



अखिल भारतीय आयुर्विज्ञान संस्थान, भोपाल

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

सकेत नगर, भोपाल- 462020, मध्यप्रदेश, दूरभाष : 0755-2970020

All India Institute of Medical Sciences, Bhopal

(An Institute of National Importance under the Ministry of Health & Family Welfare, Govt. of India)

Saket Nagar, Bhopal - 462020, Madhya Pradesh, Tel : 0755-2970020

Email : msoffice@aiimsbhopal.edu.in, Web : www.aiimsbhopal.edu.in

No. AIIMS-BPL/MSO/2023/ 216

Dated: 24/5/23

OFFICE ORDER

Sub.: Standard guidelines on Rotation of nursing personnel at AIIMS Bhopal

- 1. Purpose:** To establish standard guidelines for rotation of nursing personnel in various clinical areas.
- 2. Scope:** Applies to all cadres of nursing personnel (except academic) working in AIIMS Bhopal.
- 3. Rotation of nursing personnel:** Rotation of nursing personnel means transferring of nursing personnel from one unit to another unit in the hospital or the peripheral services with approval of the competent authority.
- 4. Objectives of Rotation:**
 - To acquaint all the nursing personnel working in AIIMS Bhopal with the functioning of all departments/areas.
 - To equalize the workload.
 - To optimally utilize the skills and knowledge of nursing personnel in various clinical areas.
 - To prepare the nursing personnel to manage the emergencies/community epidemics.

The various cadres of nursing personnel and their rotation frequency are given below:

S.No	Cadre	Rotation Frequency	Criteria	Remarks
1.	Nursing Officer	Every 3 years	The first reported Nursing Officer in the concerned area to be rotated first.	10 % of the total working staff in the critical area can be considered for the rotation
2.	Senior Nursing Officer	Every 3 years	The first reported Senior Nursing Officer in the concerned area to be rotated first.	
3.	Assistant Nursing Superintendent	Every 3 years	The first reported ANS in the concerned area to be rotated first.	

Notes:

1. The first reported nursing personnel in the unit will usually be the first to be rotated. However, in case of exigency this may not be adhered to after seeking approval of the competent authority.
2. Rotations will be made every six months to provide adequate adjustment time to the rotated nursing cadre, effectively meaning that there will be a gap of six months before next 10% staff is rotated.



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3. The posting change requests by nursing staff on various grounds will be dealt on case-to-case basis by the competent authority.
4. The institute in principle desires to rotate all the nursing cadres across various areas but it cannot be claimed as matter of right and needs of the institute for providing best patient care will be the chief guiding principle.

This is issued with approval of the Competent Authority.

Shashank
24/5/23

Dr (Prof) Shashank Purwar
Officiating Medical Superintendent

Copy to:

1. All Faculty Members, AIIMS Bhopal.
2. All the concerned ANS/SNO/NO, AIIMS Bhopal.
3. The PPS to Executive Director – for kind information of Executive Director.
4. Guard File.