### A. DETAIL OF COURSE

1. **Course Name**
   - Basic of Hospital and Primary Healthcare Administration

2. **Course Code**
   - KMA 205

3. **Credits (SKS)**
   - 2 (two) SKS

4. **Semester/Term**
   - III (third)

5. **Study Program**
   - Bachelor of Public Health

6. **Student Learning Achievement**
   1. Identify individual and organizational obligations in the context of essential public health services and basic functions
   2. Understand the historical development, structure, and interaction between Public Health and the Health Service System

7. **Course Learning Achievement**
   1. Identify individual and organizational obligations in the context of essential public health services and basic functions.
   2. Comprehend the development of history, structure, and interaction between Public Health and Health Service System.

8. **Course Description**
   - This course discusses the basic concept of Hospital and Community Health Center, including: definition of Hospital and Health Center, position of Hospital and Health Center in health system and health service system, core tasks and functions of Hospital and Health Center, scope of Hospital and Health Center.
   - Hospital Administration specifically discusses Hospital licensing, Hospital classification, characteristics of Hospital’s services (organizational and consumer characteristics), Hospital organizing (governance), Hospital bylaws, Hospital’s minimum service standards and standards of operational procedure, Hospital’s quality program and safety.
   - Health Center Administration specifically discusses Health Center planning, Health Center performance assessment, Health Center’s referral system, Health Center’s mini workshop.

9. **Course Prerequisites (if any)**
   - None

10. **Instructor**
    - Class A: Inge Dhamanti, SKM, Mkes, MPH, PhD
    - Class B and C: Dr. Setya Haksama, drg., M.Kes

11. **Teaching Assistants**
    1. Dr. Setya Haksama, drg., M.Kes
    2. Dr. Ernawaty, drg., M.Kes
    3. Inge Dhamanti, SKM, Mkes, MPH, PhD

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### B. TEACHING PROGRAM

- Evaluation of this document is needed every year
<table>
<thead>
<tr>
<th>Week</th>
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<th>Study Materials</th>
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<th>Meeting Time</th>
<th>Course Objectives</th>
<th>Criteria and Indicator of evaluation / Measurable Learning Outcome (hard and soft skills)</th>
<th>Mark / Grade / Percentage (%)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Students are able to understand and explain the concept of health care center.</td>
<td>Programs of Health care center 1. UKM and UKP 2. Mandatory and Development Efforts 3. Community-Based Health Efforts</td>
<td>Student presentations Question and answer 1. Discussion</td>
<td>LCD</td>
<td>2x50 minutes</td>
<td>1. Asking questions and discussing 2. Presentations and discussions on UKM and UKP, Mandatory</td>
<td>Listening, Critical Thinking, Communication</td>
<td>7.69%</td>
<td>Permenkes 75/2014</td>
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<tr>
<td>Week</td>
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<td>3</td>
<td>Students are able to understand and explain the Referral System</td>
<td>Referral System</td>
<td>Student presentations</td>
<td>LCD</td>
<td>2x50 minutes</td>
<td>1. General introduction 2. Pay attention and discussion 3. Take notes and give responses</td>
<td>Listening, Critical Thinking, Communication</td>
<td>7.69%</td>
<td>Kepmenkes 128/2004 Permenkes 75/2014 Permenkes 01/2012</td>
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<tr>
<td>4</td>
<td>Students are able to understand and explain management instruments in health care center</td>
<td>Management Instruments in Health care center</td>
<td>Student presentations</td>
<td>LCD</td>
<td>2x50 minutes</td>
<td>1. Asking questions and discussing 2. Presentation and discussion on health care center Level Planning, Mini Workshops,</td>
<td>Listening, Critical Thinking, Communication</td>
<td>7.69%</td>
<td>Pedoman PTP Pedoman Lokmin Pedoman PKP</td>
</tr>
</tbody>
</table>
### SEMESTER LEARNING PLAN

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<tr>
<td>1</td>
<td>3. Evaluation of Health care center Performance</td>
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<td>and health care center Performance Evaluation</td>
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<td>2</td>
<td>1. Definition of National health insurance</td>
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<td>3. Take notes and give responses</td>
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<tr>
<td>3</td>
<td>2. Why National health insurance in Indonesia</td>
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<tr>
<td>4</td>
<td>3. Implementation of National health insurance in Indonesia</td>
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<tr>
<td>5</td>
<td>Students are able to understand and explain about JKN</td>
<td>National health insurance</td>
<td>Student presentations Question and answer 1. Discussion</td>
<td>LCD</td>
<td>2x50 minutes 1. Take notes and provide responses 2. Presentation and discussion on the Definition of JKN, the importance of JKN in Indonesia, and the implementation of JKN 3. Take notes and give responses</td>
<td>Listening, Critical Thinking, Communication 7.69%</td>
<td>UU SJSN UU BPJS</td>
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</tbody>
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<tr>
<td>6</td>
<td>Students are able to understand and explain the financing system and the benefit coordination system in the JKN era</td>
<td>Health care center accreditation 1. Definition health care center 2. Management of Puskesmas 3. Organization of public health efforts 1. 4. Organization of clinical services</td>
<td>Student presentations Question and answer 1. Discussion</td>
<td>LCD</td>
<td>2x50 minutes</td>
<td>1. Asking questions and discussing 2. Presentation and discussion on the Capitation System, Fee for Service at FKTP, and coordination of benefits 3. Take notes and give responses</td>
<td>Listening, Critical Thinking, Communication</td>
<td>7.69%</td>
<td>UU SJSN UU BPJS</td>
</tr>
<tr>
<td>7</td>
<td>Students are able to understand and explain about accreditation of health care center</td>
<td>Akreditasi Puskesmas 1. Pengertian 2. Penyelenggaraan Manajemen Puskesmas 3. Penyelenggaraan upaya</td>
<td>Student presentations Question and answer 1. Discussion</td>
<td>LCD</td>
<td>2x50 minutes</td>
<td>1. Asking questions and discussing 2. Presentation and discussion on the definition,</td>
<td>Listening, Critical Thinking, Communication</td>
<td>7.69%</td>
<td>Standar Akreditasi Puskesmas</td>
</tr>
</tbody>
</table>
### Semester Learning Plan (SLP)

**Prepared by:** PJMK (Person in Charge)  
**Examined by:** (Head of Bachelor Program/Head of Department)  
**Approved by:** Vice Dean I

<table>
<thead>
<tr>
<th>Revision Date</th>
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<tr>
<td>January 1st, 2019</td>
<td>01/S1Kesmas/RPS/2019</td>
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**Faculty of Public Health**  
Valid on Semester (odd/even) / Academic Year: Odd Semester 2018/2019

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</table>
| 1    | kesehatan masyarakat  
1. Penyelenggaraan pelayanan klinis | 3                | 4               | 5                 | 6             | 7                 | 8                                                                | 9                          | 10                          |

**MID-TERM EXAMINATION**

<table>
<thead>
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<th>Week</th>
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</table>
| 8    | Students can understand the definition, principles, goals, tasks, functions and characteristics of hospital services | 1. Definition of Hospital  
2. Principles, Objectives, Duties and Functions of the Hospital  
3. Characteristics of Hospital Services | • Lecture  
• Small group case discussions  
• Question and answer Quiz (e-learning) | LCD | 2x50 minutes | 1. Pay attention and study the case  
### Semester Learning Plan

**Prepared by:**
PJMK (Person in Charge)
Inge Dhamanti SKM, Mkes, MPH, PhD.

**Examined by:**
(Head of Bachelor Program/Head of Department)
Dr. Diah Indriani, S. Si., M.Si

**Approved by:**
Vice Dean I
Dr. Santi Martini, dr., M.Kes

**Revision Date:** January 1st, 2019

**Faculty of Public Health**
Valid on Semester (odd/even) / Academic Year Odd Semester 2018/2019

**Document Registration Number:** 01/S1Kesmas/RPS/2019

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| Week | Skills expected at the end of each learning phase  
(Sub-Course Achievement) (C, A, P) | Study Materials | Teaching Methods | Additional Materials for Learning | Meeting Time | Course Objectives | Criteria and Indicator of evaluation / Measurable Learning Outcome (hard and soft skills) | Mark / Grade / Percentage (%) | Reference Number | Ref. (nomor) |
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<tr>
<td></td>
<td>Students are able to understand the systems and sub-systems in hospitals</td>
<td>Sub System Service at the hospital 1. Main Duties and Functions of IGD and IRJ</td>
<td>LCD</td>
<td>2x50 minutes</td>
<td>1. Asking questions (conditional)</td>
<td>4. Present the results of the discussion in small groups</td>
<td>Lecture Discussion Communication</td>
<td>7.69%</td>
<td>UU 44/2009, Pedoman Penyelenggaraan RS 2008, Pedoman Teknis</td>
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</tbody>
</table>
| 1    | 2. IGD and IRJ employee requirements  
3. Main Tasks and Functions of Inpatient and Medical Support Installation  
4. Requirements for Inpatient and Medical Support Installation  
5. Main Tasks and Administrative Services Functions  
6. Labor Requirements 1. 7. Administrative Services | 2 3 4 5 6 7 8 9 10 | Discussion | 3. Discuss material with Hospital staff | | | | | Rumah Sakit Kemenkes 2011, Wolper 2011, Dunn 2002 |
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<tr>
<td>10</td>
<td>Students are able to understand the Minimum Service Standards and their application in hospitals</td>
<td>Minimum Service Standards (SPM) 1. Definition of Minimum Service Standards 2.Role and Function of Minimum Service Standards 3. Examples of Minimum Service Standards of work units in hospitals 1. Effectiveness of Minimum Service Standards</td>
<td>• Lecture  • Small group case discussion 1. Question and answer</td>
<td>LCD</td>
<td>2x50 minutes</td>
<td>1. Pay attention and study the case 2. Discuss in groups and write on the flipchart 3. Asking questions (conditional) 4. Present the results of the discussion in front of the class</td>
<td>Critical Thinking, Communication</td>
<td>7.69%</td>
<td>PP 23/2005, KMK 128/2009, Wolper 2011, Dunn 2002</td>
</tr>
<tr>
<td>11</td>
<td>Students are able to understand and know the steps in preparing Standard Operating Procedure (SPO)</td>
<td>Standard Operating Procedure (SPO)</td>
<td>• Lecture  • Small group case</td>
<td>LCD</td>
<td>2x50 minutes</td>
<td>1. Pay attention and study the case</td>
<td>Critical Thinking, Communication</td>
<td>7.69%</td>
<td>Wolper 2011, Dunn 2002</td>
</tr>
</tbody>
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</table>
| 1    | Operating Procedures at the Hospital                                             | 1. Definition of SPO  
2. Role and Function of SPO  
3. Format and drafting of SPO  
1. Effectiveness of SPO | discussion  
• Question and answer  
1. Video playback | 2. Discuss in groups and write on the flipchart  
3. Asking questions (conditional)  
4. Present the results of the discussion in front of the class | 2x50 minutes | 1. Pay attention and study the case  
2. Discuss in groups and write on the flipchart  
3. Asking questions (conditional)  
| 12   | Students are able to understand data management in hospitals                     | Hospital Data Management  
1. Definition of hospital medical record data  
2. The role and function of the hospital medical record data | • Lecture  
• Small group case discussion  
1. Question and answer | LCD | 2x50 minutes | 1. Pay attention and study the case  
2. Discuss in groups and write on the flipchart  
3. Asking questions (conditional)  

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### Skills expected at the end of each learning phase

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### C. REQUIRED TEXTS / REFERENCES / ESSENTIAL READINGS

**Compulsary Reading:**

1. Textbook:

2. Legal Regulations:
   - Undang-undang No. 25 Tahun 2009
   - Undang – undang No. 36 Tahun 2009
   - Undang – undang No. 44 Tahun 2009
   - Peraturan Pemerintah No. 23 Tahun 2005
   - Peraturan Presiden No. 72 Tahun 2012
   - Peraturan Menteri Dalam Negeri No. 61 Tahun 2007
   - Peraturan Menteri Kesehatan No. 286 Tahun 2008
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<th>Examined by</th>
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<td>PJMK (Person in Charge)</td>
<td>(Head of Bachelor Program/Head of Department)</td>
<td>Vice Dean I</td>
<td>01/S1Kesmas/RPS/2019</td>
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<td>Dr. Diah Indriani, S. Si., M.Si</td>
<td>(sign)</td>
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<td>Odd Semester 2018/2019</td>
<td>Dr. Santi Martini, dr., M.Kes</td>
<td>(sign)</td>
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h. Peraturan Menteri Kesehatan No. 1171 Tahun 2011
i. Peraturan Menteri Kesehatan No. 012 Tahun 2012
j. Peraturan Menteri Kesehatan No. 56 Tahun 2014