

THQ HOSPITAL AHMADPUR EAST

DUTY ROSTER FOR THE MONTH OF NOVEMBER 2023

ADMINISTRATION DEPARTMENT



S.No.	Name	Designation	Supporting Staff
1	Dr. Muhammad Arif Gouri	Medical Superintendent	Faiz Rasool M. Waseem
2	Sarfraz ul Hassan Salman Safdar	Admin Officer/Finance Officer Assistant Admin Officer (Evening)	Muhammad Adnan
3	Mujahid Irshad	Quality Assurance Officer	M. Sufiyan
4	Sohaib Saleem	Procurement Officer/ Logistics Officer	
5	Tauqeer Gul Lashari	HR & Legal Officer/ Assistant Admin Officer	Amir Shakeel Khurram Shehzad
6	Zaheer ud Din Shehla Arshad Syed Sardar Ali Shah Azeem Asghar	IT & Statistical Officer Statistical Assistant DEO Computer Operator	

OUT PATIENT DEPARTMENT (OPD)

S.No	Name	Department	Designation	Supporting Staff
1	Dr. Muhammad Afzal Dr. Yasser Nissar Saif Ullah Muhammad Sufyan	Eye	Senior Consultant Ophthalmologist Optometrist Scientist Ophthalmic Technician	Basheer Ahmed
2	Dr. Taj Naseem Sial	Surgical OPD Mental Health Clinic	Consultant Surgeon	Hafiz Naveed
3	Dr. Baset Mahmood	Surgical OPD	Consultant Surgeon	
4	Dr. Irum Afzal Dr. Khawar Abbas	OPD	Consultant Dermatologist Medical Officer	Haleema Bibi
5	Dr. Fatima Niazi Dr. Huma Khalid	General OPD	SWMO MO	Sajid Saedi
6	Dr. Mahar Sajjid	PEADS OPD	WMO	Mazhar Abbas
7	Dr. Parveen Akhtar Dr. Sana Shoukat Dr. Umama Ali	Gynae OPD	Consultant Gynecologist Consultant Gynecologist WMO	Sumaira Bibi

CARDIAC CARE UNIT (CCU)

S. No.	Name	Designation	Shift
1	Dr. Salma Saeed	Consultant Cardiologist	Morning
2	Ishrat Bajwa	Charge Nurse	Morning
3	Shahbaz Shah	Driver	Morning
4	M. Khalid	Ward Servant	Morning

DENTAL DEPARTMENT

S. No	Name	Designation	Shift
1.	Dr. Rashid Ghouri	Dental Surgeon	Morning
2.	Dr. Hamza Sohail	Dental Surgeon	Morning
3.	Umair Ahmed	Dental Technologist	Evening
4.	Muhammad Safdar	Senior Dental Technician	Evening
5.	Muhammad Imran Arshad	Dental Technician	Morning
6.	Muhammad Arif	Ward Servant	Morning

PULMONOLOGY DEPARTMENT

S. No	Name	Designation	Shift
1	Dr. Sannia	T.B & Chest Specialist	Morning
2	Manzoor Ahmed	S.T.P	Morning
4	Muhammad Akram	Ward Servant	Morning

ORTHOPEDICS DEPARTMENT

Sr. No	Name	Designation	Shift
1	Dr. M. Hamid Raza Shah Akif	Orthopedic Surgeon	Morning
2	Dr. Naeem Abbas	Orthopedic Surgeon	Morning
3	Husnain Aziz	Dispenser	Morning

DIALYSIS DEPARTMENT

S. No	Name	Designation	Shift
1.	Shazia Kousar	Charge Nurse	Morning
2.	M. Shakeel Shaheen	J.T.P	Morning
3.	Aneesa Bukhari	Charge Nurse	Evening
4.	Imran Hussain	Sanitary Worker	Evening
5.	M. Ijaz Nawaz	Ward Servant	Morning

NON-COMMUNICABLE DISEASES CLINIC (NCD)

Sr. No	Name	Designation	Shift
1.	Dr. Adnan Sarfaraz	Medical Officer	Morning
2.	Lubna Kousar	Charge Nurse	Morning
3.	Shabana Naz	Charge Nurse	Morning
4.	Abdul Ghaffar	Data Entry Operator	Morning
5.	Shamshad Bibi	Ward Servant	Morning
6.	Muhammad Usman	Ward Servant	Morning

HEPATITIS CLINIC

S. No	Name	Designation	Shift
1	Dr. M. Abdul Rauf	Medical Officer	Morning
2	Salma Shahzadi	Charge Nurse	Morning
3	Asma Khadim	Naib Qasid	Morning
4	Zahid Farooq	Ward Servant	Morning

DUTY ROSTER OF GYNECOLOGISTS

S. No	Name	Designation	OPD	OT	Supporting Staff
1	Dr. Parveen Akhtar	Gynecologist	Tue, Thu, Sat	Monday, Wed, Fri	Sumaira Bibi
2	Dr. Sana Shoukat	Gynecologist	Monday, Wed, Fri	Tue, Thu, Sat	
3.	Rubab Bukhari	Charge Nurse	OPD		

EXPANDED PROGRAMME ON IMMUNIZATION (EPI)

S. No	Name	Designation	Shift
1.	Nida Kanwal	Charge Nurse	Morning
2.	Muneera Durani	LHV	Morning
3.	M. Younas	Vaccinator	Morning
4.	Riffat Rohi	Female Vaccinator	Evening
5.	Indoor C/N (On Call)	Charge Nurse	Night

MAIN PHARMACY STORE

S.No	Name	Designation	Shift
1.	Muhammad Shahzad	Pharmacist	Morning
2.	Husnain Haider	Male Nurse	Morning
3.	Jam Usman	Ward Servant	Morning
4.	Muhammad Saleem	Sanitary Worker	Morning

OPD PHARMACY

S.NO	Name	Designation	Shift
1.	Hafiz Saad Ullah	Senior Pharmacy Technician	Morning
2.	Shabana Nazli	Dispenser	Morning
3.	Sajid Mehmood	Ward Servant	Morning

COD/IPD PHARMACY

S.No	Name	Designation	Shift	Day off
1.	Ans Azam Goheer	Pharmacist	Morning	Sunday
2.	Aneela Tariq	Charge Nurse	Morning	Sunday
	Shahid Lashari	Dawasaz		Monday
3.	Shamshila Ashghar	Charge Nurse	Evening	Sunday
	Muhammad Arshad	Sanitary Worker		Friday
4.	Kousar Bibi	Charge Nurse	Night	Thursday
	Muhammad Ahmed	Sanitary Worker		Saturday

Note: COD Pharmacy Charge Nurse shall relieve in COD Wards

RADIOLOGY DEPARTMENT

S.No	Name	Designation	Shift	Day Off	Reliever
1.	Dr. Sana Ashraf	Consultant Radiologist	Morning	Sunday	None
2.	Adnan Shabbir	MIT	Morning	Sunday	None
3.	Salamat Ali	Technician R/G	Morning	Sunday	Hafiz Sajid
4.	Hafiz Sajid	Junior Technician R/G	Morning	Friday	Salamat Ali
5.	Nasir Mehmood	Junior Technician R/G	Night	Thursday	Hafiz Sajid
6.	G.M. Minhas	Junior Technician R/G	Evening	Wednesday	Hafiz Sajid
7.	Naeem Anjum	Chowkidar	Morning	Sunday	None
8.	M. Riaz	Baidar	Morning	Sunday	None

WELL WOMEN CLINIC (WWC)

S. No	Name	Designation	Shift
1.	Dr. Asifa Shikrani	Consultant Gynecologist	Morning
2.	Dr. Hafsa Ayub	Women Medical Officer	Morning
3.	Kiran Niaz	Charge Nurse	Morning
4.	Muhammad Naeem	Naib Qasid	Morning

LAB & BLOOD BANK DEPARTMENT (NOVEMBER 2023)

S. No	Name	Designation	Shift	Day Off	Reliever
1	Dr. Muneeba Rahman	Consultant Pathologist	Morning	Sunday	----
2	Ammara Nasir	Medical Lab Technologist	Morning	Sunday	----
3	Sh. Junaid Nizami	Medical Lab Technologist	Evening	Sunday	M. Abbas
4	M. Fayyaz Malik	Lab Technician	Morning	Sunday	Jaffer Hussain
5	Jaffer Hussain	Lab Technician	Morning	Sunday	M. Abid
6	M. Abbas	Lab Technician	Evening	----	---
7	M. Saddam	Lab Technician	Night	-----	Sohaib
8	M. Abid Ashraf	Lab Technician	Morning	Wednesday	M. Shoaib
9	M. Bilal	Ward Servant	Morning	Sunday	M. Saddam
10	M. Shoaib	Lab Attendant	Night	Sunday	M. Saddam
11	Tanveer Abbas	Ward Servant	Morning	Sunday	----
FRIDAY ROSTER		03/11/2023	10/11/2023	17/11/2023	24/11/2023
12:00 p.m. to 02:00 p.m.		M. Saddam	M. Abid	Jaffer Hussain	M. Tanveer

PARCHI COUNTER/CENTRAL FEE COLLECTION

S.No	Name	Designation	Shift
1.	Jahanzeb Aslam (Central Fee Collection)	Driver	Morning
2.	Mehmood ul Hassan	Electrician	Morning
3.	Muhammad Asif	Naib Qasid	Morning
4.	Vikram	Sanitary Worker	Morning
5.	Husnain Aziz	Chowkidar	Morning
6.	Sajid Rasheed	Gate Keeper	Morning
7.	Shahid Nazeer	Sanitary Worker	Morning
8.	M. Amir	Ward Servant	Morning
9.	Inzamam ul Haq	Driver	Morning

CONSULTANTS ON-CALL ROSTER

Sr. No	Shift	General Surgeon	Orthopedic Surgeon	Ophthalmologist
1	Evening + Night	Dr. Taj Naseem (Mon, Tue, Wed)	Dr. Naeem Abbas (Mon, Tue, Wed)	Dr. M. Afzal (Mon, Tue, Wed)
2	Night	Dr. Basit Mehmood (Thu, Fri, Sat)	Dr. Hamid Raza (Thu, Fri, Sat)	Dr. Yasir Nisar (Thu, Fri, Sat)

ON-CALL SUNDAY OT ROSTER

S. No	Gynecologist	Anesthetist	OTA
1	Dr. Parveen Akhtar	Dr. Diwan Irfan	Ateeq
2	Dr. Asifa Shikrani	Dr. Diwan Irfan	Saad
3	Dr. Sana Shoukat	Dr. Diwan Irfan	Majid
4	Dr. Sana Shoukat	Dr. Diwan Irfan	Azhar

SEHAT SAHULAT PROGRAM (SSP)

Name	Designation	Shift
Mehwish Batool	Charge Nurse	Morning
Shehla Munir	Charge Nurse	Evening

OPERATION THEATER (OT) NOVEMBER 2023 (MORNING)

S. No	Name	Designation	Shift
1.	Dr. Diwan Irfan	Consultant Anesthetist	Morning
2.	Dr. Ehtesham ul Haq	Consultant Anesthetist	Evening
3.	Dr. Muhammad Afzal	Senior Consultant Ophthalmologist	Morning
4.	Dr. Yasir Nisar	Consultant Ophthalmologist	Morning
5.	Dr. Taj Naseem	Consultant Surgeon	Morning
6.	Dr. Baset Mahmood	Consultant Surgeon	Morning
7.	Dr. Asifa Shikrani	Consultant Gynecologist	Morning
8.	Dr. Parveen Akhtar	Consultant Gynecologist	Morning
9.	Dr. Sana Shoukat	Consultant Gynecologist	Morning
10.	Dr. M. Hamid Raza	Orthopedic Surgeon	Morning
11.	Dr. Naeem Abbas	Orthopedic Surgeon	Morning
12.	Asma Iqbal	O.T Technologist	Evening
13.	Jamshaid Iqbal	O.T Technologist	Morning
14.	Mehnaz Kiran	Charge Nurse	Morning
15.	Iram Tabbasum	Charge Nurse	Morning
16.	Mehmood Alam	OTA	Morning
17.	M. Attique	OTA	Morning
18.	M. Majid	OTA	Evening
19.	M. Saad	OTA	Morning
20.	Zahida Bibi	Ward Servant	Morning
21.	Muhammad Ramzan	Ward Servant	Morning
22.	Munawar Lal	Sanitary Worker	Morning

OPERATION THEATER (OT) NOVEMBER 2023 (EVENING)

S. No	Name	Designation	Shift	Day Off
1	Dr. Asifa Shikrani (On Call)	Consultant Gynecologist	Evening	-----
2	Dr. Ehtesham ul Haq	Consultant Anesthetist	Evening	Sunday (OnCall Dr. Diwan)
3	Asma Iqbal/Shehla Munir	OT Technologist/CN	Evening	Sunday Indoor Staff
4	Muhammad Majid	OTA	Evening	On Call Ateeq OTA

ONCALL OPERATION THEATER (OT) NOVEMBER 2023 (NIGHT)

Sr. No	Name	Designation	Shift	
1	Dr. Parveen Akhtar (On Call) (01-09-2023 to 15-09-2023) Dr. Sana Shoukat (On Call) (16-09-2023 to 31-09-2023)	Consultant Gynecologist	Night	
2	Dr. Diwan Irfan	Consultant Anesthetist	Night	Sunday (On Call)
3	Charge Nurse from Indoor	Charge Nurse	Night	
4	M. Sohaib	OTA	Night	M. Ateeq (on Call)
5	Basheer Ahmed	Cook	Night	

EMERGENCY DEPARTMENT (COD), MORNING, NOVEMBER 2023

S. No.	Name	Designation	Day Off
1.	Dr. Hafsa Liaquat (Dr. Mahar Sajid – Relieve)	WMO	Friday
2.	Dr. Mahar Faisal (MLC 01-11-23 to 31-11-23) Dr. Khawar- Relieve)	Medical Officer	Saturday
3.	Dr. Mahar Sajid + Dr. Khawar (Morning Shift Relievers)	Medical Officer	-----
4.	Shazia Malik	Head Nurse	Sunday
5.	Aneela Tariq (SSP + Pharmacy)	Charge Nurse	Sunday
6.	Raheela Arshad (ICU)	Charge Nurse	Wednesday
7.	Umama Lashari (ICU)	Charge Nurse	Friday
8.	Aneela Nadir (Female Ward)	Charge Nurse	Sunday
9.	Ishrat Fatima (Male Ward)	Charge Nurse	Thursday
10.	Muhammad Asad	Dispenser	Sunday
11.	Sajjad Shah	Ward Servant	Tuesday
12.	Tahir Bashir	Ward Servant	Friday
13.	M. Abrar	Sanitary Worker	Saturday
14.	Abdul Manan (Relieve Sunday)	Driver	Thursday
15.	Shahid Anjum (Parchi Counter)	Chowkidar	Sunday

EMERGENCY DEPARTMENT (COD), EVENING, NOVEMBER 2023

Sr. No	Name	Designation	Day Off
1.	Dr. Talha Amin (MLC 01-11-23 to 15-11-23)	Medical Officer	Friday
2.	Dr. Fareed Qureshi (MLC 01-11-23 to 15-11-23)	Medical Officer	Wednesday
3.	Dr. Mahar Faisal – Relieve (Friday + Wednesday)		
4.	Shamshila Ashghar (Shift InCharge + Pharmacy)	Charge Nurse	Sunday
5.	Parveen Ameer (ICU)	Charge Nurse	Saturday
6.	Irum Sattar (ICU)	Charge Nurse	Wednesday
7.	Ayman Lashari (Female Ward)	Charge Nurse	Friday
8.	Ghazal Muneer (Male Ward)	Charge Nurse	Thursday
9.	Muhammad Naeem	Dispenser	Friday
10.	Niaz Shah	Dispenser	Wednesday
11.	M. Arshad	Sanitary Worker	Tuesday
12.	Azam	Sanitary Worker	Saturday
13.	M. Kamran (Reliever Arshad)	FIF	Friday
14.	Karan	Sanitary Worker	Thursday

EMERGENCY DEPARTMENT (COD), NIGHT, NOVEMBER 2023

Sr. #	Name	Designation	Day Off
1.	Dr. Ejaz Ashraf (MLC 01-11-23 to 15-11-23)	Medical Officer	----
2.	Dr. Hamza Usman (MLC 16-10-23 to 31-11-23)	Medical Officer	----
3.	Dr. Arslan Haider (MLC 01-10-23 to 15-10-23)	Medical Officer	----
4.	Dr. Abdullah Ayub (MLC 16-10-23 to 31-10-23)	Medical Officer	----
5.	Kousar Bibi (Pharmacy)	Charge Nurse	Monday
6.	Kainaat Shehzadi (ICU)	Charge Nurse	Thursday
7.	Sana Samreen (Off Reliver in COD + Indoor)	Charge Nurse	Tuesday
8.	Sumaira Akhtar (Male Ward)	Charge Nurse	Saturday
9.	Robeena Iqbal (Female Ward)	Charge Nurse	Sunday
10.	Sarfaraz Wazir (Muhamm ad Naeem Relieve)	Dispenser	Tuesday
11.	Raja Hassan (Parchi Counter) (Rashid Reliver)	Chowkidar	Wednesday
12.	Muhammad Rashid	Ward Servant	Friday
13.	Ayaz	Sanitary Worker	Monday

INDOOR PATIENT DEPARTMENT (IPD), MORNING, NOVEMBER 2023

S. No.	Name	Designation	Day Off
1.	Dr. Hamna Rauf (MLC 1-11-23 to 31-11-23) Dr. Hafsa Ayub (Relieve)	WMO	Friday
2.	Shamshad Akhtar	Head Nurse	Sunday
3.	Mehwish Batool (SSP)	Charge Nurse	Sunday
4.	Saima Khan (Expense)	Charge Nurse	Sunday
5.	Nida Kanwal (Stabilization Center + EPI)	Charge Nurse	Sunday
6.	Faima Khan (Labour Room)	Charge Nurse	Tuesday
7.	Ayesha Saeed	Charge Nurse	Saturday
8.	Rabia Ashiq	Charge Nurse	Sunday
9.	Fatima Iqbal	Charge Nurse	Thursday
10.	Mukhtair Khatoon	Dai	Sunday
11.	Rehana (Reliever)	Ward Servant	Saturday
12.	Afshan	Ward Servant	Sunday
13.	Saba Imran	Sanitary Worker	Sunday
14.	Ghulam Sabtain	Ward Servant	Saturday
15.	Yasir Ali	Sanitary Worker	Sunday

INDOOR PATIENT DEPARTMENT (IPD), EVENING, NOVEMBER 2023

S. No.	Name	Designation	Day Off
1.	Dr. Nadia Sahar (MLC 01-11-23 to 15-11-23)	WMO	Sunday
2.	Dr. Wajeeha Ashiq (MLC 16-11-23 to 31-11-23) (Dr. Huma ----- Relieve)	WMO	Thursday
3.	Tahira Jaffer (Shift InCharge)	Charge Nurse	Friday
4.	Aqdas Rana (Labour Room + Ward)	Charge Nurse	Sunday
5.	Areeba Bibi	Charge Nurse	Wednesday
6.	Shehla Muneer (SSP) (OT Reliever)	Charge Nurse	Sunday
7.	Lal Mai	Ward Servant	Friday
8.	Iqra	Sanitary Worker	Sunday
9.	Afzal Zafer	Sanitary Worker	Friday

INDOOR PATIENT DEPARTMENT (IPD), NIGHT, NOVEMBER 2023

S. No.	Name	Designation	Day Off
1.	Dr. Fatima Chishti (MLC 01-11-23 to 15-11-23)	WMO	---
2.	Dr. Maleeha Irfan (MLC 16-11-23 to 31-11-23)	WMO	---
3.	Noureen Munawar (Shift InCharge)	Charge Nurse	Sunday
4.	Shazia Sadiq	Mid-Wife	Tuesday
5.	Zoya Khan	Charge Nurse	Friday
6.	Sofia	Ward Aya	Saturday
7.	Radha	Sanitary Worker	Sunday
8.	Shoukat Lal	Sanitary Worker	Monday

MALI/BAILDARS

S. No	Name	Designation	Shift
1	Riaz Ahmed	Mali	Morning
2	Muhammad Riaz	Baildar	Morning
3	Muhammad Dilshad	Baildar	Morning
4	Irfan	Baildar	Morning

Note: Indoor WMOs will conduct MLC and Postmortem of Females

Indoor WMOs will perform duties in Labor Room and Ward on alternate basis

NOTE: It is requested to all on-call Officers & Officials kindly verify your mobile numbers and mobiles numbers should be switched-on 24/7.

1. All officers / officials should be in proper uniform otherwise he/she will be considered absent from duty.
2. Functionality of all the instruments/equipment's of all departments is responsibility of shift in charge. In case of any problem then written application to concern department/Shift DMS.
3. All the notice boards of cleanliness, record etc. should be properly filled. In case of any negligence the staff nurse will be responsible.
4. Hospital Pharmacist is responsible for availability of all the necessary medicine, Date of expiry or any medicine shortage.
5. **All kinds of leave must be sanctioned through the proper channel and not via text or phone.**
6. The Evening round of all the consultants is compulsory.
7. **Casual Leaves should be put to the office at least one day before with proper forwarding and leave balance. Casual Leave can only be availed after approval of Medical Superintendent.**
8. Day off will not be exchanged in any case.
9. Employee noting the duty of colleague will perform his/her leave in addition to his own duties and will not be allowed to leave the station or will claim day off.
10. Casual Leave will not be granted with day off. In case of casual leave with day off, day off will be counted in casual leave balance.


MEDICAL SUPERINTENDENT
THQ HOSPITAL AHMADPUR EAST