



# Satuan Acara Pengajaran

KBK31101 - Manajemen Keperawatan

Pengajar

*Dr. Hanny Handiyani S.Kp., M.Kep.*

## Minggu 1

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**Materi** Teori-teori dan konsep kepemimpinan dan manajemen  
Proses kepemimpinan dan manajemen  
Tipe kepemimpinan

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**Media** PPT, Lap Top, Buku Referensi

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**Referensi** Gillies (1998). Nursing management: A system approach. (third edition). Philadelphia: WB. Saunders.  
Huber, D. (2010). Leadership & nursing care management. Philadelphia: WB. Saunder.  
Kozier, E. (2001). Fundamentals of Nursing. Addison Wesley Co., Redwood City.  
Marquis.B.,L and Huston,C.,J .(2004). Management and leadership in nursing and health care. New York: Springer Pub.  
Marquis.B.,L and Huston,C.,J .(2009). Leadhersip role and management function in nursing. Philadelphia:Lipincot  
Swanburg, R.,C., & Swanburg, J.,R.(2006). Introductory management and leadership for Nurses. Toronto: Jones and Bartlert Pub.Ca.  
Swanburg, R.,C. (2006). Management and leadership for nurse administration. Boston: Jones and Bartlert Pub.

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**Aktivitas** Kuliah Tamu, Diskus

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## Minggu 2

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**Materi** Teori-teori dan konsep kepemimpinan dan manajemen  
Proses kepemimpinan dan manajemen  
Tipe kepemimpinan

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**Media** LCD, Komputer, Flip chart, Buku Referensi

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**Referensi** Gillies (1998). Nursing management: A system approach. (third edition). Philadelphia: WB. Saunders.  
Huber, D. (2010). Leadership & nursing care management. Philadelphia: WB. Saunder.  
Kozier, E. (2001). Fundamentals of Nursing. Addison Wesley Co., Redwood City.  
Marquis.B.,L and Huston,C.,J .(2004). Management and leadership in nursing and health care. New York: Springer Pub.  
Marquis.B.,L and Huston,C.,J .(2009). Leadhersip role and management function in nursing. Philadelphia:Lipincot  
Swanburg, R.,C., & Swanburg, J.,R.(2006). Introductory management and leadership for Nurses. Toronto: Jones and Bartlert Pub.Ca.  
Swanburg, R.,C. (2006). Management and leadership for nurse administration. Boston: Jones and Bartlert Pub.

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**Aktivitas** Presentasi, Diskusi, Umpan Balik

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## Minggu 3

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**Materi** 1. Konsep manajemen asuhan keperawatan dan perawat sebagai leader  
2. Metode penugasan dalam manajemen asuhan keperawatan  
3. Peran dan tugas perawat dalam manajemen asuhan keperawatan  
4. Proses timbang terima per-shift&ronde kep  
5. Dokumentasi dalam asuhan keperawatan  
Kualitas asuhan keperawatan

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**Media** LCD, Komputer, Referensi

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- Referensi**
- Gillies (1998). Nursing management: A system approach. (third edition). Philadelphia: WB. Saunders.
- Huber, D. (2010). Leadership & nursing care management. Philadelphia: WB. Saunder.
- Kozier, E. (2001). Fundamentals of Nursing. Addison Wesley Co., Redwood City.
- Marquis.B.,L and Huston,C.,J .(2004). Management and leadership in nursing and health care. New York: Springer Pub.
- Marquis.B.,L and Huston,C.,J .(2009). Leadhersip role and management function in nursing. Philadelphia:Lipincot
- Swanburg, R.,C., & Swanburg, J.,R.(2006). Introductory management and leadership for Nurses. Toronto: Jones and Bartlert Pub.Ca.
- Swanburg, R.,C. (2006). Management and leadership for nurse administration. Boston: Jones and Bartlert Pub.
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**Aktivitas** Diskusi Pemicu, Umpan balik

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#### Minggu 4

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- Materi**
1. Konsep manajemen asuhan keperawatan dan perawat sebagai leader
  2. Metode penugasan dalam manajemen asuhan keperawatan
  3. Peran dan tugas perawat dalam manajemen asuhan keperawatan
  4. Proses timbang terima per-shift&ronde kep
  5. Dokumentasi dalam asuhan keperawatan
- Kualitas asuhan keperawatan
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**Media** LCd, Komputer

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**Referensi** Gillies (1998). Nursing management: A system approach. (third edition). Philadelphia: WB. Saunders.

Huber, D. (2010). Leadership & nursing care management. Philadelphia: WB. Saunder.

Kozier, E. (2001). Fundamentals of Nursing. Addison Wesley Co., Redwood City.

Marquis.B.,L and Huston,C.,J .(2004). Management and leadership in nursing and health care. New York: Springer Pub.

Marquis.B.,L and Huston,C.,J .(2009). Leadhersip role and management function in nursing. Philadelphia:Lipincot

Swanburg, R.,C., & Swanburg, J.,R.(2006). Introductory management and leadership for Nurses. Toronto: Jones and Bartlert Pub.Ca.

Swanburg, R.,C. (2006). Management and leadership for nurse administration. Boston: Jones and Bartlert Pub.

**Aktivitas** Presentasi, Diskusi, Umpan Balik

## Minggu 5

**Materi** Aplikasi teori perencanaan dan pengorganisasian dalam pengelolaan asuhan keperawatan

**Media** LCD, Komputer, referensi

**Referensi** Gillies (1998). Nursing management: A system approach. (third edition). Philadelphia: WB. Saunders.

Huber, D. (2010). Leadership & nursing care management. Philadelphia: WB. Saunder.

Kozier, E. (2001). Fundamentals of Nursing. Addison Wesley Co., Redwood City.

Marquis.B.,L and Huston,C.,J .(2004). Management and leadership in nursing and health care. New York: Springer Pub.

Marquis.B.,L and Huston,C.,J .(2009). Leadhersip role and management function in nursing. Philadelphia:Lipincot

Swanburg, R.,C., & Swanburg, J.,R.(2006). Introductory management and leadership for Nurses. Toronto: Jones and Bartlert Pub.Ca.

Swanburg, R.,C. (2006). Management and leadership for nurse administration. Boston: Jones and Bartlert Pub.

**Aktivitas** Diskusi Pemicu

## Minggu 6

**Materi** Peran dan tugas perawat dalam pengelolaan asuhan keperawatan  
 Proses timbang terima per-shift  
 Ronde Keperawatan  
 Dokumentasi dalam Asuhan Keperawatan

**Media** LCD, Komputer

**Referensi** Gillies (1998). Nursing management: A system approach. (third edition). Philadelphia: WB. Saunders.

Huber, D. (2010). Leadership & nursing care management. Philadelphia: WB. Saunder.

Kozier, E. (2001). Fundamentals of Nursing. Addison Wesley Co., Redwood City.

Marquis.B.,L and Huston,C.,J .(2004). Management and leadership in nursing and health care. New York: Springer Pub.

Marquis.B.,L and Huston,C.,J .(2009). Leadhersip role and management function in nursing. Philadelphia:Lipincot

Swanburg, R.,C., & Swanburg, J.,R.(2006). Introductory management and leadership for Nurses. Toronto: Jones and Bartlert Pub.Ca.

Swanburg, R.,C. (2006). Management and leadership for nurse administration. Boston: Jones and Bartlert Pub.

**Aktivitas** Diskusi, Role play, Umpan balik

## Minggu 7

**Materi** Penghitungan ketenagaan dalam shift dan siklus satu hari  
Pengarahan dan pengendalian kualitas asuhan keperawatan

**Media** LCD, Pemicu, Komputer, Referensi

**Referensi** Gillies (1998). Nursing management: A system approach. (third edition). Philadelphia: WB. Saunders.

Huber, D. (2010). Leadership & nursing care management. Philadelphia: WB. Saunder.

Kozier, E. (2001). Fundamentals of Nursing. Addison Wesley Co., Redwood City.

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Marquis.B.,L and Huston,C.,J .(2009). Leadhersip role and management function in nursing. Philadelphia:Lipincot

Swanburg, R.,C., & Swanburg, J.,R.(2006). Introductory management and leadership for Nurses. Toronto: Jones and Bartlert Pub.Ca.

Swanburg, R.,C. (2006). Management and leadership for nurse administration. Boston: Jones and Bartlert Pub.

**Aktivitas** Diskusi, Umpan Balik

## Minggu 8

**Materi** Penghitungan ketenagaan dalam shift dan siklus satu hari  
Pengarahan dan pengendalian kualitas asuhan keperawatan

**Media** LCD, Komputer

**Referensi** Gillies (1998). Nursing management: A system approach. (third edition). Philadelphia: WB. Saunders.

Huber, D. (2010). Leadership & nursing care management. Philadelphia: WB. Saunder.

Kozier, E. (2001). Fundamentals of Nursing. Addison Wesley Co., Redwood City.

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Swanburg, R.,C. (2006). Management and leadership for nurse administration. Boston: Jones and Bartlert Pub.

**Aktivitas** Presentasi, Diskusi, Umpan Balik

## Minggu 9

**Materi** Serah Terima, POAC

**Media** Alat Peran Terima, Literatur



**Referensi** Gillies (1998). Nursing management: A system approach. (third edition). Philadelphia: WB. Saunders.

Huber, D. (2010). Leadership & nursing care management. Philadelphia: WB. Saunder.

Kozier, E. (2001). Fundamentals of Nursing. Addison Wesley Co., Redwood City.

Marquis.B.,L and Huston,C.,J .(2004). Management and leadership in nursing and health care. New York: Springer Pub.

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Swanburg, R.,C. (2006). Management and leadership for nurse administration. Boston: Jones and Bartlert Pub.

**Aktivitas** Role Play

## Minggu 10

**Materi** Evaluasi Tengah Semestr

**Media** Alat evaluasi

**Referensi** Gillies (1998). Nursing management: A system approach. (third edition). Philadelphia: WB. Saunders.

Huber, D. (2010). Leadership & nursing care management. Philadelphia: WB. Saunder.

Kozier, E. (2001). Fundamentals of Nursing. Addison Wesley Co., Redwood City.

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Marquis.B.,L and Huston,C.,J .(2009). Leadhersip role and management function in nursing. Philadelphia:Lipincot

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Swanburg, R.,C. (2006). Management and leadership for nurse administration. Boston: Jones and Bartlert Pub.

**Aktivitas** Evaluasi Tertulis

## Minggu 11

**Materi** Teori manajemen konflik  
Konflik intra dan interdisiplin dalam pengelolaan asuhan keperawatan

**Media** LCD, Komputer

**Referensi** Teori manajemen konflik  
Konflik intra dan interdisiplin dalam pengelolaan asuhan keperawatan

**Aktivitas** Diskusi, Umpan Balik

## Minggu 12

**Materi** Teori manajemen konflik  
Konflik intra dan interdisiplin dalam pengelolaan asuhan keperawatan

**Media** LCD, Komputer

<b>Referensi</b>	<p>Saunders.  Huber, D. (2010). Leadership &amp; nursing care management. Philadelphia: WB. Saunder.  Kozier, E. (2001). Fundamentals of Nursing. Addison Wesley Co., Redwood City.  Marquis.B.,L and Huston,C.,J .(2004). Management and leadership in nursing and health care. New York: Springer Pub.  Marquis.B.,L and Huston,C.,J .(2009). Leadhersip role and management function in nursing. Philadelphia:Lipincot  Swanburg, R.,C., &amp; Swanburg, J.,R.(2006). Introductory management and leadership for Nurses. Toronto: Jones and Bartlert Pub.Ca.  Swanburg, R.,C. (2006). Management and leadership for nurse administration. Boston: Jones and Bartlert Pub.</p>
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<b>Aktivitas</b>	Diskusi, pembahasan
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### Minggu 13

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<b>Materi</b>	Leadership, dan Implementasi POSAC dalam tatanan pelayanan keperawatan di ruang rawat
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<b>Media</b>	Referensi, Lahan praktek
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<b>Referensi</b>	<p>Saunders.  Huber, D. (2010). Leadership &amp; nursing care management. Philadelphia: WB. Saunder.  Kozier, E. (2001). Fundamentals of Nursing. Addison Wesley Co., Redwood City.  Marquis.B.,L and Huston,C.,J .(2004). Management and leadership in nursing and health care. New York: Springer Pub.  Marquis.B.,L and Huston,C.,J .(2009). Leadhersip role and management function in nursing. Philadelphia:Lipincot  Swanburg, R.,C., &amp; Swanburg, J.,R.(2006). Introductory management and leadership for Nurses. Toronto: Jones and Bartlert Pub.Ca.  Swanburg, R.,C. (2006). Management and leadership for nurse administration. Boston: Jones and Bartlert Pub.</p>
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<b>Aktivitas</b>	Kunjungan lapangan, pelaporan, presentasi, diskusi dan umpan balik
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## Minggu 14

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**Materi** Leadership dan Implementasi POSAC di tatanan layanan kesehatan

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**Media** lahan praktek, referensi

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**Referensi** Saunders.  
Huber, D. (2010). Leadership & nursing care management. Philadelphia: WB. Saunder.  
Kozier, E. (2001). Fundamentals of Nursing. Addison Wesley Co., Redwood City.  
Marquis.B.,L and Huston,C.,J .(2004). Management and leadership in nursing and health care. New York: Springer Pub.  
Marquis.B.,L and Huston,C.,J .(2009). Leadhersip role and management function in nursing. Philadelphia:Lipincot  
Swanburg, R.,C., & Swanburg, J.,R.(2006). Introductory management and leadership for Nurses. Toronto: Jones and Bartlert Pub.Ca.  
Swanburg, R.,C. (2006). Management and leadership for nurse administration. Boston: Jones and Bartlert Pub.

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**Aktivitas** Presentasi, pelaporan

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