

Dispensers (Para-Medics) Duty Roster**THQ HOSPITAL SADIQABAD****CASUALTY DEPARTMENT****FOR THE MONTH OF JANUARY 2023 W.E.F. 01-01-2023 for 31-01-2023**

Shifts	Name of Dispenser	Duty Time / Shift
MORNING	Mr. Mazhar Mehmood, Dispenser	8:00 AM to 2:00 PM (Day Off: Saturday)
	Mr. Tanveer Ahmed (OTA)	8:00 AM to 2:00 PM (Day Off: Sunday)
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: Wednesday)

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. Tanveer, OTA will perform duty)
Saturday	Morning Day off Mr. Mazhar Mehmood (Mr. Tanveer, OTA will perform duty)
Wednesday:	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.


MEDICAL SUPERINTENDENT
THQ HOSPITAL SADIQABAD

**REVISED DUTY ROSTER OF MALE/FEMALE WARD NURSING STAFF
FOR THE MONTH OF JANUARY 2023 W.E.F. 01-01-2023 for 31-01-2023**

INDOOR (FEMALE WARD)

Shifts	STAFF NAME	DUTY AREA (PLACE)
Female Ward Morning (08:00 AM to 02:00 PM)	Ms. Shahida Nasreen, 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. Nazish Sarfaraz, Charge Nurse	Gynae / Labour Room (Day Off: Sunday)
	Ms. Faiza Rauf, Charge Nurse	Nursery (Day Off: Sunday)
	Ms. Khalida Parveen, Charge Nurse	Peads (Day Off: Thursday) (Sunday Duty)
	Ms. Asma Rafiq, Charge Nurse	Paeds (Day Off: Wednesday) (Sunday Duty)
	Ms. Bushr Yaqoub, Midwife/Jr. Tech.	Paeds OPD-EMR Entry (Day Off: Sunday)
	Ms. Sonia Saleem, Charge Nurse	Reliever Morning (Day Off: Sunday)
	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. Asma Rafique, Ms. Khalida Parveen will perform Sunday (Morning) Duty.

Female Ward Evening (02:00 PM to 08.00 PM)	Ms. Musarat Roshan, Head Nurse	Male /Female Ward (Day Off: Saturday)
	Ms. Sadaf Naseem, Charge Nurse	Gynae + Labour Room (Day Off: Sunday)
	Ms. Sana Khalil, Charge Nurse	Medical/Surgical + Male ward (Day Off: Tuesday)
	Ms. Shamshad Akhtar, Charge Nurse	Peads (Nursery) (Day Off: Sunday)

Note: Ms. Fakhra Sadiq & Ms. Sana Khalil will perform Sunday (Evening) Duty.

Female Ward Night (08:00 PM to 08:00 AM)	Ms. Sughra Manzoor, Head Nurse	Male /Female Ward (Day Off: Monday)
	Ms. Sana Sarfaraz, Charge Nurse	Labour Room + Gynae (Off: Sunday + Monday)
	Ms. Hina Yaseen, Charge Nurse	Surgery (Off: Saturday + Sunday)
	Ms. Samia Raza, Charge Nurse	Peads (Nursery) (Off: Tuesday + Wednesday)
	Ms. Rabia Batool, Charge Nurse	Reliever Evening (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)
	Ms. Sidra Akbar, Charge Nurse	Male Ward Evening (Day Off: Sunday)
Male Ward Evening	Ms. Fakhra Sadiq, Charge Nurse	Male Ward Evening (Day Off: Saturday)
Male Ward Night	Ms. Hina Yaseen, Charge Nurse	Male Ward Night (Off: Saturday + Sunday)

NURSING (EMERGENCY DPEARTMENT) DUTY ROSTER FOR JANUARY 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. Shabana Khalique, Charge Nurse	Emergency (Day Off: Saturday)
	Ms. Anisha Mustafa, Charge Nurse	Emergency (Day Off: Sunday)
	Ms. Sonia Ashiq, Charge Nurse	Emergency (Day Off: Sunday) (HDU)
	Ms. Abida Columbus, Charge Nurse	Reliever (Day Off: Sunday)
Emergency Evening (02:00 PM - 08:00 PM)	Ms. Mussarat Kausar, Charge Nurse	Emergency (Day Off: Friday)
	Ms. Tahira Tabassum, Charge Nurse	Emergency (Day Off: Thursday)
Emergency Night (08:00 PM to 08:00 AM)	Ms. Bushra Iftikhar, Charge Nurse	Emergency (Night Off: Friday + Saturday)
	Ms. Shumaila Sattar, Charge Nurse	Emergency (Night Off: Monday + Tuesday)
	Ms. Aqsa Shehzadi, Charge Nurse	Emergency (Night Off: Wednesday + Thursday)

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

Note: Ms. Abida Columbus (Charge Nurse) will perform duty as Morning / Evening Reliever in ER


**MEDICAL SUPERINTENDENT
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REVISED DUTY ROSTER OF WMOs & SWMOs OF GYNAE DEPARTMENT

FOR THE MONTH OF JANUARY 2023 W.E.F. 01-01-2023 for 31-01-2023

Gynaec OPD		Male/ Female Ward + LABOUR ROOM		FEWARD + LABOUR ROOM	
MORNING SHIFT	MORNING SHIFT	MORNING SHIFT	EVENING SHIFT	NIGHT SHIFT	
Dr. Nadia Parveen (SWMO)	Dr. Fizza Shamsheer, WMO	Dr. Misbah Kanwal, WMO		Batch-A	Dr. Hina Sajid, WMO
Dr. Shazia Akbar (SWMO)	Dr. Maha Mukhtar, WMO	Dr. Aqsa Fayyaz, WMO			Dr. Asmet Naz, WMO
	Dr. Momna Ramzan, WMO				Days: Monday, Wednesday, Friday
				Batch-B	Dr. Kinza Zafar, WMO
					Dr. Shaqufa Shakoor, WMO
					Days: Tuesday, Thursday, Saturday
					Sunday Night Duty Roster
Monday : Morning Off Dr. Momna Ramzan, WMO				Dr. Maha Mukhtar:	02-10-2022
Tuesday : Evening Off Dr. Aqsa Fayyaz, WMO				Dr. Kinza Zafar:	09-10-2022
Wednesday :				Dr. Hina Sajid:	16-10-2022
Thursday : Morning Off Dr. Maha Mukhtar, WMO				Dr. Shaqufa Shakoor:	23-10-2022
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 will also be responsible for the visit of;
Sunday :					(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 will perform female postmortem (if any) on alternate basis (including their off days as well) in their respective shift without any delay.


MEDICAL SUPERINTENDENT
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DUTY ROSTER OF OUTDOOR DEPARTMENT (OPD)		
FOR THE MONTH OF JANUARY 2023 W.E.F. 01-01-2023 for 31-01-2023		
Director OPD	Dr. Hafiz Niaz Ahmed (Senior Consultant)	
Paeds-OPD (New OPD Block)	Dr. Sajid Iqbal / Dr. Bilal Khalid / Dr. Rubia Altaf	Consultant / MO / MO
Ortho OPD Room-1	Dr. Rasheed Ahmed	Consultant / MO
ENT OPD Room-2	Dr. Kashif Munir	ENT Consultant
Surgical OPD Room-4	Dr. Rao Nadeem / Dr. Nasir Ali	Consultant Surgeons
Peads OPD Room-7	Dr. Farah Mukhtar / Ms. Aiman Muslim	WMO/ Quality Assurance Officer
Skin OPD Room-8	Dr. Rukhsa Hafeez / Dr. Sohaib Anjum	Consultant Dermatologist / SMO
Male Dental OPD Room-9	Dr. Abu Ul Hassan Shah/ Mr. M. Amir Naveed	Dental Surgeon / Dental Technician
Female Dental OPD Room-10	Dr. Sana Munawar /Dr. Sidra A. Qayyum	Dental Surgeon(s)
NCD Clinic Room-11 & 12.	Dr. Tahir Nadeem / Dr. Farrukh Nauman / Ms. Aqsa / Ms. Kanwal Naseem/ Mr. Hassan Akram	MO/LHV/Midwife/DEO
EPI Vaccination Room-13 (Morning Shift)	Ms. Naseem Shareef / Ms. Maria Arshad	LHVs
EPI Vaccination(Evening)	Ms. Aliya Sakhawat	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
Medicine OPD Room-18	Dr. Syed Zafar Iqbal / Dr. Fatima Saeed (WMO)	Consultant / WMO
Tib Department Room- 19	Hakeem Amjad Mehmood / Mr. Elam Din	Hakeem / Dawasaz
Hepatitis Clinic-Room-20	Dr. Saima Gull / Ms. Fouziya Zikar	WMO / Charge Nurse
Room-21 (LHV Office)	Ms. Nighat Firdous	Chief Technician
Director OPD Room-22	Dr. Hafiz Niaz Ahmed (Senior Consultant)	Director OPD
Pharmacy Department (Old Midwife School)	Mr. Moin-ud-Din / Ms. Faizzah Rehman / Mr. Shahzad Arif	Hospital Pharmacist(s)
Eye OPD {New OPD Block (LRBT)}	Dr. Hina Munawar / Dr. Rabia Afzal (WMO)	Consultant Ophthalmologist
Diagnostic Lab. / T.B. Lab.	Mr. Shakeel / Mr. Noor Din	Lab. Technician
T.B Clinic OPD	Dr. Waseem Khaliq / Mr. Qazi Saeed / Ms. Nadia Waheed	SMO / Dispenser / Junior Clerk / Lab. Technician
Gynae OPD (Morning)	Dr. Bushra Salam / Dr. Farhat Yasmeen / Dr. Sadia Aslam	Senior Consultant / Consultant Gynecologist(s)
	Dr. Shazia Akbar / Dr. Nadia Parveen	SWMOs
Gynae OPD (Evening)	Dr. Saima Habib	Consultant Gynecologist


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**DUTY ROSTER OF MOs, WMOs, CMOs, SMOs
FOR THE MONTH OF JANUARY 2023 W.E.F. 01-01-2023 for 10-01-2023**

CASUALTY DEPARTMENT

MORNING SHIFT	NIGHT SHIFT
(i) Dr. Hafiz M. Waseem (Triage Officer)	Batch A (First Night) (08:00pm to 02:00am)
(ii) Dr. Sobia Rehman (WMO)	Dr. Khalid Masood (SMO) (Night DMS)
(iii) Dr. Shahzad Farooq (MO)	(i) Dr. Hussain Bilal (MO) (Triage Officer)
	(ii) Dr. Farooq Ihsan (MO)
	(iii) Dr. Taimoor ul Hassan (MO)
	(iv) Dr. M. Ahmed (MO) (Day Off Releiver Night Shift)
EVENING SHIFT	Batch B (Second Night) (02:00am to 08:00am)
(i) Dr. M. Imran Iqbal (AMS - Evening)	(i) Dr. Usman Tahir (MO) (Triage Officer)
(ii) Dr. Zia Nisar (MO) (Triage Officer)	Dr. Usman Tahir will act as Shift In-Charge in Second Night
(iii) Dr. Anam Afzal (WMO)	(ii) Dr. Ali Arshad (MO)
(iv) Dr. Shahid Ali (MO)	
(v) Dr. Babar Haneef (MO)	(iii) Dr. Kaleem Ullah Faiz (MO)

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

Releiver (Morning / Evening): Dr. Hanif Khalti (MO)

DAY OFFs

Saturday	: Evening Day off Dr. Zia Nisar (MO)
Sunday	: Evening Day Off Anam Afzal (WMO)
Monday	: Morning Day Off Dr. Sobia Rehman (WMO)
Tuesday	: Morning Day Off Dr. Shahzad Farooq (MO)
Wednesday	: Evening Day Off Dr. Shahid Ali (MO)
Thursday	: Releiver Day Off Dr. Hanif Khalti (MO)
Friday	: Morning Day Off Dr. Hafiz M. Waseem (MO) / Evening Off Dr. Babar Haneef
AMS (Admin)	Dr. Muhammad Ashfaq (APMO) (Sunday Off)
Male Ward (Evening)	Dr. Bushra Khaliq, WMO (Day Off: Monday)

NIGHT DUTY OFFs Plan


Day	Night Duty Offs
Monday	Night Off Dr. Kalem Ullah Faiz (MO)
Tuesday	Night Off Dr. Farooq Ihsan (MO)
Wednesday	Night Off Dr. Ali Arshad (MO)
Thursday	Night Off Dr. Usman Tahir (MO)
Friday	Night Off Dr. Taimoor-ul-Hassan (MO)
Saturday	Night Off Dr. Hussain Bilal (MO)
Sunday	Night Off Dr. Muhammad Ahmed (MO)

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 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 will perform MLC in their respective shifts on alternate basis if MLO is not available.


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ENT OPD Room-2	Dr. Kashif Munir	ENT Consultant
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Director OPD Room-22	Dr. Mudassar Rasheed / Dr. Zunaira Shabbir	Consultant Pediatricians
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