

**TAKWIM PENGURUSAN (PENGARAH HOSPITAL) TAHUN 2018**

| BIL. | MESYUARAT  | SASARAN | BULAN  |     |     |     |     |     |     |     |      |     |     |     | URUSETIA/<br>PENYELARAS |
|------|--|---------|--|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-------------------------|
|      |  |         | JAN  | FEB | MAC | APR | MEI | JUN | JUL | OGS | SEPT | OKT | NOV | DIS |                         |
| 1    | MESY.PAGI PKT.JKNJ                                   | 24 KALI | MESYUARAT DIADAKAN PADA SETIAP HARI RABU ( 2 KALI/BULAN)       |     |     |     |     |     |     |     |      |     |     |     | JKNJ                    |
| 2    | MESY.PAGI PKT.HSAJB                                  | 24 KALI | MESYUARAT DIADAKAN SELEPAS MESYUARAT PAGI JKNJ ( 2 KALI/BULAN) |     |     |     |     |     |     |     |      |     |     |     | PUSTAKAWAN              |
| 3    | MESY. KEWANGAN                                       | 8 KALI  |  | 13  | 12  |     | 14  | 11  |     | 13  | 13   |     | 15  | 13  | UNIT KEWANGAN           |
| 4    | JKPA HSAJB - KEWANGAN & AKAUN DAN HASIL              | 4 KALI  | 8<br>BIL.4/<br>2017  |     |     | 12  |     |     | 16  |     |      | 16  |     |     | UNIT KEWANGAN           |
| 5    | JKPAK HSAJB - PENG.ASET ALIH KERAJAAN                | 4 KALI  | 8<br>BIL.4/<br>2017  |     |     | 12  |     |     | 16  |     |      | 16  |     |     | UNIT ASET               |
| 6    | MESY. MAJLIS BERSAMA JABATAN (MBJ) - (PENGURUSAN)    | 4 KALI  |  |     | 6   |     |     | 5   |     |     | 4    |     |     | 4   | UNIT PENTADBIRAN        |
| 7    | MESY. BERSAMA AHLI LEMBAGA PELAWAT HOSPITAL (ALPH)   | 4 KALI  |  | 4   |     |     | 13  |     |     | 12  |      |     | 11  |     | UNIT PENTADBIRAN        |
| 8    | MESY. JK. PERUMAHAN                                  | 4 KALI  |  |     | 13  |     |     | 12  |     |     | 18   |     |     | 11  | UNIT PENTADBIRAN        |
| 9    | MESY. JK KESELAMATAN & KESIHATAN PERSEKITARAN (OSHA) | 4 KALI  | 15   |     |     | 9   |     |     | 16  |     |      | 29  |     |     | UNIT OSHA               |
| 10   | MESY. VALIDASI SWASTA (VCM)                          | 12 KALI | 28   | 27  | 29  | 30  | 28  | 28  | 31  | 30  | 27   | 30  | 29  | 24  | UNIT KAWALSELIA         |
| 11   | MESY. JK ADUAN                                       | 2 KALI  |  |     | 20  |     |     |     |     |     |      | 9   |     |     | UNIT PRO                |
| 12   | MESY. JK. KEBAKARAN                                  | 4 KALI  | 8  |     |     | 23  |     |     |     | 13  |      |     |     | 11  | KESELAMATAN             |

| BIL. | MESYUARAT  | SASARAN | BULAN |     |     |     |     |     |     |     |      |     |     |     | URUSETIA/<br>PENYELARAS  |
|------|--|---------|-------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|--------------------------|
|      |  |         | JAN   | FEB | MAC | APR | MEI | JUN | JUL | OGS | SEPT | OKT | NOV | DIS |                          |
| 13   | MESY. KAJI SEMULA PENGURUSAN (MKSP) - MS ISO 9001:2008 | 2 KALI  |       | 26  |     |     |     |     |     |     |      |     | 26  |     | UNIT KUALITI             |
| 14   | MESY. JK PENASIHAT PERUBATAN (MAC)                     | 4 KALI  | 11    |     |     |     | 6   |     |     |     |      | 23  |     | 2   | TPH (PERUBATAN)          |
| 15   | MESY. JK PERKHIDMATAN PERUBATAN TRANSFUSI              | 2 KALI  |       | 12  |     |     |     |     |     |     |      | 8   |     |     | JAB. TRANSFUSI           |
| 16   | MESY. KETUA-KETUA JABATAN KLINIKAL HSAJB               | 3 KALI  |       | 27  |     |     |     |     | 24  |     |      |     | 25  |     | UNIT KUALITI / UNIT OSHA |
| 17   | MES. JK LATIHAN SISWAZAH                               | 4 KALI  | 28    |     |     | 2   |     |     |     | 6   |      |     | 12  |     | UNIT SUMBER MANUSIA      |
| 18   | MESY. JK CREDENTIALING & PRIVILEGING                   | 4 KALI  |       |     | 12  |     |     | 24  |     |     | 3    |     |     | 10  | TPH (PEMBEDAHAN)         |
| 19   | MESY. JK UBAT-UBATAN                                   | 3 KALI  |       | 25  |     |     |     |     | 2   |     |      |     |     | 9   | JAB. FARMASI             |
| 20   | MESY. JK DEWAN BEDAH                                   | 2 KALI  |       |     |     | 16  |     |     |     |     | 24   |     |     |     | JAB. ANES                |
| 21   | MESY. JK RADIASI                                       | 1 KALI  |       |     |     |     |     | 4   |     |     |      |     |     |     | JAB. NUKLEAR             |
| 22   | MESY. JK REKOD PERUBATAN                               | 2 KALI  |       |     |     | 8   |     |     |     |     |      |     | 18  |     | JAB. REKOD               |
| 23   | MESY. JK CASEMIX                                       | 2 KALI  |       |     |     | 15  |     |     |     |     |      |     | 5   |     | JAB. REKOD               |
| 24   | MESY. JK KAWALAN INFEKSI                               | 2 KALI  |       |     |     |     |     |     | 9   |     |      |     | 4   |     | UNIT INFEKSI             |
| 25   | MESY. JK LATIHAN                                       | 2 KALI  |       | 8   |     |     |     |     |     |     |      | 4   |     |     | UNIT LATIHAN             |

| BIL. | MESYUARAT  | SASARAN | BULAN |     |     |     |     |     |     |     |      |     |     |     | URUSETIA/<br>PENYELARAS   |
|------|--|---------|-------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|---------------------------|
|      |  |         | JAN   | FEB | MAC | APR | MEI | JUN | JUL | OGS | SEPT | OKT | NOV | DIS |                           |
| 26   | MESY. JK PEMANTAPAN PROGRAM PENDIDIKAN KESIHATAN   | 2 KALI  |       | 11  |     |     |     |     |     |     |      |     | 14  |     | JAB. PEND. PESAKIT        |
| 27   | MESY. JAWATANKUASA IPTA/IPTS   | 2 KALI  |       |     |     |     | 7   |     |     |     |      |     | 19  |     | TPH<br>(PEMBEDAHAN)       |
| 28   | TAKLIMAT SHORTFALL IN QUALITY (SIQ)/KPI/HPIA DAN TAKLIMAT PELAKSANAAN MS ISO 9001 : 2015 | 2 KALI  |       | 20  |     |     |     |     |     | 20  |      |     |     |     | UNIT KUALITTI             |
| 29   | MESY. PENGURUSAN TLK PAKAR DAN BERBAYAR HSAJB  | 4 KALI  |       | 13  |     |     | 15  |     |     | 14  |      |     | 13  |     | UNIT PENTADBIRAN          |
| 30   | MESY. TEMPAT LETAK KERETA (TLK) BERBAYAR DI HSAJB  | 12 KALI | 23    | 13  | 27  | 24  | 15  | 26  | 17  | 14  | 18   | 23  | 13  | 4   | UNIT PENTADBIRAN          |
| 31   | MESY. JK TATATERTIB  | 4 KALI  |       | 12  |     |     | 21  |     |     | 20  |      |     | 12  |     | UNIT SUMBER<br>MANUSIA    |
| 32   | MESY. JK TADBIR URUS (JITU)  | 3 KALI  |       |     |     | 19  |     |     |     | 16  |      |     |     | 10  | UNIT SUMBER<br>MANUSIA    |
| 33   | MESYUARAT BERSAMA UNIT KESELAMATAN   | 4 KALI  |       |     | 15  |     |     | 10  |     |     | 24   |     |     | 2   | UNIT KESELAMATAN          |
| 34   | MESY. JK KESELAMATAN PESAKIT   | 2 KALI  |       | 5   |     |     |     |     |     |     |      |     | 27  |     | UNIT KUALITI              |
| 35   | MESY. JK. BADAN KEBAJIKAN DAN SUKAN  | 12 KALI |       | 7   | 21  | 25  | 23  | 27  | 25  | 29  | 26   | 24  | 28  | 20  | KELAB SUKAN               |
| 36   | MESY. JK BUDAYA KORPORAT   | 4 KALI  |       |     | 1   |     |     | 14  |     |     | 20   |     |     | 17  | UNIT PRO                  |
| 37   | MESY. KLINIK BERHENTI MEROKOK  | 2 KALI  |       |     | 18  |     |     |     |     |     |      |     |     | 16  | JAB.PENDIIDKAN<br>PESAKIT |
| 38   | MESY.JK INDUK PERKHIDMATAN PESAKIT BAYAR PENUH   | 2 KALI  |       |     |     | 22  |     |     |     |     |      | 28  |     |     | TPH (PERUBATAN)           |



| BIL. | MESYUARAT                     | SASARAN | BULAN |     |     |     |     |     |     |     |      |     |     |     | URUSETIA/<br>PENYELARAS |
|------|-------------------------------|---------|-------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-------------------------|
|      |                               |         | JAN   | FEB | MAC | APR | MEI | JUN | JUL | OGS | SEPT | OKT | NOV | DIS |                         |
| 4    | MAJLIS MAKAN MALAM HSAJB      | 1 KALI  |       |     |     |     |     |     |     |     |      |     | /   |     | BHG. PENGURUSAN         |
| 5    | PROGRAM 10,000 LANGKAH        | 1 KALI  |       |     | /   | /   |     |     |     |     |      |     | /   |     | UNIT PEND.PESAKIT       |
| 6    | PROGRAM FIT HSAJB             | 1 KALI  |       |     |     |     |     |     |     |     | /    |     |     |     |                         |
| 7    | HARI KANSER SEDUNIA           | 1 KALI  |       | /   |     |     |     |     |     |     |      |     |     |     |                         |
| 8    | HARI RENAL SEDUNIA            | 1 KALI  |       |     | /   |     |     |     |     |     |      |     |     |     |                         |
| 9    | HARI TIBI SEDUNIA             | 1 KALI  |       |     | /   |     |     |     |     |     |      |     |     |     |                         |
| 10   | HARI KESIHATAN SEDUNIA        | 1 KALI  |       |     |     | /   |     |     |     |     |      |     |     |     |                         |
| 11   | HARI ASMA SEDUNIA             | 1 KALI  |       |     |     |     | /   |     |     |     |      |     |     |     |                         |
| 12   | HARI JANTUNG SEDUNIA          | 1 KALI  |       |     |     |     |     |     |     |     | /    |     |     |     |                         |
| 13   | HARI KESIHATAN MENTAL SEDUNIA | 1 KALI  |       |     |     |     |     |     |     |     |      | /   |     |     |                         |
| 14   | HARI PENGLIHATAN SEDUNIA      | 1 KALI  |       |     |     |     |     |     |     |     |      | /   |     |     |                         |
| 15   | HARI DIABETES SEDUNIA         | 1 KALI  |       |     |     |     |     |     |     |     |      |     | /   |     |                         |
| 16   | HARI AIDS SEDUNIA             | 1 KALI  |       |     |     |     |     |     |     |     |      |     |     | /   |                         |
| 17   | HARI FISIOTERAPI              | 1 KALI  |       |     |     |     |     |     |     |     | /    |     |     |     |                         |

| BIL. | MESYUARAT                               | SASARAN | BULAN |     |     |     |     |     |     |     |      |     |     |     | URUSETIA/<br>PENYELARAS |  |
|------|---|---------|-------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-------------------------|--|
|      |   |         | JAN   | FEB | MAC | APR | MEI | JUN | JUL | OGS | SEPT | OKT | NOV | DIS |                         |  |
| 18   | HARI TALESEMIA                          | 1 KALI  |       |     |     |     | /   |     |     |     |      |     |     |     |                         |  |
| 19   | MINGGU GLAUKOMA                         | 1 KALI  |       |     | /   |     |     |     |     |     |      |     |     |     |                         |  |
| 20   | MINGGU TANPA TEMBAKAU                   | 1 KALI  |       |     |     |     | /   |     |     |     |      |     |     |     |                         |  |
| 21   | MINGGU PENYUSUAN SUSU IBU<br>SEDUNIA    | 1 KALI  |       |     |     |     |     |     |     | /   |      |     |     |     |                         |  |
| 22   | KEMPEN NAFAS BARU SEPANJANG<br>RAMADHAN | 1 KALI  |       |     |     |     | /   |     |     |     |      |     |     |     |                         |  |
| 23   | MINGGU PENDERMAAN ORGAN<br>KEBANGSAAN   | 1 KALI  |       |     |     |     |     |     |     |     |      | /   |     |     |                         |  |