

KEPUTUSAN DIREKTUR RUMAH SAKIT INTAN HUSADA

NOMOR: Kpts-4106/A000/XII/2021

TENTANG PROGRAM KERJA UNIT RAWAT JALAN RS INTAN HUSADA TAHUN 2022

Jl. Mayor Suherman No. 72 Tarogong Kidul - Garut 44151



LEMBAR VALIDASI PROGRAM KERJA UNIT RAWAT JALAN NOMOR: Kpts- 4106/A000/XII/2021

		Nama Lengkap	Jabatan	Tanda Tangan	Tanggal
Penyusun	:	Elis Dida Junica, A.Md.Kep	Kepala Unit Rawat Jalan	\$P	30/12/21
Varificator	:	dr. Iva Tania	Manajer Pelayanan Medis	Aym-	30 - 21 12
Verifikator	:	Depi Rismayanti, S.Kep	Manajer Keperawatan	Gilal	30 - 12-21
Validator	:	drg.Muhammad Hasan, MARS	Direktur RS Intan Husada	(h)	10-12-21



LEMBAR PENGESAHAN PERATURAN DIREKTUR RUMAH SAKIT INTAN HUSADA NOMOR: Kpts-4106/A000/XII/2021

TENTANG

PROGRAM KERJA UNIT RAWAT JALAN TAHUN 2022

DIREKTUR RUMAH SAKIT INTAN HUSADA,

Menimbang

- a. bahwa untuk mewujudkan organisasi rumah sakit yang efektif, efisien, dan akuntabel dalam rangka mencapai visi dan misi rumah sakit sesuai tata kelola perusahaan yang baik (Good Corporate Governance) dan tata kelola klinis yang baik (Good Clinical Governance), perlu didukung oleh pengorganisasian yang baik dan dikerjakan oleh sumber daya manusia yang terampil dan berkompeten sesuai bidangnya;
- bahwa berdasarkan pertimbangan sebagaimana di maksud dalam huruf a di atas, maka perlu menetapkan Peraturan Direktur tentang Program Kerja Unit Rawat Jalan Tahun 2022

Mengingat

- Undang-Undang Republik Indonesia Nomor 44 Tahun 2009 Tentang Rumah Sakit;
- Peraturan Presiden Republik Indonesia Nomor 77 Tahun 2015 Tentang Pedoman Organisasi Rumah Sakit;
- Peraturan Pemerintah Rebuplik Indonesia Nomor 47 Tahun 2021 Tentang Penyelenggaraan Bindang Perumahsakitan
- Peraturan Menteri Kesehatan Republik Indonesia Nomor 30 Tahun 2019 Tentang Klasifikasi dan Perizinan Rumah Sakit;
- Peraturan Menteri Kesehatan Republik Indonesia Nomor 1045/MENKES/PER/XI/2006 Tentang Pedoman Organisasi Rumah Sakit di Lingkungan Departemen Kesehatan;
- Peraturan Menteri Kesehatan Republik Indonesia Nomor 129 Tahun 2008
 Tentang Standar Pelayanan Minimal Rumah Sakit;
- Keputusan Menteri Kesehatan Republik Indonesia Nomor HK.01.07/MENKES/1128/2022 tentang Akreditasi Rumah Sakit;
- Peraturan Menteri Kesehatan Republik Indonesia Nomor 7 Tahun 2019
 Tentang Kesehatan Lingkungan Rumah Sakit; c. Peraturan Menteri
 Kesehatan Republik Indonesia Nomor 24 Tahun 2016 Tentang
 Persyaratan Teknis Bangunan dan Prasarana Rumah Sakit;
- Peraturan Menteri Kesehatan Republik Indonesia Nomor 27 Tahun 2017 Tentang Pencegahan dan Pengendalian Infeksi; e. Keputusan Menteri Kesehatan Republik Indonesia Nomor 129 Tahun 2008 Tentang Standar Pelayanan Minimal Rumah Sakit;



- 10. Keputusan Kepala Dinas Penanaman Modal dan Perizinan Terpadu Kabupaten Garut Nomor 503/244/02-IORS.SOS/DPMPT/2021 Tentang Izin Operasional Rumah Sakit Kelas C kepada Rumah Sakit Intan Husada:
- Direktur Utama PT. RS Nomor 11. Keputusan Intan Husada 34/PT.RSIH/XI/2021 Tentang Pengangkatan drg. Muhammad Hasan, MARS Sebagai Direktur Rumah Sakit Intan Husada;
- 12. Peraturan Direktur Utama PT, Rumah Sakit Intan Husada Nomor 052/PT-RSIH/X/2021-S0 Tentang Struktur Organisasi dan Tata Kerja Rumah Sakit Intan Husada;
- 13. Peraturan Direktur RS Intan Husada Nomor 3530/A000/XI/2021 Tentang Kebijakan Standar Manajemen Rumah Sakit;
- 14. Peraturan Direktur Rumah Sakit Intan Husada Nomor 3531/A000/XI/2021 Tentang Peraturan Internal Staf Medis (Medical Staff By Laws);

MEMUTUSKAN

PERATURAN DIREKTUR TENTANG PROGRAM KERJA UNIT RAWAT Menetapkan

JALAN TAHUN 2022

Memberlakukan Peraturan Direktur Nomor Kpts- 4106/A000/XII/2021 Kesatu

Tentang Peraturan Direktur tentang Program Kerja Unit Rawat Jalan

Tahun 2022.

Peraturan Direktur tentang Program Kerja Unit Rawat Jalan Tahun 2022 Kedua

digunakan sebagai acuan dalam penyelenggaraan peningkatan mutu

pelayanan Unit Rawat Jalan di Rumah Sakit Intan Husada.

Ketiga Peraturan Direktur tentang Program Kerja Unit Rawat Jalan Tahun 2022

sebagaimana tercantum dalam lampiran ini menjadi satu kesatuan dari

Peraturan Direktur yang tidak dipisahkan.

Keempat Peraturan ini berlaku sejak tanggal ditetapkan dan apabila dikemudian

hari ternyata terdapat kekeliruan dalam ketetapan ini akan diadakan

perbaikan sebagaimana mestinya.

Ditetapkan di : Garut

Pada Tanggal: 30 Desember 2021

Direktur,

drg, Muhammad Hasan, MARS

NIP. 21110183633



LAMPIRAN

Keputusan Direktur Rumah Sakit Intan Husada

Nomor: Kpts-4106/A000/XII/2021

Tentang: Program Kerja Unit awat Jalan Tahun

2022

PROGRAM KERJA UNIT RAWAT JALAN TAHUN 2022

BAB I PENDAHULUAN

A. Latar Belakang

Sebagai salah satu institusi yang menyelenggarakan pelayanan kesehatan yang mempunyai fungsi untuk memberikan pelayanan kesehatan paripurna kepada masyarakat, baik promotif, preventif, kuratif, maupun rehabilitatif, rumah sakit dituntut memiliki tata kelola organisasi yang efektif, efisien dan akuntabel. Aplikasi peran penting tersebut terwujud dalam penyelenggaraan pelayanan kesehatan oleh pengorganisasian yang berorientasi pada visi misi yang ditetapkan dan memiliki tanggung jawab dalam pengelolaan manajemen peningkatan mutu dan keselamatan pasien. Pengorganisasian rumah sakit disusun dengan tujuan untuk mencapai visi dan misi rumah sakit dengan menjalankan tata kelola perusahaan yang baik (Good Corporate Governance) dan tata kelola klinis yang baik (Good Clinical Governance).

Rumah Sakit Intan Husada memiliki visi menjadi rumah sakit terbaik di Priangan Timur, sedangkan salah satu misi yang diemban adalah menyelenggarakan pelayanan kesehatan paripurna dan bersikap mengutamakan keselamatan pasien dan kepuasan pasien.

Pelayanan Unit Rawat Jalan merupakan bagian integral dari pelayanan kesehatan yang diperlukan untuk menunjang upaya peningkatan dan terciptanya kondisi rumah sakit yang sehat, aman, selamat, dan nyaman. Sebagai komponen penting dalam terselenggaranya keselamatan dan kesehatan kerja di rumah sakit secara optimal, efektif, efisien dan berkesinambungan.

Selaras dengan hal tersebut dan dalam rangka mewujudkan pelayanan yang bermutu, maka diperlukan suatu Program Kerja Unit Rawat Jalan yang dijadikan sebagai acuan pelaksanaan kegiatan untuk melaksanakan kegiatan pelayanan di Rumah Sakit Intan Husada.

B. Tujuan

1. Tujuan Umum

Meningkatkan mutu dan kualitas pelayanan serta meningkatkan pendapatan Unit Rawat Jalan di RS Intan Husada



2. Tujuan Khusus

- a. Meningkatkan standar layanan dengan pembuatan Regulasi Unit Rawat Jalanb. Meningkatkan standar bangunan Unit Rawat Jalan
- c. Meningkatkan mutu layanan Unit Rawat Jalan
- d. Meningkatkan kualitas SDM Unit Rawat Jalan
- e. Meningkatkan Pendapatan Unit Rawat Jalan

BABII KEGIATAN POKOK DAN RINCIAN KEGIATAN

A. Kegiatan Pokok dan Rincian Kegiatan (sesuai dengan RKA)

No	Kegiatan Pokok	Rincian Kegiatan	Pelaksana	Sasaran
1.	Penyusunan Regulasi Unit Rawat Jalan	 Penyusunan Pedoman Pengorganisasian Unit Rawat Jalan Penyusunan Pedoman Pelayanan Unit Rawat Jalan Penyusunan SPO, Formulir dan Juknis Intra Unit Penyusunan SPO, Formulir dan Juknis Antar Unit Simulasi SPO, Formulir dan Juknis Intra Unit Simulasi SPO, Formulir dan Juknis Antar Unit Monev SPO, Formulir dan Juknis Intra Unit Monev SPO, Formulir dan Juknis Antar Unit 	Kanit Rawat Jalan, Unit Medik Keperawatan & Kesekretariatan	100%
2.	Pemenuhan Standar bangunan Unit Rawat Jalan	 Tersedianya Ruangan Administrasi (Informasi, Registrasi dan Pembayaran) Sesuai Standar Tersedia Ruangan Tunggu sesuai standar Tersedia Ruangan Periksa sesuai standar Tersedia Ruangan Periksa infeksius Tersedia Ruangan Laktasi sesuai standar Tersedia Ruang Penyuluhan sesuai standar Tersedia Toilet Pasien dan Pengunjung sesuai standar 	Unit Rawat Jalan & Umum	100%
3	Peningkatan Mutu Layanan di Unit Rawat Jalan	Tersedianya ruangan poliklinik sesuai kebutuhan pelayanan Tersedianya sarana dan prasarana poliklinik sesuai kebutuhan pelayanan Penambahan slot rawat jalan	Kanit Rawat Jalan & Logistik	100 %



		 Peningkatan kedisiplinan dokter poliklinik Kepuasan pasien rawat jalan semakin meningkat 		
4	Peningkatan Mutu SDM di Unit Rawat Jalan	 Pelaksanaan Pelatihan Service Excellence Seluruh perawat Khusus sudah tersertifikasi Perawat URJ memiliki kemampuan keahlian dalam tindakan keperawatan 	Kanit Rawat Jalan & SDM	100%
5	Peningkatan Pendapatan Unit Rawat Jalan	 Kunjungan rawat jalan 230 per hari Tersedianya pelayanan TB DOTS Tersedianya pelayanan konsultasi Laktasi 	Kanit Rawat Jalan & Keuangan	100%

B. Sasaran

Sasaran Program Kerja Unit Rawat Jalan secara spesifik, terukur dan jelas sesuai dengan tujuan dari RS Intan Husada Garut.

C. Anggaran

Anggaran kegiatan yang dimasukan dalam program kerja tahunan merupakan perkiraan biaya yang langsung yang dibutuhkan untuk kegiatan tersebut.

D. Penjadwalan

Jadwal kegiatan Program Kerja diatur sedemikian rupa dengan dikoordinasikan dengan pihak terkait, jadwal kegiatan dibuat per bulan dalam satu tahun.



E. Jadwal Kegiatan

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F. Evaluasi Pelaksanaan Kegiatan

Evaluasi pelaksanaan kegiatan dilakukan berdasarkan

- Ketepatan waktu pelaksanaan
- 2. Pencapaian terhadap sasaran
- 3. Kesesuaian antara anggaran dan realisasi biaya
- 4. Kendala-kendala yang dihadapi

Pelaporan evaluasi kegiatan disusun dalam bentuk laporan kegiatan oleh Penanggung jawab kegiatan dan dikoordinasikan dengan unit terkait. Pelaporan paling lambat 1 (satu) minggu setelah selesai kegiatan. Laporan berisi tentang kegiatan berisi undangan, materi, daftar hadir, notulensi dan bukti kegiatan lain (dokumentasi foto)

BAB III PENCATATAN, PELAPORAN DAN EVALUASI PROGRAM KERJA

A. Pencatatan

Pencatatan dilakukan oleh Kepala Unit Rawat Jalan RS Intan Husada yang meliputi pencatatan kunjungan rawat jalan dan mutu keselamatan pasien.

B. Pelaporan

Pelaporan Program Kerja Unit Rawat Jalan diantaranya

- 1. Laporan Bulanan seluruh Kegiatan Unit Rawat Jalan
- 2. Laporan Triwulan seluruh Kegiatan Unit Rawat Jalan
- 3. Laporan Tahunan seluruh Kegiatan Unit Rawat Jalan

C. Evaluasi

Evaluasi dilakukan dengan melakukan pelaporan setiap bulan ke Manajer Keperawatan untuk dilakukan tindak lanjut dan evaluasi dalam peningkatan mutu pelayanan di Unit Rawat Jalan.

Direktur,

drg. Muhammad Hasan, MARS NIP, 21110183633