

# Janseva hospital

## Consultant Duty List



Sr No	ASSIGNED DOCTOR	DEPARTMENT	OPD DAY /DUTY
1	DR.NARESH LAMBODARI	KAYA CHIKTSA	Superintendent
2	DR.MEGHASINH RAJPUT	KAYA CHIKTSA	Dy.superintendent Evening IPD rounds.
3	DR. VIKAS PATEL	KAYA CHIKTSA	Monday to Saturday
4	DR. CHANDANI CHAUHAN	SHALAKYA ENT	Monday to Saturday
5	DR. SNEHA AIR	SHALAKYA EYE	Monday to Saturday
6	DR. EKTA PATEL	SHALYA	Monday to Saturday
7	DR.ANUPRIYA VARMA	PANCHAKARMA	Monday to Saturday
7	DR.NAISHADH SHARMA	KAUMARBHRITYA	Monday to Saturday
8	DR.VASANT WALLEPWAR	SWASTHVRITTA	Monday, Wednesday, Friday
9	DR.MADHU SHARMA	SWASTHVRITTA	Tuesday, Thursday, Saturday
10	DR.RAJALAKSHMI R	VISHA CHIKITSA	Monday, Wednesday, Friday
11	DR.PRAJAKTA TANDEL	VISHA CHIKITSA	Tuesday, Thursday, Saturday
12	DR.SUMAN CHAUDHARY	STREE ROGA EVAM PRASOOTI TANTRA	Monday to Saturday

## COMMON DUTY INSTRUCTIONS FOR CONSULTANTS

### 1. OPD & IPD TIMINGS

- Morning IPD Rounds: 8:00 AM – 9:00 AM
- **Morning OPD: 9:00 AM – 1:00 PM**
- Lunch Break: 1:00 PM – 3:00 PM
- **Evening OPD: 3:00 PM – 5:00 PM**
- **Saturday opd time: 9 AM TO 1 PM only.**
- Consultants must be present in respective departments on time.

### 2. IPD RESPONSIBILITIES

- **Daily ward round: 8:00 – 9:00 AM**
- second visit if required in emergency or critical cases.
- Update case sheets, vitals review, treatment orders each day.
- Communicate daily plan to medical officers and nursing staff.
- Ensure proper documentation of:
  - Day-to-day progress
  - Treatment given
  - Any procedure performed
  - Discharge summary with Samprapti & Ayurvedic principles
- Attend IPD review meetings as scheduled.

### 3. PROCEDURAL WORK (If applicable)

**Panchakarma, Shalya, Shalakya, Eye, P&S, Kaumar procedures must follow:**

- Informed consent
- Sterility & safety norms
- Pre-procedure and post-procedure assessment
- Consultants must supervise staff performing procedures.

### 4. LEAVE, ABSENCE & ALTERNATE ARRANGEMENT

- Inform **MS / Deputy MS** and OPD desk prior to leave.
- Arrange for a colleague to **cover OPD/IPD duties** during absence.
- Sudden leave only in genuine emergency situations.

### 5. DISCIPLINE & HOSPITAL CONDUCT

- Must wear apron & ID card during duty hours.
- Maintain cleanliness in OPD room & follow fumigation guidelines if required.
- Ensure no patient is left unattended during OPD hours.

- Documentation should be completed same day — no backlog.

Duty can be changed by MS according to situation.