

## Revised Duty Roster Anesthesia Department

FOR THE MONTH OF FEBRUARY 2023 W.E.F. 01-02-2023 for 28-02-2023

### THQ Hospital Sadiqabad

<b>MORNING</b> (8.00 AM to 2.00 PM)	Dr. Hafiz Niaz Ahmed	Senior Consultant
	Dr. Naseem Javaid	Consultant Anesthetist
<b>EVENING</b> (2.00 PM to 8.00 PM)	Dr. Muhammad Irfan	Consultant Anesthetist

<b>Name of Consultant</b>	<b>Evening / Night On Call Days (02:00pm to 08:00am)</b>
Dr. Hafiz Niaz Ahmed	<b>Monday, Tuesday.</b>
Dr. Muhammad Irfan	<b>Wednesday &amp; Thursday.</b>
Dr. Naseem Javaid	<b>Friday &amp; Saturday.</b>

### Sunday (24 HOUR) on Call Duty

<b>Name of Consultants</b>	<b>Date</b>
Dr. Hafiz Niaz Ahmed (0300-8582223)	<b>19 February 2023</b>
Dr. Naseem Javed (0300-2711813)	<b>05 &amp; 26 February 2023</b>
Dr. Muhammad Irfan Rao (0333-2409987)	<b>12 February 2023</b>

#### **Note:**

*All Operation Theater lists will be supervise by Dr. Hafiz Niaz Ahmed (Senior Consultant) & HOD.*

**THQ HOSPITAL SADIQABAD**

**REVISED DUTY ROSTER OF NURSING STAFF PEDIATRICS DEPARTMENT**

**FOR THE MONTH OF FEBRUARY 2023 W.E.F. 01-02-2023 for 28-02-2023**

<b>Shifts</b>	<b>STAFF NAME</b>	<b>DUTY AREA (PLACE)</b>
<b>Paeds Ward Morning (08:00 AM to 02:00 PM)</b>	<b>Ms. Shahida Nasreen, Head Nurse</b>	<b>Male / Female Ward (Day Off: Sunday)</b>
	<b>Ms. Shahida Nasreen will act as Head Nurse of Paeds Ward for Morning Evening &amp; Night</b>	
	<b>Ms. Faiza Rauf, Charge Nurse</b>	<b>General Over + Linen Over + Daily &amp; Monthly Reports &amp; Record Maintain (Day Off: Sunday)</b>
	<b>Ms. Asma Rafiq, Charge Nurse</b>	<b>Nursery (Day Off: Sunday)</b>
	<b>Ms. Rabia Batool, Charge Nurse</b>	<b>Paeds Ward (Day Off: Saturday) (Sunday Duty)</b>
	<b>Ms. Samia Raza, Charge Nurse</b>	<b>Paeds Ward (Day Off: Thursday) (Sunday Duty)</b>
	<b>Note: Ms. Rabia Batool will perform day off releiver Morning Shift in Paeds Ward</b>	
<b>Paeds Ward Evening (02:00 PM to 08.00 PM)</b>	<b>Ms. Hina Yaseen, Charge Nurse</b>	<b>Paeds (Nursery) (Day Off: Thursday)</b>
	<b>Ms. Bushra Ali, Charge Nurse</b>	<b>Paeds (Ward) (Day Off: Wednesday)</b>
	<b>Ms. Bushra Iftikhar will perform day off releiver Evening Shift in Paeds Ward</b>	
<b>Paeds Ward Night (08:00 PM to 08:00 AM)</b>	<b>Ms. Sana Khalil, Charge Nurse</b>	<b>Paeds (Nursery) (Off: Wednesday )</b>
	<b>Ms. Shamshad Akhtar, Charge Nurse</b>	<b>Paeds (Nursery) (Off: Tuesday)</b>
	<b>Ms. Shabana Khaliq will perform day off releiver Evening Shift in Paeds Ward</b>	

**Dispensers (Para-Medics) Duty Roster****THQ HOSPITAL SADIQABAD****CASUALTY DEPARTMENT****FOR THE MONTH OF FEBRUARY 2023 W.E.F. 01-02-2023 for 28-02-2023**

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

**OPD DEPARTMENT**

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

**Day Offs:**

<b>Friday</b>	Evening Day off Mr. Danish Ali (Mr. Tanveer, OTA will perform duty)
<b>Saturday</b>	Morning Day off Mr. Mazhar Mehmood (Mr. Tanveer, OTA will perform duty)
<b>Wednesday:</b>	Night Off Mr. Waqar Mahmood/ Waheed uz Zaman (Mr. Tanveer, OTA will perform duty)

**Note:**

1. Night dispensers will manage their casual leave on their own adjustment i.e. mutually exchanged duties.

## Duty Roster Dental Department

FOR THE MONTH OF FEBRUARY 2023 W.E.F. 01-02-2023 for 28-02-2023

### THQ Hospital Sadiqabad

<b>MORNING</b> <b>(8.00 AM to 2.00 PM)</b>	Dr. Syed Abul hassan Shah	Senior Dental Surgeon
	Dr. Sidra Abdul Qayyum	Dental Surgeon
	Dr. Sana Munawwar	Dental Surgeon
<b>EVENING</b> <b>(2.00 PM to 8.00 PM)</b>	Dr. Syed Abul hassan Shah	Senior Dental Surgeon
	<u>Will perform Evening w.e.f. 01-02-2023 to 10-02-2023</u>	
	Dr. Sana Munawwar	Dental Surgeon
	<u>Will perform Evening w.e.f. 11-02-2023 to 20-02-2023</u>	
	Dr. Sidra Abdul Qayyum	Dental Surgeon
	<u>Will perform Evening w.e.f. 21-02-2023 to 28-02-2023</u>	

### Sundays & Evening / Night On Call

<u>Name of Dental Surgeons with on Call Days</u>	<u>On Call Sunday Date</u>
Dr. Sidra Abdul Qayyum <u>(On Call on Monday &amp; Tuesday)</u>	<b>12 February 2023</b>
Dr. Sana Munawwar <u>(On Call on Wednesday &amp; Thursday)</u>	<b>19 February 2023</b>
Dr. Syed Abul hassan Shah <u>(On Call on Friday &amp; Saturday)</u>	<b>5 &amp; 26 February 2023</b>

**DUTY ROSTER OF OUTDOOR DEPARTMENT (OPD)****FOR THE MONTH OF JANUARY 2023 W.E.F. 01-01-2023 for 31-01-2023**

<b>Director OPD (DMS Room Admin Block)</b>	<b>Dr. Hafiz Niaz Ahmed</b>	<b>(Senior Consultant)</b>
<b>Ortho OPD Room-1</b>	Dr. Rasheed Ahmed / Dr. Hussain Bilal	<b>Consultant / MO</b>
<b>ENT OPD Room-2</b>	Dr. Kashif Munir	<b>ENT Consultant</b>
<b>Surgical OPD Room-4</b>	Dr. Rao Nadeem / Dr. Nasir Ali	<b>Consultant Surgeons</b>
<b>Medicine-OPD (Room-6)</b>	Dr. Syed Zafar Iqbal / Dr. Usman Tahir	<b>Consultant / MO</b>
<b>OPD Room-7</b>	Dr. Farah Mukhtar / Ms. Aiman Muslim	<b>WMO/ Quality Assurance Officer</b>
<b>Skin OPD Room-8</b>	Dr. Rukhsha Hafeez / Dr. Sohaib Anjum	<b>Consultant Dermatologist / SMO</b>
<b>Male Dental OPD Room-9</b>	Dr. Abu Ul Hassan Shah/ Mr. M. Amir Naveed	<b>Dental Surgeon / Dental Technician</b>
<b>Female Dental OPD Room-10</b>	Dr. Sana Munawar / Dr. Sidra A. Qayyum	<b>Dental Surgeon(s)</b>
<b>NCD Clinic Room-11 &amp; 12.</b>	Dr. Wakeel Ahmed / Dr. Farrukh Nauman / Ms. Aqsa / Ms. Kanwal Naseem/ Mr. Hassan Akram	<b>SMO/MO/LHV/Midwife/DEO</b>
<b>EPI Vaccination Room-13 (Morning Shift)</b>	Ms. Naseem Shareef / Ms. Maria Arshad	<b>LHVs</b>
<b>EPI Vaccination(Evening)</b>	Ms. Bushra Yaqoub	<b>Midwife</b>
<b>IT Office Room-14</b>	Engr. Muhammad Junaid	<b>IT/Statistical Officer</b>
<b>Homeo Department-Room 16</b>	Dr. Ghulam Mohyudin	<b>Homeo Doctor</b>
<b>Chest OPD Room-17</b>	Dr. Muhammad Imran Sohail	<b>Consultant Chest Physician</b>
<b>LHV OPD Room-18</b>	Ms. Nighat Firdous	<b>Chief Technician</b>
<b>Tib Department Room- 19</b>	Hakeem Amjad Mehmood / Mr. Elam Din	<b>Hakeem / Dawasaz</b>
<b>Hepatitis Clinic-Room-20</b>	Dr. Saima Gull / Ms. Fouziya Zikar	<b>WMO / Charge Nurse</b>
<b>Peads OPD (New Peads Building Block)</b>	Dr. Sajid Iqbal / Dr. M. Azmatullah Khan	<b>Consultant / MO</b>
	Dr. Zunaira Shabbir / Dr. Rubia Altaf	<b>Consultant / WMO</b>
<b>Pharmacy Department (Old Midwife School)</b>	Mr. Moin-ud-Din / Ms. Faizzah Rehman / Mr. Shahzad Arif	<b>Hospital Pharmacist(s)</b>
<b>Eye OPD {New OPD Block (LRBT)}</b>	Dr. Hina Munawar / Dr. Sobia Rehman (WMO)	<b>Consultant Ophthalmologist</b>
<b>Diagnostic Lab. / T.B. Lab.</b>	Mr. Shakeel / Mr. Noor Din	<b>Lab. Technician</b>
<b>T.B Clinic OPD</b>	Dr. Waseem Khaliq / Mr. Qazi Saeed / Ms. Nadia Waheed	<b>SMO / Dispenser / Junior Clerk / Lab. Technician</b>
<b>Gynae OPD (Morning)</b>	Dr. Bushra Salam / Dr. Farhat Yasmeen / Dr. Sadia Aslam	<b>Senior Consultant / Consultant Gynecologist(s)</b>
	Dr. Shazia Akbar / Dr. Nadia Parveen	<b>SWMOs</b>
<b>Paeds OPD Evening</b>	Dr. Mudassar Rasheed	<b>Consultant Pediatrician</b>
<b>Gynae OPD (Evening)</b>	Dr. Saima Habib	<b>Consultant Gynecologist</b>

**REVISED DUTY ROSTER OF MALE/FEMALE WARD NURSING STAFF  
FOR THE MONTH OF FEBRUARY 2023 W.E.F. 01-02-2023 for 28-02-2023**

**INDOOR (FEMALE WARD)**

Shifts	STAFF NAME	DUTY AREA (PLACE)
<b>Female Ward Morning (08:00 AM to 02:00 PM)</b>	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: Friday) (Sunday Duty)
	Ms. Sana Sarfaraz, Charge Nurse	Gynae / Labour Room (Day Off: Sunday)
	Ms. Aqsa Shahzadi, Charge Nurse	Paeds OPD-EMR Entry (Day Off: Sunday)
	Ms. Khalida Parveen, 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)

**Note:** Ms. Kalsoom Akhtar, & Ms. Khalida Parveen will perform Sunday (Morning) Duty.

<b>Female Ward Evening (02:00 PM to 08.00 PM)</b>	Ms. Sadaf Naseem, Charge Nurse	Gynae + Labour Room (Day Off: Thursday)
	Ms. Fakhra Sadiq, Charge Nurse	Medical/Surgical + Male ward (Day Off: Saturday)
	Ms. Bushra Iftikhar, Charge Nurse	Reliever Evening (Off: Friday)

**Note:** Ms. Sadaf Naseem, Shamshad Akhtar & Ms. Sana Khalil will perform Sunday (Evening) Duty.

<b>Female Ward Night (08:00 PM to 08:00 AM)</b>	Ms. Nazish Sarfaraz, Charge Nurse	Labour Room + Gynae (Night Off: Sunday)
	Ms. Sonia Saleem, Charge Nurse	Surgery (Night Off: Monday)
	Ms. Shabana Khaliq, Charge Nurse	Reliever (Emergency, Female Ward, Paeds)

Shifts	STAFF NAME	DUTY AREA (PLACE)
<b>Morning (08:00 AM to 02:00 PM)</b>	Ms. Mussarat Roshan, Head Nurse	Male / Female Ward (Day Off: Sunday)
	Ms. Shahida Majeed, Charge Nurse	Male Ward Morning & Medicine / Record Maintenance (Day Off: Sunday)
<b>Male Ward Evening</b>	Ms. Fakhra Sadiq, Charge Nurse	Male Ward Evening (Day Off: Sunday)
<b>Male Ward Night</b>	Ms. Sonia Saleem, Charge Nurse	Male Ward Night (Night Off: Monday)

**NURSING (EMERGENCY DPEARTMENT) DUTY ROSTER FOR JANUARY 2023**

Shifts	STAFF NAME	DUTY AREA (PLACE)
<b>Emergency Morning (08:00 AM to 02:00 PM)</b>	Ms. Zahida Yasin, Head Nurse	Emergency (Day Off: Sunday)
	Ms. Mussarat Kausar, Charge Nurse	Emergency (Day Off: Friday)
	Ms. Tahira Tabassum, Charge Nurse	Emergency (Day Off: Thursday)
	Ms. Shumaila Sattar, Charge Nurse	Reliever (Day Off: Saturday) (HDU)
<b>Emergency Evening (02:00 PM - 08:00 PM)</b>	Ms. Abida Columbus, Charge Nurse	Emergency (Day Off: Sunday)
	Ms. Aliya Sakhawat Midwife	Emergency (Day Off: Wednesday)
	<b>Note: Ms. Shumaila Sattar, will perform Evening duty on Sunday &amp; Wednesday</b>	
<b>Emergency Night (08:00 PM to 08:00 AM)</b>	Ms. Anisha Mustafa, Charge Nurse	Emergency (Night Off: Saturday)
	Ms. Sonia Ashiq, Charge Nurse	Emergency (Night Off: Friday)
	Ms. Shabana Khaliq, Charge Nurse	Emergency (Night Off: Thursday)

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

**Note:** Ms. Shabana Khaliq (Charge Nurse) will perform duty as Morning / Evening Reliever in ER

# THQ HOSPITAL SADIQABAD

## DUTY ROSTER OF MOs, WMOs, CMOs, SMOs

FOR THE MONTH OF FEBRUARY 2023 W.E.F. 01-02-2023 for 28-02-2023

### CASUALTY DEPARTMENT

MORNING SHIFT	NIGHT SHIFT
(i) Dr. Hafiz M. Waseem (MO) (Triage Officer)	<u>Night SHIFT (DMS) (08:00pm to 02:00am)</u>
(ii) Dr. Rabia Afzal (WMO)	Dr. Khalid Masood (SMO) (Night DMS) <u>Batch A (Monday, Wednesday, Friday)</u>
(iii) Dr. Fatima Saeed (WMO)	(i) Dr. Shehzad Farooq (MO) (Triage Officer) (ii) Dr. Ali Arshad (MO)
EVENING SHIFT	(iii) Dr. Shahid Ali (MO)
(i) Dr. M. Imran Iqbal (AMS - Evening)	<u>Batch B (Tuesday, Thursday, Saturday)</u>
(ii) Dr. Muhammad Ali (MO) (Triage Officer)	(i) Dr. Farooq Ihsan (MO) (Triage Officer)
(iii) Dr. Uzair Ahmed (MO)	(ii) Dr. Tahir Nadeem (MO)
(iv) Dr. Kaleem Ullah Faiz (MO)	(iii) Dr. Taimoor Ul Hassan (MO)
(v) Dr. Aqsa Fayaz (WMO)	<b>Note: No C/L Reliever will be provided in night shift.</b>

**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)

#### DAY OFFs

<b>Saturday</b>	: Morning Day Off Rabia Afzal (WMO)
<b>Sunday</b>	: Evening Day Off Dr. Muhammad Ali (MO)
<b>Monday</b>	: Evening Day Off Dr. Uzair Ahmed (MO)
<b>Tuesday</b>	: Evening Day off Dr. Aqsa Fayaz (WMO)
<b>Wednesday</b>	: Morning Day Off Dr. Fatima Saeed (WMO)
<b>Thursday</b>	: Reliever Day Off Dr. Hanif Khalti (MO)
<b>Friday</b>	: Morning Off Dr. Hafiz M. Waseem (MO) /Evening Off Dr. Kaleem ullah Faiz (MO)

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

**Male Ward / General Ward Female (Evening)** Dr. Bushra Khaliq, WMO (Day Off: Monday)

#### NIGHT DUTY OFFs Plan

Day	Night Duty Offs	
Monday	<b>Batch-A</b>	
Tuesday	<b>Batch-B</b>	
Wednesday	<b>Batch-A</b>	
Thursday	<b>Batch-B</b>	
Friday	<b>Batch-A</b>	
Saturday	<b>Batch-B</b>	
Sunday	<b>Batch-A</b>	<b>05th &amp; 19th February 2023</b>
	<b>Batch-B</b>	<b>12th &amp; 26th February 2023</b>

**Shift In Charge** will perform (08:00pm to 02:00pm i.e. 6 hours) & will perform at least two rounds of wards in their night duty. From 02:00am to 08:00am the most senior MO/WMO on duty will act as In-Charge & Triage officer.

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 if MLO is not available.