

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Academic Section**

F. No. 1/covid-19/2020

March 24, 2020

**CIRCULAR**

**Subject:- Rostering of faculty, residents and technical staff**

In view of the closure of OPDs, elective surgeries and procedures, it has become possible to decrease the number of faculty, residents and technical staff coming to the hospital everyday. This will help avoid overcrowding and also conserve manpower for future need. It has been decided that the following are to be implemented:

1. 25% of the Resident strength of each department is to be seconded to the COVID management team for a period of 4 weeks. These residents will report ONLY to the COVID team and will not be given any responsibilities by the parent department. Names of residents deputed for COVID work may be communicated to Chairman of the COVID coordination team. After completion of their 4 week posting, another set of 25% residents are to be seconded in their place.
2. Among the remaining residents and staff including faculty, individual departments may take a decision on how a roster schedule is to be made. It would be preferred that periods of work in hospital/from home be of at least a week each and not change more frequently. However, all employees who are allowed to work from home must be available to return to the hospital immediately in case required.
3. If agreeable to all concerned, shifts of 12 hrs each may be made of the staff working in hospital to minimize the number of changes.
4. While working in hospital, employees not in the COVID team must also undergo training in infection prevention and patient management as designated by the COVID management team.

This has been issued with the approval of Competent Authority

  
REGISTRAR

CC:-  
PPS to Director  
PS to Dean (Acad./Res./Exam.)  
PS to Deputy Director (Admn.)  
Chief of all Centres  
HoD of all Departments  
CAO  
CNO