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|--|--|---|--------------------|---|--------------------------------|-------------------------------------|
| <br>Universitas Airlangga | <b>SEMESTER LEARNING PLAN</b>                |   | <b>Prepared by</b> | <b>Examined by</b>                              | <b>Approved by</b>             | <b>Document Registration Number</b> |
|  | <b>SLP</b>                                   |   | (Person in Charge) | (Head of Bachelor Program / Head of Department) | Vice Dean I                    | 01/S1Kesmas/RPS/2019                |
|  |  |   | Revision - Date    | Dr. Ernawaty, drg.,M.Kes                        | Dr. Diah Indriani, S.Si., M.Si |                                     |
| Faculty of Public Health   | Valid on Semester (odd/even) / Academic Year | Januari 1 <sup>st</sup> , 2019<br>Even Semester | (sign)             | (sign)  | (sign)                         |                                     |

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## A. DETAILS OF COURSE


|   |   |
|---|---|
| <b>1. Course Name</b>                   | Hospital Management   |
| <b>2. Course Code</b>                   | MNS317  |
| <b>3. Credits (SKS)</b>                 | 2 (two) SKS   |
| <b>4. Semester / Term</b>               | VI (sixth)  |
| <b>5. Study Program</b>                 | Bachelor of Public Health   |
| <b>6. Student Learning Achievement</b>  | Students are able to understand and explain hospital management and various problems in its management. |
| <b>7. Course Learning Achievement</b>   | Students are able to understand the importance of a general picture of the scope of hospital management |
| <b>8. Course Description</b>            | This material discusses hospital management and various problems in its management                      |
| <b>9. Course Prerequisites (if any)</b> | Basic hospital administration   |
| <b>10. Instructor</b>                   | Dr. Ernawaty, drg.,M.Kes.   |
| <b>11. Teaching Assistants</b>          | Dr. Ernawaty, drg.,M.Kes.<br>Tito Yustiawan, drg., M.Kes.   |

## B. TEACHING PROGRAM

|   |                                |               |                           |  |                                |                                     |
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|   |                                |               | Revision - Date           | Dr. Ernawaty, drg., M.Kes                              | Dr. Diah Indriani, S.Si., M.Si |                                     |
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| <b>Faculty of Public Health</b>   |                                |               |                           |  |                                |                                     |


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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. (number) |
|------|--|---|--|-----------------------------------|--------------|-------------------|---|--|--------------------------------|
| 1    | 2  | 3   | 4  | 5                                 | 6            | 7                 | 8   | 9  | 10                             |
| 1    | Course Contract and Introduction   | 1. Course contract<br>2. Course concept       | The concept of learning with Student Centered Learning (SCL)<br>lectures, discussions, presentations | Laptop, LCD, sound system         | 2x50 minutes |                   | Midterm Exam<br>Final Exam  | Midterm Exam (30%),<br>presentation (20%)<br>Final exam (30%),<br>assignment (20%) | 1 - 2                          |
| 2    | Explain the method of staff needs in the hospital                                    | WISN method, work productivity, work sampling | The concept of learning with Student Centered Learning (SCL)<br>lectures, discussions, presentations | Laptop, LCD, sound system         | 2x50 minutes |                   | Midterm Exam<br>Final Exam  | Midterm Exam (30%),<br>presentation (20%)<br>Final exam                            | 1 - 2                          |

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| Valid on Semester (odd/even) / Academic Year  | Januari 1 <sup>st</sup> , 2019 | Even Semester | (sign)                    | (sign)   | (sign)                         |                                     |
| Faculty of Public Health  |                                |               |                           |  |                                |                                     |


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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. (number) |
|------|--|---|---|-----------------------------------|--------------|-------------------|---|--|--------------------------------|
| 1    | 2  | 3   | 4   | 5                                 | 6            | 7                 | 8   | 9  | 10                             |
|      |  |   |   |                                   |              |                   |   | (30%), assignment (20%)  |                                |
| 3    | Explain the method of staff needs in the hospital                                    | Method for Calculating Nurse Needs (PPNI, Gilles, Douglas, FTE) | The concept of learning with Student Centered Learning (SCL) lectures, discussions, presentations | Laptop, LCD, sound system         | 2x50 minutes |                   | Midterm Exam<br>Final Exam  | Midterm Exam (30%), presentation (20%)<br>Final exam (30%), assignment (20%) | 1 - 2                          |
| 4    | Explain the scope of the principles of medical record data quality in hospitals      | 1. Guidelines for Organizing Hospital Medical Records           | The concept of learning with Student Centered Learning (SCL)                                      | Laptop, LCD, sound system         | 2x50 minutes |                   | Midterm Exam<br>Final Exam  | Midterm Exam (30%), presentation   | 1 - 2                          |

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|   |  |   | Revision - Date           | Dr. Ernawaty, drg., M.Kes                              | Dr. Diah Indriani, S.Si., M.Si |                                     |
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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. (number) |
|------|--|--|--|-----------------------------------|--------------|-------------------|---|--|--------------------------------|
| 1    | 2  | 3  | 4  | 5                                 | 6            | 7                 | 8   | 9  | 10                             |
|      |  | 2. Assembling, Indexing, Coding, Retrieving          | lectures, discussions, presentations   |                                   |              |                   |   | ion (20%)<br>Final exam (30%), assignment (20%)                              |                                |
| 5    | Explain the scope of the principles of medical record data quality in hospitals      | Data Quality Management (Medical Quality Management) | The concept of learning with Student Centered Learning (SCL)<br>lectures, discussions, presentations | Laptop, LCD, sound system         | 2x50 minutes |                   | Midterm Exam<br>Final Exam  | Midterm Exam (30%), presentation (20%)<br>Final exam (30%), assignment (20%) | 1 - 2                          |

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|------|--|---|--|-----------------------------------|--------------|-------------------|---|--|--------------------------------|
| 1    | 2  | 3   | 4  | 5                                 | 6            | 7                 | 8   | 9  | 10                             |
| 6    | Explain the scope, function and audit process at the hospital                        | 1. Definition of Internal Audit in the Hospital<br>2. The Role and Function of Internal Audit in the Hospital | The concept of learning with Student Centered Learning (SCL)<br>lectures, discussions, presentations | Laptop, LCD, sound system         | 2x50 minutes |                   | Midterm Exam<br>Final Exam  | Midterm Exam (30%), presentation (20%)<br>Final exam (30%), assignment (20%) | 1 - 2                          |
| 7    | Explain the scope of audit functions and processes in the Hospital                   | 1. Internal Audit Principles in Hospitals<br>2. The Role and Function of the Internal Audit Unit              | The concept of learning with Student Centered Learning (SCL)<br>lectures, discussions, presentations | Laptop, LCD, sound system         | 2x50 minutes |                   | Midterm Exam<br>Final Exam  | Midterm Exam (30%), presentation (20%)<br>Final exam                         | 1 - 2                          |

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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. (number) |
|-----------------------------|--|---|---|-----------------------------------|--------------|-------------------|---|--|--------------------------------|
| 1                           | 2  | 3   | 4   | 5                                 | 6            | 7                 | 8   | 9  | 10                             |
|                             |  |   |   |                                   |              |                   |   | (30%), assignment (20%)  |                                |
| <b>MID TERM EXAMINATION</b> |  |   |   |                                   |              |                   |   |  |                                |
| 8                           | Explain the scope of functions and processes of facility management in hospitals     | 1. Definition and scope of management of housing facilities<br>2. The role and function of hospital facility management | The concept of learning with Student Centered Learning (SCL) lectures, discussions, presentations | Laptop, LCD, sound system         | 2x50 minutes |                   | Midterm Exam<br>Final Exam  | Midterm Exam (30%), presentation (20%)<br>Final exam (30%), assignment (20%) | 1 - 2                          |
| 9                           | Explain the scope of functions and processes of                                      | 1. Hospital facility planning   | The concept of learning with Student Centered   | Laptop, LCD, sound system         | 2x50 minutes |                   | Midterm Exam<br>Final Exam  | Midterm Exam (30%),  | 1 - 2                          |

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|   |   |                      | Revision - Date           | Januari 1 <sup>st</sup> , 2019                         | Dr. Ernawaty, drg., M.Kes |                                     |
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| <b>Week</b> | <b>Skills expected at the end of each learning phase (Sub-Course Achievement) (C, A, P)</b> | <b>Study Materials</b>   | <b>Teaching Methods</b>   | <b>Additional Materials for Learning</b> | <b>Meeting Time</b> | <b>Course Objectives</b> | <b>Criteria and Indicator of Evaluation / Measurable Learning Outcome (hard and soft skills)</b> | <b>Mark / Grade / Percentage (%)</b>                                | <b>Reference Number Ref. (number)</b> |
|-------------|---|--|---|--|---------------------|--------------------------|--|---|---------------------------------------|
| <b>1</b>    | <b>2</b>  | <b>3</b>   | <b>4</b>  | <b>5</b>                                 | <b>6</b>            | <b>7</b>                 | <b>8</b>   | <b>9</b>  | <b>10</b>                             |
|             | facility management in hospitals  | 2. Health and safety aspects in supporting hospital facilities                                   | Learning (SCL) lectures, discussions, presentations   |  |                     |                          |  | presentation (20%)<br>Final exam (30%), assignment (20%)            |                                       |
| 10          | Explain the scope and general description regarding Puskesmas Accreditation                 | 1. The scope of puskesmas accreditation<br>2. Puskesmas accreditation flow<br>3. Pokja 1 2 and 3 | The concept of learning with Student Centered Learning (SCL) lectures, discussions, presentations | Laptop, LCD, sound system                | 2x50 minutes        |                          | Midterm Exam<br>Final Exam   | Midterm Exam (30%), presentation (20%)<br>Final exam (30%), assignm | 1 - 2                                 |

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|-------------------------------|--|---|---|-----------------------------------|--------------|-------------------|---|--|--------------------------------|
| 1                             | 2  | 3   | 4   | 5                                 | 6            | 7                 | 8   | 9  | 10                             |
|                               |  |   |   |                                   |              |                   |   | ent (20%)  |                                |
| 11                            | Explain the scope of capita selekta  | 1. Definition of capita selekta<br>2. Scope and general description of capita selekta | The concept of learning with Student Centered Learning (SCL) lectures, discussions, presentations | Laptop, LCD, sound system         | 2x50 minutes |                   | Midterm Exam<br>Final Exam  | Midterm Exam (30%), presentation (20%)<br>Final exam (30%), assignment (20%) | 1 - 2                          |
| <b>FINAL TERM EXAMINATION</b> |  |   |   |                                   |              |                   |   |  |                                |



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

#### 1. Text Books:

- Wolper LF. 2011. Healthcare Administration: Managing Organized Delivery System. 5<sup>th</sup> ed. Jones and Bartlett. Massachusetts. USA.
- Dunn R. 2002. Haimann's: Healthcare Management. 7<sup>th</sup> ed. Health Administration Press. Chicago. USA
- Austin CJ. Boxerman SB. 2008. Information System for Healthcare Management, 7<sup>th</sup> ed. Health Administration Press. Chicago. USA.
- Srinivasan AV., 2008. Managing Modern Hospital. 2nd ed. Response. SAGE. New Delhi. India

#### 2. Regulations:

- Undang – undang No. 44 Tahun 2009
- Peraturan Menteri Kesehatan No. 268 Tahun 2008
- Peraturan Menteri Kesehatan No. 340 Tahun 2010
- Peraturan Menteri Kesehatan No. 1691 Tahun 2011
- Peraturan Menteri Kesehatan No. 1171 Tahun 2011
- Peraturan Menteri Kesehatan No. 001 Tahun 2012
- Peraturan Menteri Kesehatan No. 012 Tahun 2012
- Peraturan Menteri Kesehatan No. 82 Tahun 2014
- Peraturan Menteri Kesehatan No. 56 Tahun 2014
- Keputusan Menteri Kesehatan No. 129 Tahun 2008