



## **TRAINING ON THE PREPARATION OF ANNUAL WORK PLANS AT ABDOEL WAHAB SJAHRANIE HOSPITAL**

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### **ABSTRACT / ABSTRAK**

Before the daily project work takes place Abdoel Wahab Sjahranie hospital, the annual works plans needs to be clarified. The responsibilities and accountabilities need to be documented. The preparation of annual work plan is responsible for the management. However, the questions such as to whom he should report to and if there is a need for a project assurance body, need to be explicated as well. A common project organization comprises project sponsor, project board, project manager and project team. Subjected to the complexity of the project, the project assurance body such as quality manager or quality auditor might also be added to the project organization. "Training and development are term is referring to planned efforts designed facilitate the acquisition of relevant skills, knowledge and attitudes by organizations members. Development focuses more on improving the decision making and human relations skills and the presentation of a more factual and narrow subject matter". The community service method is in the form of training on the preparation of an annual work plan at the Abdoel Wahab Sjahranie Regional Hospital as many as 60 people. The assistance of health administration participants is expected to increase knowledge about training on the preparation of annual work plans at the Abdoel Wahab Sjahranie Regional Hospital.

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## 1. BACKGROUND

Every organization must have good planning. Both medium-term strategic planning (period of one to 5 years) and short-term planning (period of one year in the future). The annual work plan (CTR) is a short-term planning that is used to anticipate any developments over the next year by referring to medium-term planning in this case the business strategy plan (RSB). The annual work plan hospital as a strategic operational document contains the formulation of activity planning and financing, implementation and evaluation of planning and projections of the development of strategic functions that enable hospitals to achieve the goals set in the RSB.

Abdoel Wahab Sjahranie regional general hospital (RSUD Abdoel Wahab Sjahranie), especially vertical hospitals, is a hospital with professional personnel and must be able to compete with other hospitals. Abdoel Wahab Sjahranie hospital provides health services by not discriminating against patients. This is in accordance with Law Number 36 of 2009 concerning Health article 5, which states in paragraph (1) that everyone has the same rights in obtaining access to resources in the health sector, in paragraph (2) which states that everyone has the same right to obtain safe, quality, and affordable health services, as well as in paragraph (3) which states that everyone has the right to independently and responsibly determine for themselves the health services that necessary for him.

The annual plan of Abdoel Wahab Sjahranie hospital in 2020 is the third year of the implementation of the strategic plan of Abdoel Wahab Sjahranie hospital 2017-2022 which is described in the 2020 work plan and budget and is used as a guideline for the implementation of activities for a period of 1 (one) year. The function of the annual plan of Abdoel Wahab Sjahranie hospital is to translate, operationalize the strategic plan of Abdoel Wahab Sjahranie hospital into annual programs and activities so as to contribute to the achievement of the goals and achievements of the Abdoel Wahab Sjahranie hospital program as a whole and the medium-term strategic goals listed in the strategic plan of Abdoel Wahab Sjahranie hospital.

## 2. METHOD

The community service method is in the form of training on the preparation of an annual work plan at the Abdoel Wahab Sjahranie Regional Hospital as many as 60 people. Meanwhile, the method of activity with the schedule of events is as follows: 1) Opening 2) Singing the song Indonesia Raya 3) Remarks by the head of the community service committee and the director of the Abdoel Wahab Sjahranie hospital 4) Material for the preparation of the annual work plan 5) Question and answer session 6) Closing 7) Workshop on the preparation of the annual work plan.

The location of community service for the undergraduate study program in health administration ITKES Wiyata Husada Samarinda is carried out at the Abdoel Wahab Sjahranie hospital. Training is carried out in order to carry out the preparation of the annual work plan of the hospital. Abdoel Wahab Sjahranie hospital can be

realized in 2022. Meanwhile, success in the community service method is largely determined by the knowledge of the previous period's work plan with the future period work plan.

### 3. RESULT AND CONCLUSION

In this community service, it is to describe or provide assistance to the health administrator in carrying out his annual work plan at the Abdoel Wahab Sjahranie Regional Hospital. In this community service, the service gets data and information related to insights and knowledge when assisting the health administrator in carrying out his annual work plan and the application of the health administrator in carrying out his annual work plan.

The distribution of community service participants according to the question and answer session is presented in table 1 as follows:

Table 1 Frequency Distribution Based on Presentation

Method	Frequency	Percentage
Insight of question-and-answer sessions	I understand running his annual work plan	95.0
	I understand running his annual work plan	5.0
Total		100.0

Source : Primary data, 2020

Based on table 1, it can be concluded that the presentation of percentages such as exposure in the form of *powerpoints* that are the most in community service is that participants understand carrying out their annual work plan, namely 55 respondents (95%) and those who do not understand carrying out their annual work plan as many as 5 respondents (5%).

#### Mentoring

The distribution of community service participants according to mentoring is presented in table 2 as follows:

Table 2 Frequency Distribution Based on Accompaniment Presentation

Method	Frequency	Percentage
Assistance of health administrators in carrying out their annual work plan	Presence	100.0
	Absent	0.0
Total		100.0

Source : Primary data, 2021

Based on table 2, it can be concluded that the presentation of health administrator assistance in carrying out their annual work plan who attended was 60 respondents (100%), while those who did not attend were 0 respondents (0%).

The annual work plan of the health administrator is an important part of the company both at Abdoel Wahab Sjahranie Hospital in establishing operational activities to achieve goals in the Hospital. The health administrator's mentoring function aims to provide services so that the process of cooperation towards achieving Hospital planning from before.

The description of the annual work plan of the health administrator is that the health administrator is obliged to provide health services that are public good and is also obliged to facilitate the development of health services that are private goods. Thus, the health administrator is in charge of regulating, fostering and supervising the implementation of health efforts that are equitable and affordable to the community, mobilizing community participation in the implementation and financing of health while still paying attention to social functions. Like the administrator, it is expected to be able to carry out its annual work plan at the hospital. Abdoel Wahab Sjahranie.

#### **4. SUMMARY AND ADVICE**

Based on conclusions and suggestions related to "Training On The Preparation Of Annual Work Plans At Abdoel Wahab Sjahranie Hospital" went well. On the indicator of the accuracy of the target of community service participants at ITKES Wiyata Husada Samarinda, in order to maximize annual work plans at Abdoel Wahab Sjahranie hospital.

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