

## Analisa proses rekrutmen dan seleksi tenaga keperawatan di RS Duren Sawit Jakarta

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### Abstrak

*Analysis on Recruitment and Selection Process of Nursing Staff at Duren Sawit Hospital Jakarta* This study is based on the fact that Duren Sawit Hospital is lacking of nursing staff. Duren Sawit Hospital as Unit Pelaksana Teknis (UPT) DKI Jakarta Health Unit with the facility of 112 beds and BOR of 20 - 70 requires 107 nursing staffs. However, currently only 85 nursing staffs are available which consist of 27 government nursing staffs and 58 non-government nursing staffs. Duren Sawit Hospital is having difficulty to recruit government nursing staff as it is a new hospital. Therefore, in order to meet the need to have an adequate number of nursing staff; Duren Sawit Hospital needs to conduct recruitment and selection for non-government nursing staff. As the role of the nursing staff is very critical to support good service quality, recruitment and selection of non-government nursing staff has to be conducted very carefully and professionally.

The objective of this study is to have a general description on the recruitment and selection process of nursing staff at the Duren Sawit Hospital. It is expected that this could generate useful inputs to the human resource department for the recruitment and selection process of nursing staff in the future. The study is based on the qualitative method with descriptive approach Data collection was through in-depth interview and data research. Variables that are measured are hospital policy, recruitment and selection method that is currently used, responsibility and role of team member as well as recruitment and selection process.

From in-depth interview and data research, it was identified that there was only one written policy from the director, which was the policy to establish a recruitment team to recruit temporary honoree staff in year 2003. The current recruitment and selection process is referring to that policy. There is no document describing the role and responsibility of each member of the staff. Furthermore, there is no document on the policy to plan for the implementation of recruitment and selection as well as the policy on the process itself.

No job has been evaluated for nursing staff front liner as a basis for planning and process of recruitment and selection. Planning is not equipped yet with the right competencies. Recruitment method currently used is waiting for job application entering human resource department. Selection method is via written exam, selection interview, practical exam on nursing, psycho test and medical check-up.

Bibliographical References 22 ( 1996 - 2004 )

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Penelitian ini dilatarbelakangi oleh fakta bahwa RS Duren Sawit sangat membutuhkan tenaga keperawatan. RS Duren Sawit sebagai Unit Pelaksana Teknis (UPT) Dinas Kesehatan DKI Jakarta dengan fasilitas 112 Tempat Tidur dan Bed Occupancy Rate (BOR) 20-70%, membutuhkan 107 tenaga keperawatan. Padahal hanya tersedia 85 tenaga keperawatan, yang terdiri dari 27 tenaga keperawatan PNS

dan sisanya 58 tenaga keperawatan non PNS. RS Duren Sawit sulit memperoleh tenaga keperawatan PNS karena keberadaannya yang masih baru dan statusnya adalah RS Jiwa. Guna mencukupi kebutuhan tenaga keperawatan ini, RS Duren Sawit perlu melakukan rekrutmen dan seleksi tenaga keperawatan non PNS. Mengingat pentingnya peran tenaga keperawatan dalam menunjang mutu pelayanan, maka harus dilakukan rekrutmen dan seleksi tenaga keperawatan non PNS dengan sebaik-baiknya.

Penelitian ini bertujuan untuk mendapatkan gambaran tentang proses rekrutmen dan seleksi tenaga keperawatan di RS Duren Sawit, untuk dapat memberikan umpan balik kepada Seksi SDM dalam melakukan rekrutmen dan seleksi tenaga keperawatan yang akan datang. Penelitian menggunakan metode kualitatif dengan pendekatan deskriptif. Pengumpulan data melalui wawancara mendalam dan telaah dokumen. Variabel yang diukur adalah kebijakan rumah sakit, metode rekrutmen dan seleksi yang digunakan, tanggung jawab dan tugas anggota tim serta proses rekrutmen dan seleksi.

Dari hasil wawancara mendalam dan telaah dokumen teridentifikasi hanya ada satu kebijakan tertulis dari Direktur yaitu untuk membentuk Tim Rekrutman Tenaga Honor Tidak Tetap pada tahun 2003, yang mendasari pelaksanaan rekrutmen dan seleksi tenaga keperawatan hingga sekarang. Tidak ada dokumen yang berisi uraian tugas dan tanggung jawab dari anggota-anggota tim dan tidak ada dokumen yang berisi kebijakan perencanaan untuk melaksanakan rekrutmen dan seleksi maupun kebijakan untuk proses itu sendiri. Belum ada analisa jabatan yang dibuat untuk tenaga keperawatan pelaksana yang mendasari perencanaan dan proses rekrutmen dan seleksi. Perencanaan tidak dilengkapi dengan kompetensi yang dibutuhkan. Metode rekrutmen yang dipakai adalah menunggu lamaran yang masuk ke Seksi SDM. Metode seleksi adalah melalui ujian tertulis, wawancara seleksi, ujian praktek asuhan keperawatan, psikotes dan pemeriksaan kesehatan.