeem / Dawasaz
Hepatitis Clinic-Room-20	Dr. Khalid Maqsood / Ms. Fouziya Zikar	Senior Medical Officer / Charge Nurse
Peads OPD (New Peads Building Block)	Dr. Sajid Iqbal / Dr. Zunaira Shabbir / Dr. Rubia Altaf	Consultant / Consultant / WMO
Pharmacy Department (Main Medicine Store)	Mr. Moin-ud-Din / Mr. Shahzad Arif	Hospital Pharmacist(s)
Eye OPD {New OPD Block (LRBT)}	Dr. Hina Munawar / Dr. Rabia Afzal	Consultant Ophthalmologist/ WMO
T.B Clinic OPD	Dr. Waseem Khaliq / Mr. M. Javed / Ms. Nadia Waheed / Mr. Noor Din	SMO / Dispenser / Junior Clerk / T.B Lab. Tech
Gynae OPD (Morning)	Dr. Bushra Salam / Dr. Farhat Yasmin	Senior Consultant (Gynae) / Consultant Gynecologist
	Dr. Shazia Akbar / Dr. Nadia Parveen	SWMOs
Paeds OPD Evening	Dr. Mudassir Rasheed	Consultant Pediatrician
Gynae OPD (Evening)	Dr. Saima Habib	Consultant Gynecologist

All Officers/Officials working in OPD (Morning / Evening) will avail the Day Off; Sunday

THQ HOSPITAL SADIQABAD

DUTY ROSTER OF NURSING STAFF PEDIATRICS DEPARTMENT

FOR THE MONTH OF AUGUST 2023 W.E.F. 01-08-2023 TO 30-08-2023

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)
	Ms. Asma Rafiq, Charge Nurse	Paeds Ward (Day Off: Friday) → (Sunday Duty)
	Ms. Khalida Parveen, Charge Nurse	Paeds Ward (Day Off: Sunday)
	Ms. Samia Raza, Charge Nurse	Reliever (Day Off: Sunday)
	Note: Ms. Samia Raza will perform day off reliever Morning Shift in Paeds Ward	
Paeds Ward Evening (02:00 PM to 08.00 PM)	Ms. Rabia Batool, Charge Nurse	Paeds (Nursery) (Day Off: Wednesday)
	Ms. Hina Yasin, Charge Nurse	Paeds (Ward) (Day Off: Tuesday)
	Note: Ms. Samia Raza will perform day off reliever Morning Shift in Paeds Ward	
Paeds Ward Night (08:00 PM to 08:00 AM)	Ms. Sana Khalil, Charge Nurse	Paeds (Nursery) (Off: Saturday + Sunday)
	Ms. Shamshad Akhtar, Charge Nurse	Paeds (Nursery) (Off: Thursday + Friday)
	Note: Ms. Samia Raza will perform day off reliever Morning Shift in Paeds Ward	
Note:		
① Self granted / Self declared Day Offs (other than mentioned routine weekly Off) are strictly prohibited in case of non-compliance disciplinary proceedings will be initiated.		