

REVISED DUTY ROSTER OF WMOs & SWMOs OF GYNAE DEPARTMENT

FOR THE MONTH OF JUNE 2023 W.E.F. 01-06-2023 TO 10-06-2023

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	Batch-A	Dr. Hina Sajid, WMO Days: Monday, Tuesday
Dr. Shazia Akbar (SWMO)	Dr. Asmet Naz, WMO		Batch-B	Dr. Kinza Zafar, 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.			Batch-C	Dr. Shagufta Shakoor, WMO Day: Friday, Saturday
Monday	: Morning Off Dr. Asmet Naz, WMO		Sunday Night Duty Roster	
Tuesday	: -		Bath-A	4th June 2023
Wednesday	: -		Bath-B	11th June 2023
Thursday	: -		Bath-C	18th June 2023
Friday	: -		Bath-A	25th June 2023
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. Shazia Akbar (SWMOs) / Evening Off Dr. Misbah Kanwal, WMO (Dr. Aqsa will perform Evening)			(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 OF PAEDS ROSTER STAFF PEDIATRICS DEPARTMENT MO/WMO

FOR THE MONTH OF JUNE 2023 W.E.F. 01-06-2023 TO 30-06-2023

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. Sonita John	Medical Officer (Day Off: Tuesday)
	<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
	Duty Days:	<u>Tuesday, Thurssday, Saturday</u>
	Sunday Duty:	<u>11th June 2023 & 25th June 2023</u>
	Dr. Bilal Khalid, MO	Night Paeds Ward
	Duty Days:	<u>Monday, Wednesday, Friday</u>
	Sunday Duty:	<u>4th June 2023 & 18th June 2023</u>

THQ HOSPITAL SADIQABAD

DUTY ROSTER OF NURSING STAFF PEDIATRICS DEPARTMENT

FOR THE MONTH OF JUNE 2023 W.E.F. 01-06-2023 TO 30-06-2023

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. Samia Raza, Charge Nurse	Nursery (Day Off: Friday)
	Ms. Sana Khalil, Charge Nurse	Paeds Ward (Day Off: Thursday) → (Sunday Duty)
	Ms. Sonia Saleem, Charge Nurse	Paeds Ward (Day Off: Friday) → (Sunday Duty)
	Ms. Shamshad Akhtar, Charge Nurse	Reliever (Day Off: Sunday)
	Note: Ms. Khalida Parveen will perform day off reliever Morning Shift in Paeds Ward	
Paeds Ward Evening (02:00 PM to 08.00 PM)	Ms. Hina Yasin, Charge Nurse	Paeds (Nursery) (Day Off: Wednesday)
	Ms. Rabia Batool, Charge Nurse	Paeds (Ward) (Day Off: Tuesday)
	Ms. Khalida Parveen will perform duty as releiver of Evening Shift in Paeds Ward	
Paeds Ward Night (08:00 PM to 08:00 AM)	Ms. Asma Rafiq, Charge Nurse	Paeds (Nursery) (Off: Monday + Tuesday)
	Ms. Bushra Ali, Charge Nurse	Paeds (Nursery) (Off: Friday + Saturday)
	Ms. Khalida Parveen, Charge Nurse	Paeds (Nursery) (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.

DUTY ROSTER OF OUTDOOR DEPARTMENT (OPD)**FOR THE MONTH OF JUNE 2023 W.E.F. 01-06-2023 TO 30-06-2023**

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. Hussain Bilal	Consultant / MO
ENT OPD Room-2	Dr. Kashif Munir	ENT Consultant
Surgical OPD Room-4	Dr. Rao Nadeem / Dr. Nasir Ali	Consultant Surgeons
Medicine-OPD (Room-6)	Dr. Syed Zafar Iqbal / Dr. Taimoor Ul Hassan	Consultant / MO
OPD Room-7 (SSP Room)	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
LHV OPD Room-18	Ms. Nighat Firdous	LHV (Chief Technician)
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
Peeds OPD (New Peeds Building Block)	Dr. Sajid Iqbal / Dr. M. Azmatullah Khan	Consultant / MO
	Dr. Zunaira Shabbir / Dr. Rubia Altaf	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. Mudassar 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

**REVISED DUTY ROSTER OF MOs, WMOs, CMOs, SMOs
FOR THE MONTH OF MAY 2023 W.E.F. 01-06-2023 TO 30-06-2023**

CASUALTY DEPARTMENT

MORNING SHIFT

(i) Dr. Hafiz M. Waseem (MO) (Triage Officer)

(ii) Dr. Mariam Rashid (WMO)

(iii) Dr. Saima Gull (WMO)

(iv) Dr. Mehreen Mehar (WMO)

EVENING SHIFT

Dr. M. Imran Iqbal (AMS - Evening)

(i) Dr. Tahir Nadeem (MO)(Triage Officer)

(ii) Dr. Uzair ahmad (MO)

(iii) Dr. Sonita John (WMO)

(iv) Dr. Momna Ramzan (WMO)

NIGHT SHIFT

Night SHIFT (DMS) (08:00pm to 02:00am)

Dr. Usman Tahir (MO) (Night AMS) (Off: Monday)

Batch A (Monday, Wednesday, Friday)

(i) Dr. Shehzad Farooq (MO) (Triage Officer)

(ii) Dr. Ali Arshad (MO)

(iii) Dr. Shahid Ali (MO)

Batch B (Tuesday, Thursday, Saturday)

(i) Dr. Farooq Ihsan (MO) (Triage Officer)

(ii) Dr. Kaleem Ullah Faiz (MO)

(iii) Dr. Urwa Afzal (WMO)

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 & Monday & Evening on Tuesday, Wednesday & Friday.

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

DAY OFFs

Saturday : Morning Day Off Dr. Saima Gull (WMO)

Sunday : Evening Off Dr. Uzair Ahmed (MO)

Monday : Morning Day Off Dr. Mariam Rashid (WMO)

Tuesday : Evening Day off Tahir Nadeem (MO)

Wednesday : Evening Off Dr. Sonita John (WMO) / Evening Day Off Dr. Momna Ramzan (WMO)

Thursday : Reliever Day Off Dr. Hanif Khalti (MO) / Morning Off Dr. Mehreen Mehar (WMO)

Friday : Morning Day Off Dr. Hafiz M. Waseem (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 04th & 18th June 2023

Batch-B 11th & 25th June 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**

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 MALE/FEMALE WARD NURSING STAFF
FOR THE MONTH OF JUNE 2023 W.E.F. 01-06-2023 TO 30-06-2023**

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: Thursday)
	Ms. Nazish Sarfaraz, Charge Nurse	Gynae / Labour Room (Day Off: Sunday)
	Ms. Fakhra Sadiq, 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)
	Ms. Malaika Yasin, LHV (PHCIP)	ANC - Paeds OPD-EMR Entry (Day Off: Sunday)

Note: Ms. Sadaf Naseem, & 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. Sana Sarfaraz, Charge Nurse	Gynae + Labour Room (Day Off: Sunday)
	Ms. Sidra Akbar, Charge Nurse	Medical/Surgical + Male ward (Day Off: Thursday)
	Ms. Aqsa Shahzadi, Charge Nurse	Reliever Evening (Day Off: Wednesday)

Female Ward Night (08:00 PM to 08:00 AM)	Ms. Sadaf Naseem, Charge Nurse	Labour Room+Gynae (Night Off: Saturday + Sunday)
	Ms. Sonia Ashiq, 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. Sonia Ashiq, Charge Nurse	Male Ward Night (Night Off: Thursday + Friday)

NURSING (EMERGENCY DEPARTMENT) 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. Tahira Tabassum, Charge Nurse	Emergency (Day Off: Thursday) → (HDU)
	Ms. Bushra Iftikhar, Charge Nurse	Emergency (Day Off: Friday)
	Ms. Aliya Sakhawat, (Midwife, Jr. Tech)	Emergency (Day Off: Sunday)
Emergency Evening (02:00 PM - 08:00 PM)	Ms. Musarrat Roshan, Head Nurse	Emergency (Day Off: Friday) (Evening Super)
	Ms. Shumaila Sattar, Charge Nurse	Emergency (Day Off: Friday)
	Ms. Anisha Mustafa, Charge Nurse	Emergency (Day Off: Saturday)
	Note: Ms. Abida Columbus, will perform Duty of Morning / Evening reliever	
Emergency Night (08:00 PM to 08:00 AM)	Ms. Mussarat Kausar, Charge Nurse	Emergency (Night Off: Thursday + Friday)
	Ms. Abida Columbus, Charge Nurse	Emergency (Night Off: Saturday + Sunday)
	Ms. Shabana Khaliq, Charge Nurse	Emergency (Night Off: Tuesday + Wednesday)

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