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APPENDIX "C"

Statement showing duties ~~of~~ and qualifications
of each post.

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SUPERINTENDENT (Part-time)

The 2nd Senior Most Professor of the Govt. Ayurvedic College, Patiala will work as Part-time Superintendent of the Government Ayurvedic Hospital, Patiala.

Duties.

He is responsible for general discipline of the Hospital. All correspondence between the Directorate and the Hospital and all correspondence, purchases and drawing of pays etc. are to be controlled by him. ~~At present 54 employees are under his~~

~~control. His salary is Rs. 15,000/- per month. He is on leave from 31st October 1957 and has been discharged on 31st October 1957.~~

- ii) The Superintendent has to exercise complete control over the Visiting Staff (Professors) who are answerable to him for the proper care and correct treatment including proper nursing of the cases admitted to their respective wards and coming to their out patients. Also the Visiting staff is responsible to the Superintendent for the cleanliness of their wards and the adjacent rooms, Varendahs and the lavatories etc.
- iii) He is to exercise control ^{over} ~~of~~ indents of medicines and other requirements demanded by the Visiting staff for their wards.
- iv) He is responsible to watch the clinical training of the students by Visiting staff in the Hospital in accordance with the arrangements made by the Principal.

RESIDENT PHYSICIANS. (1. male and 1 female)

Qualifications: Degree holder in Ayurveda of any chartered University or Board of Indian Systems of Medicine established by Law in India or any teaching institution recognized by the Government.

Duties.

Resident staff will be at par with the Visiting officers (Professors). They shall have the privilege and rights to make additions and alterations in the prescriptions and diet if the patients are not progressing and also in emergencies.

- i) The Resident Physician will be responsible to the Superintendent for the cleanliness and discipline of the Hospital.

- ii) They will prepare register of duty of Medical Officers, Resident Physician, Nursing Assistant (Medical Officers) and the ~~House~~ staff, Up-Vaidyas, Dais and class IV employees and will submit to Superintendent for approval.
- iii) They will see that all the rules of the Hospital are obeyed by the non-gazetted staff and class IV servants of the Hospital;
- iv) They will submit daily report of the working of the Hospital to the Superintendent.
- v) They will inspect hospital daily and will see that the hospital and the surroundings are clean and tidy.
- vi) They will carry out such duties as are assigned to them by the Superintendent from time to time.
- vii) They will pay surprise visits accordingly to see that the staff on duty is present and that there are no other irregularities.

ASSISTANT RESIDENT PHYSICIANS (1 male and 1 female)

Qualifications: Degree holder in Ayurveda of any chartered University or Board of Indian System of Medicine established by Law in India or any teaching institution recognized by Government.

Duties.

They will assist Resident Physicians in the discharge of the following duties and will carry out the instructions of the Resident Physicians issued by them from time to time:-

- i) They ^{are to} note ~~write~~ patient's histories, treatment and diet on Bed Head ticket and where necessary they ^{will} send cases for X-Ray and Pathological Examinations and maintain their forms clearly and carefully in accordance with the instructions of Visiting staff.
- ii) They ^{are to} carry out treatment ~~as ordered~~ by the Visiting officers (teaching staff of the Govt. Ayurvedic College).
- iii) They ^{are to} attend to all patients immediately on admission to their wards and on all emergencies called upon to do so by the Nurse on duty. They record the same and addresses of the patient.
- iv) Their duty hours are as follows:-

~~One~~ One Asstt. Resident Physician - 7 A.M. to 7 P.M.
 One Asstt. Resident Physician - 7 P.M. to 7 A.M.

) They remain in the Hospital and when not actually engaged on attendance to patients in the duty Room for the period on night duty.

vi) They are required to attend immediately on being informed of death in the wards, examine the case and certify death. They are to report the death to the Superintendent with record of the patients fully completed the same day. He is responsible for the evacuation of dead body immediately from the ward.

vii) They maintain admission and discharge registers review Store/stock registers maintained by the Store keepers. They are responsible for the safe custody of patients' record including the X-Ray and Pathological reports.

viii) They are responsible to inform the patients, on admission the rules of the Hospital and are responsible to see that the hospital rules are properly carried out especially regarding hospital clothing, attendance and diet and are required to report to the Superintendent monthly.

ix) They are entirely responsible to see that patients under their care are given proper attendance by the Nursing staff and in case of non-compliance of orders, are required to inform regarding the nurse on duty to the Sister and later on report the matter to the Superintendent ~~if~~ if repeated negligence is found.

x) They are responsible for the safe custody of patient record and for sending it to the Record Section after completion and signature of the Visiting officers and the patient being discharged from the hospital.

xi) They are required to inform the Superintendent if a patient absconds from the ward. In cases of patients absconding with hospital property, the Police will be informed by the Superintendent or the Resident Physician on duty.

xii) They are responsible to restrict the number of attendants in the wards to the minimum; if attendant is allowed in the interest of the patient welfare, they are to issue Day and Night Pass. No pass is to be issued to a man in female ward and a woman in Male ward.

xiii) y The ~~Resident~~ Resident Physicians shall prescribe diet to the patients according to their needs, according to the scale laid down in the Hospital rules.

xiv) They are not to allow patients to keep any valuable articles and money in their possession.

xv) x They are responsible for the general discipline of the staff members under them and are responsible to see that proper and polite treatment is given to the patients by their subordinate staff.

SISTER.

Qualifications: Qualified nurse with 5 years experience in some recognized hospital.

Duties.

i) Sister is entrusted with the supervision of the nurse staff including class IV employees and Kitchen staff.

ii) She is responsible for the cleanliness of the wards and adjacent rooms and Verandahs etc. and adjacent surroundings.

iii) She is required to see that the patients in the wards are given proper ~~xxx~~ attention by nurses and in case of negligence will take action as deemed appropriate by her under rules.

iv. She is required to have a round at night to ensure the proper discharge of duties by the nursing staff.

v. She is also responsible for the Hospital clothing and proper attendants of the patients.

vi. She is required to see that the diet is served to the patients as prescribed by the Resident Physicians.

vii. She is to assist the Superintendent and Visiting officer on their visit.

viii. She is directly ~~xx~~ answerable to the Superintendent.

ix. She is required to maintain coordination and cooperation between the Resident Physicians and Visiting Officer.

MASSEUR.

Qualifications: Should possess Diploma or Degree (5 years course) in Ayurveda of any Chartered University or Board of Indian System of Medicines established by law in India or any teaching institution recognized by Government.

Having necessary training in Panchkarma and special Malabar treatment.

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DUTIES.

- i) He is responsible for the treatment of the patients in the Panchkarma - a special system of treatment in Ayurveda such as Snehan-Svedan, Vaman, Virechan, Vasti and Nasya - in accordance with the instructions of the Professor of Medicines and clinical.
- ii) Any material change during the massage or other treatment will be reported by him to the Resident Physician.
- iii) He is to maintain a separate register for all such cases treated by him.
- iv. He will place his demand for special medicated oils etc. required for his system of treatment on the dispensary duly sanctioned by the Superintendent through the Resident Physician.
- v. He is to see that the patients in the Panchkarma ward are properly attended to by the nursing staff.
- vi. He will leave instructions to the nursing staff and the ward attendants to give massage etc. at scheduled time when going off duty.

NURSES.

QUALIFICATIONS: Qualified nurses from some recognized teaching institutions or hospital. Experienced hands given preference.

Duties.

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- i. They carry out such nursing duties as assigned to them by the sister on duty from time to time.
- ii. They do nursing to patients in the assigned wards.
- iii. They make periodical observation of the cases and record these on the nurses chart and the temperature chart of the case.
- iv. They give medicines to the patients and carry out any other treatment as ordered by the Physicians.
- v. They assist Resident Physicians and Visiting staff in examination and treatment of patients and carry out such orders as given by them.
- vi. They supervise distribution of food to cases under their care.
- vi. They make out the requisition of diet for the patients daily from the bed head ticket of the cases.

- vii. They make out the requisition of diet for the patients daily from the bed head ticket of the cases.
- viii. They obtain medicines from the dispensary through Ward Attendants according to the bed head ticket for administration to the patients.
- ix. They prepare reports to be submitted to the Sister on duty daily.
- x. They are to see that the patients obey Hospital rules and any non-compliance is reported to the Resident Physician.
- xi. They supervise the cleanliness of the wards, adjoining varandahs and the lavatories.
- xii. They are responsible to collect urine and faeces of the patients through menial staff concerned for the pathological examinations as ordered by the Resident Physician.
- xiii. They are required to see that on admission the patient is properly washed and changes into Hospital clothings, and thereafter she is responsible for making bed, sponging of bed cases and combing of hair of the patients etc.
- xiv. They take possession of all belongings of the patient and make inventory of these in a register and take patients' signature mark or thumb impression with his address and name and address of next of his/her kith.
- xv. All nurses are required to do night duty in rotation as assigned by the Sister.
- xvi. They are required to see that all the menial staff performs their duties properly. They are to see that all students on duty carry out the treatment as ordered. If students are absent when required during the night or do not carry out the treatment, they are to atonce inform the Resident Physician on duty in writing in call book.
- xvii. They are to see that no unnecessary lights are burning during the night.
- xviii. They are responsible to inform the Resident Physicians in writing about any untowards happening in their respect wards.

Storekeeper.

Qualifications: Should be matric with store experience any private or Govt. Officer..

Duties.

- i. He is responsible to maintain the store and stock of the Hospital such as diet, clothing and bedding, instruments all kinds of hospital equipment.
- ii. He is responsible to issue all stores etc. on receipt of indent from the Resident Physician duly sanctioned by the Superintendent. ✓
- iii. He is responsible to submit his demand for replacement of his store in time to the Resident Physician.
- iv. He is responsible to keep the accounts of all sorts of stores upto-date and get it verified from the Resident Physician.
- v. He places his demand on the contractors for daily rates etc.
- vi. He is to keep the store and stock registers upto date.

Assistant Store Keeper.

Qualifications: Should be matric with store experience in any private or Govt. office for one year.

Duties.

- i. He assists the storekeeper in the multifarious duties.
- ii. He is to obtain comparative rates from the market for the purchases and to prepare comparative statements.
- iii. He is to give hospital duty in turn for six hours.
- iv. He is to assist the Storekeeper in the maintenance of various store and stock registers, correspondence and such other duties as he may assign to him. /

Up-Vaidyas.

Qualifications: Vaidya/Up-Vaidya/Vaidya Visharad/Ayurved ~~Bhishard~~ Bhishak/Ayurved Bhishak or equivalent.

They are required to prepare medicines according to the prescriptions (as entered in the patient Head Ticket and ~~and~~ ~~in~~ round register) and issue to the nurses.

- ii. They will keep accounts of the dispensary.
- iii. They are responsible to keep all medicines available in the dispensary and immediately replenish the dispensary stock by placing demand on the Store keeper through resident physician.
- iv. They are responsible to work out monthly balances of the medicines in the dispensary.
- v. They are responsible to keep the dispensary neat and

V. They are responsible to keep the dispensary neat and clean.

DAIS.

Qualifications : Trained Dai.

Duties.

- 1. Dais are required to assist the nurses in douche cases, making of beds, sponging of the bed case, combing of hair of the patients.
- ii. They are to assist the nurses in natal and pre-natal cases.
- iii. They are also to assist the Visiting staff in the examination and to help in correct diagnosis with regard the female patients.
- iv. They will also be helpful in Maternity cases ~~also~~ when Maternity ward is started in the Hospital.

WARD ATTENDANTS.

Qualifications: Experienced ^{hands} preferred.

Duties.

- i. They are responsible to keep the wards neat and clean.
- ii. They are to assist the nurses in the attendance of patients.
- iii. They are to serve the patients with drinking water.
- iv. They are required to take the patient stretchers or by trolleys etc.
- v. In Panchkarma Ward, they are to help the Masseur in massages Snehan Swedan, Vaman Virechan etc.
- vi. They are responsible to assist the nurse in bringing medicines from the dispensary for the patients.
- vii. They are responsible for watch and ward of the wards.

DHOBIES. - Two.

Duties.

- 1. They are responsible to take patients clothing and bed-sheets etc. daily for washing.
- ii. They are responsible ~~not~~ for any loss of clothes or damage thereto when in his custody.
- iii. At the time of taking clothe from the hospital he is ensure. that no clothe is in a damage condition.

SWEEPERS.

Qualifications: Experienced hands are preferred.

Duties.

- i. They are responsible for the sweeping and cleaning of the wards and lavatories, varandahs and the surroundings of the hospital.
- ii. They are responsible to attend to the patient demand for urinal etc.

COOKS.

Qualifications: Experience of one year.

Duties.

- i. They are responsible for the cooking of meals, Dalia, Sago, Khichri, Chawal, and boiling of milk etc. as directed by the nurses for various patients.
- ii. They are responsible for the cleanliness of the kitchen and its surroundings.
- iii. They are responsible for distribution of meals and milk etc. to the patients in the wards under the direction of nurses
- iv. They are responsible for all store and stock articles given to them.
- v. They are responsible for getting the ration issued from the Storekeeper in time.

KITCHEN BEARERS.

Qualifications - Experience hands are preferred.

Duties.

- i. They are to assist the cooks in the cooking and distribution of meals to the patients in the wards and assist the cooks to get store issued from the store-keeper.

KAHARS.

Qualifications: Experience hands are preferred.

Duties.

- i. They are responsible to clean the utencils of the kitchen and those of the patients.

~~ii. They are responsible to clean the utencils of the kitchen and those of the patients.~~

- iii. They are to supply water to the patients during meals.