

REGENT OF GRESIK
EAST JAVA PROVINCE

REGULATION OF THE REGENT OF GRESIK
NUMBER 40 OF 2021

ON

THE ESTABLISHMENT OF IBNU SINA REGIONAL GENERAL HOSPITAL
OF THE REGENCY OF GRESIK AS A SPECIAL ORGANIZATION

BY THE BLESSINGS OF ALMIGHTY GOD

THE REGENT OF GRESIK,

Considering: that in order to implement the provisions in Section 11,
section (2) of the Regional Regulation of the Regency of Gresik Number 15
of 2020 concerning Amendments to Regional Regulation
of the Regency of Gresik Number 12 of 2016 concerning
the Establishment of Regional Government Apparatus of the Regency of Gresik, it is necessary to
issue a Regent Regulation on the Establishment
of Ibnu Sina Regional General Hospital of the Regency of Gresik
as a Special Organization;

Considering: 1. Law Number 12 of 1950 concerning
Regency Local Government in East Java
(State Gazette of the Republic of Indonesia of 1950
Number 19, Supplement to the State Gazette of the Republic
of Indonesia Number 9) as amended by
Law Number 2 of 1965 concerning

Changes to the Boundary of Surabaya Municipality and Surabaya Level II Region by amending Law Number 12 of 1950 concerning the Establishment of Large City Regions within the Province of East Java, Central Java, West Java and the Special Region of Yogyakarta (State Gazette of the Republic of Indonesia of 1965 Number 19, Supplement to the State Gazette of the Republic of Indonesia Number 2730);

2. Law Number 36 of 2009 concerning Health (State Gazette of the Republic of Indonesia of 2009 Number 144, Supplement to the State Gazette of the Republic of Indonesia Number 5063);

3. Law Number 44 of 2009 concerning Hospitals (State Gazette of the Republic of Indonesia of 2009 Number 153, Supplement to the State Gazette of the Republic of Indonesia Number 5072);

4. Law Number 12 of 2011 concerning the Formation of Legislation (State Gazette of the Republic of Indonesia of 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234) as amended by Law Number 15 of 2019 concerning Amendments to Law Number 12 of 2011 concerning the Formation of Legislation (State Gazette of the Republic of Indonesia of 2019 Number 183, Supplement to the State Gazette Number 6398);

5. Law Number 5 of 2014 concerning State Civil Apparatus

(State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to the State Gazette of the Republic of Indonesia Number 5494);

6. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, lastly by Law Number 9 of 2015 concerning the Second Amendment to Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);

7. Law Number 36 of 2014 concerning Health Workers (State Gazette of the Republic of Indonesia of 2014 Number 296, Supplement to the State Gazette of the Republic of Indonesia Number 5607);

8. Government Regulation Number 38 of 1974 concerning Change of Name of Surabaya Regency (State Gazette of the Republic of Indonesia of 1974 Number 52, Supplement to the State Gazette of the Republic of Indonesia Number 3038);

9. Government Regulation Number 93 of 1915 concerning Educational Hospitals (State Gazette of the Republic of Indonesia of 1915 Number 295, Supplement to the State Gazette of the Republic of Indonesia Number 5777);

10. Government Regulation Number 18 of 2016 concerning Regional Government Apparatus (State Gazette of the Republic of Indonesia of 2016 Number 114, Supplement to the State Gazette of the Republic of Indonesia Number 5887) as amended by Government Regulation Number 72 of 2019 concerning Amendments to Government Regulation Number 18 of 2016 concerning Regional Government Apparatus (State Gazette of the Republic of Indonesia of 2019 Number 187, Supplement to the State Gazette of the Republic of Indonesia Number 6402);

11. Government Regulation Number 12 of 2017 concerning Guidance and Supervision of Regional Government Administration (State Gazette of the Republic of Indonesia of 2017 Number 165, Supplement to the State Gazette of the Republic of Indonesia Number 736041);

12. Government Regulation Number 47 of 2021 concerning Hospital Administration (State Gazette of the Republic of Indonesia of 2021 Number 57, Supplement to the State Gazette of the Republic of Indonesia Number 6659);

13. Presidential Regulation Number 87 of 2014 concerning Implementing Regulations of Law Number 12 of 2011 concerning the Formation of Legislation (State Gazette of the Republic of Indonesia of 2014 Number 199) as amended by Presidential Regulation Number 76 of 2021 concerning Amendments to Presidential Regulation Number 87 of 2014 concerning Implementing Regulations of Law Number 12 of 2011 concerning the Formation of Legislation (State Gazette of the Republic of Indonesia of 2021 Number 186);

14. Presidential Regulation Number 77 of 2015 concerning Guidelines for Hospital Organization (State Gazette of the Republic of Indonesia of 2015 Number 159);

15. Regulation of the Minister of Health Number 269/MENKES/PER/III/2008 concerning Medical Records;

16. Regulation of the Minister of Home Affairs Number 80 of 2015 concerning the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2015 Number 2036) as amended by

Regulation of the Minister of Home Affairs Number 120 of 2018 concerning Amendments to the Regulation of the Minister of Home Affairs Number 80 of 2015 concerning the Formation of Regional Legal Products (State News of the Republic of Indonesia of 2018 Number 157);

17. Regulation of the Minister of Health Number 49 of 2016 concerning Technical Guidelines for the Organization of Provincial and Regency/City Health Offices (State News of the Republic of Indonesia of 2016 Number 1502);

18. Regulation of the Minister of Home Affairs Number 79 of 2018 concerning Regional Public Service Agencies (State News of the Republic of Indonesia of 2018 Number 1213);

19. Regulation of the Minister of Home Affairs Number 99 of 2018 concerning Guidance and Control of the Arrangement of Regional Government Apparatus (State News of the Republic of Indonesia of 2018 Number 1539);

20. Regional Regulation of the Regency of Gresik Number 12 of 2016 concerning the Establishment of Regional Government Apparatus of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2016 Number 18) as amended by Regional Regulation Number 15 of 2020 concerning Amendments to Regional Regulation Number 12 of 2016 concerning the Establishment of Regional Government Apparatus of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2021 Number 13);

DECIDES:

To establish: A REGENT REGULATION ON THE ESTABLISHMENT OF IBNU SINA REGIONAL GENERAL HOSPITAL OF THE REGENCY OF GRESIK AS A SPECIAL ORGANIZATION.

CHAPTER I

GENERAL PROVISIONS

Section 1

In this Regent Regulation:

1. Region means the Regency of Gresik.
2. Regional Government means the Regency Government of Gresik.
3. Regent means the Regent of Gresik.
4. Health Office means the Health Office of the Regency of Gresik.
5. Regional General Hospital, hereinafter referred to as RSUD Ibnu Sina means Ibnu Sina Regional General Hospital of the Regency of Gresik.
6. Director means the Director of Ibnu Sina Regional General Hospital of the Regency of Gresik.

7. Regional Public Service Agency, hereinafter referred to as

BLUD means the system applied by technical implementing units of regional service/agency in providing services to the community that has flexibility in financial management patterns as an exception to

regional management provisions.

8. Installation/unit means the place and facilities for

conducting medical service activities and nursing services, medical support services, educational activities, research, human resource development activities, facility maintenance activities, and environmental sanitation management of the hospital.

9. Functional Position means a group of positions that

contain functions and tasks related to functional services based on expertise and specific skills.

10. BLUD Supervisory Board, hereinafter referred to as the Supervisory Board means the body responsible for supervising the management of the BLUD.

11. Committee means a professional organizational element that

has specific duties and responsibilities to

implement good hospital governance and clinical governance.

12. Special Organization Unit means the Special Organization Unit is RSUD Ibnu Sina which has autonomy in financial management and regional assets and human resources.

CHAPTER II

STATUS

Section 2

(1) RSUD Ibnu Sina is a Class B Educational Hospital under the Health Office as a special organizational unit in providing professional health services that has autonomy in financial management, management of regional assets, and human resources management.

(2) RSUD Ibnu Sina as referred to in section (1),

is led by a Director, who in financial management, Regional Assets and human resources as referred to in section (1) is accountable to the Head of the Health Office.

(3) The accountability as referred to in section (2) is carried out through the submission of reports on the implementation of financial management, Regional Assets and human resources of RSUD Ibnu Sina.

CHAPTER III

ORGANIZATIONAL STRUCTURE

Section 3

(1) The Organizational Structure of RSUD Ibnu Sina consists of:

- a. Director;
- b. Deputy Director of Services, consisting of:
 1. Medical Services Division, consisting of:
 - a) Inpatient Medical Services Section; and
 - b) Outpatient and Specialist Medical Services Section.
 2. Medical Support and Pharmacy Services Division, consisting of:
 - a) Medical Support Services Section; and
 - b) Pharmacy Services Section.
- c. Deputy Director of General and Finance, consisting of:
 1. General Section, consisting of:
 - a) Sub-section of Administration and Equipment; and
 - b) Sub-section of Law and Human Resources.
 2. Finance Section, consisting of:
 - a) Revenue Sub-section;

b) Expenditure Sub-section; and

c) Accounting and Verification Sub-section.

3. Planning and Education Section, consisting of:

a) Sub-section of Planning, Evaluation and Reporting; and

b) Sub-section of Human Resource Development, Education and Research.

d. Internal Audit Unit;

e. Committee; and

f. Functional Positions.

(2) The Organizational Structure Chart of RSUD Ibnu Sina as referred to in section (1), is contained in the Appendix which is an inseparable part of this Regent Regulation.

CHAPTER IV

DETAIL OF DUTIES AND FUNCTIONS

Part One

Director

Section 4

The Director has the task of leading, controlling, coordinating, guiding, supervising and evaluating the administration of RSUD Ibnu Sina.

Section 5

The Director in carrying out the duties as referred to in Section 4, section (1) performs the following functions:

a. implementation of coordination of duties and functions of medical services, nursing services,

- medical support and pharmacy, general administration, finance, human resource development planning, and education;
- b. determination of policies in the field of health services covering medical services, nursing services, medical support and pharmacy, general administration, finance, human resource development planning and education;
- c. provision of health services covering medical services, nursing services, medical support and pharmacy, general administration, finance, human resource development planning and education;
- d. guidance and implementation of health service duties covering medical services, nursing services, medical support and pharmacy, general administration, finance, human resource development planning, and education;
- e. coordination, integration, synchronization and simplification both within the hospital and outside institutions
of RSUD Ibnu Sina;
- f. control, division of duties, provision of instructions, guidance, development, supervision and evaluation of the implementation of duties within RSUD
Ibnu Sina and submitting performance reports;
- g. coordination of the implementation of medical service information system management, nursing services, medical support and pharmacy, general administration, finance, human resource development planning, and education;
- h. coordination of the implementation of evaluation and reporting of medical services, nursing services, medical support and pharmacy, general administration, finance, human resource development planning, and education;
- i. provision of advice and consideration to the Regent in accordance
with his/her field of duty;
- j. coordination of the implementation of quality control and
patient safety; and
- k. implementation of other official duties assigned by
the Head of the Health Office in accordance with his/her field of duty.

(1) The Director as the head of the BLUD, in addition to the duties and functions as referred to in Section 4 and

Section 5, has the following duties:

- a. leading, directing, guiding, supervising, controlling, and evaluating the implementation of BLUD activities for greater efficiency and productivity;
- b. formulating the determination of BLUD technical policies and other obligations in accordance with policies that have been determined by the Regent;
- c. drafting the Long-Term Strategic Plan;
- d. preparing the Budgetary Allocation;
- e. proposing candidates for financial officials and technical officials to the Regent in accordance with the provisions;
- f. appointing other officials according to the needs of the BLUD in addition to officials who have been appointed by legislation; and
- g. coordinating the implementation of BLUD policies carried out by financial officials and technical officials, controlling internal supervision tasks, and submitting and accounting for the operational and financial performance of the BLUD to the Regent.

(2) The Director in carrying out the duties as referred to in section (1), has the function as overall responsible person for operational and financial matters.

Section 7

(1) The Director, in order to implement autonomy in financial management and Regional Assets as referred to in Section 2, section (1), is appointed as the Budget User Authority and asset user authority in accordance with the provisions of legislation.

(2) Autonomy in financial management and Regional Assets as referred to in section (1), includes:

- a. Planning;
- b. implementation; and
- c. accountability of finances and the use and administration of Regional Assets.

(3) In addition to being the Budget User Authority as referred to in section (1), the Director has the duties and authorities:

- a. drafting work plans and budgets;
- b. drafting budget implementation documents;
- c. signing payment orders;
- d. managing the Regional debts and receivables under his/her responsibility;
- e. drafting and submitting financial reports of the unit he/she leads;
- f. appointing technical implementing officials and financial administration officials; and
- g. appointing other officials in the unit he/she leads in the context of managing Regional finances.

(4) The work plan and budget and budget implementation documents as referred to in section (3) subparagraph a and subparagraph b, are submitted to the Regional Government Budget Team through the Regional Financial Management Official for verification in accordance with the provisions of legislation.

Section 8

(1) The Director in the implementation of financial and Regional Assets as referred to in Section 7, section (2),

and implements expenditure in accordance with the budget implementation documents as referred to in Section 7, section (3) subparagraph b based on the provisions of legislation.

(2) The Director as referred to in section (1),

is responsible for the implementation of the revenue and expenditure budget of RSUD Ibnu Sina.

(3) The Director in the accountability of revenue and expenditure budget as referred to in section (2), prepares financial and Regional Assets accountability reports which are part of the performance report in accordance with the provisions of legislation.

(4) The accountability report as referred to in section (3), is presented in the financial report of the Health Office and the Regional Government financial report.

Section 9

Autonomy in the field of human resources as referred to in Section 2, section (1) is implemented through the following provisions:

- a. The Director may propose the appointment, transfer, and dismissal of state civil servants to the authorized official in accordance with the provisions of legislation;
- b. The Director has the authority to conduct guidance of State Civil Servants in the performance of duties and functions in positions in accordance with the provisions of legislation; and
- c. The Director has the authority to manage and guide employees within RSUD Ibnu Sina in accordance with the provisions of legislation.

Part Two

Deputy Director of Services

Section 10

(1) The Deputy Director of Services has the duty to assist the Director in leading, formulating policies, guiding and coordinating all implementation of medical services activities, nursing services, medical support services and pharmacy and coordinating installations and units under his/her supervision.

(2) The Deputy Director of Services as referred to in section (1), is under and accountable to the Director.

Section 11

The Deputy Director of Services in carrying out duties

as referred to in Section 10, section (1), performs the following functions:

- a. coordination of the implementation of medical services, nursing services, medical support services and pharmacy and coordinating installations under his/her supervision;
- b. coordination of the preparation of technical policy materials in the field of medical services, nursing services, medical support services and pharmacy and coordinating installations under his/her supervision;
- c. coordination of the implementation of activities and administration in medical services, nursing services, medical support services and pharmacy and coordinating installations under his/her supervision;
- d. guidance, control and supervision and coordination of medical services, nursing services, medical support and pharmacy and coordinating installations under his/her supervision;
- e. implementation of evaluation and reporting of medical services, nursing services, medical support and pharmacy and coordinating installations under his/her supervision;
- f. control of the provision of services by prioritizing quality and patient safety; and
- g. implementation of other official duties assigned by the Director in accordance with his/her field of duty.

Section 12

The Deputy Director of Services, in addition to carrying out duties and functions as referred to in Section 10 and Section 11, coordinates installations and Units, consisting of:

- a. Emergency Installation;
- b. Outpatient Installation;
- c. Inpatient Installation;
- d. Central Surgery Installation;
- e. Intensive Care Unit Installation;

- f. Pharmacy Installation;
- g. Clinical Pathology Laboratory Installation;
- h. Radiology Installation;
- i. Medical Rehabilitation Installation;
- j. Nutrition Installation;
- k. Forensic Medicine and Medicolegal Installation;
- l. Anatomical Pathology Laboratory Unit;
- m. Hemodialysis Unit;
- n. Hospital Blood Bank Unit;
- o. Central Sterilization Unit;
- p. Endoscopy Unit; and
- q. Medical Records Unit.

Section 13

(1) The Deputy Director of Services consists of:

- a. Medical Services Division;
- b. Nursing Services Division; and
- c. Medical Support and Pharmacy Services Division.

(2) Each Division as referred to in

section (1), is led by a Head of Division who is under and accountable to the Deputy Director of Services.

Paragraph One

Medical Services Division

Section 14

(1) The Medical Services Division has the task of coordinating the preparation of planning,

implementation of medical service activities, supervision and assessment of the utilization of all medical service resources, inpatient medical services, outpatient and specialist medical services, and service information and medical records.

(2) The Medical Services Division as referred to in section (1), is under and accountable to the Deputy Director of Services.

Section 15

The Medical Services Division in carrying out the duties as referred to in Section 14, section (1), performs the following functions:

- a. drafting activity plans in the field of medical services;
- b. drafting policies and regulations for the implementation of activities in the field of medical services;
- c. conducting coordination of activities in the field of medical services;
- d. conducting control and guidance of the implementation of activities in the field of medical services;
- e. conducting monitoring and evaluation of activities in the field of medical services;
- f. drafting reports on the implementation of activities in accordance with applicable regulations; and
- g. carrying out other official duties assigned by the Deputy Director of Services in accordance with his/her field of duty.

Section 16

(1) The Medical Services Division consists of:

- a. Inpatient Medical Services Section; and
- b. Outpatient and Specialist Medical Services Section.

(2) Each Section as referred to in section (1),

is led by a Head of Section who is under and accountable to the Head of the Medical Services Division.

Section 17

(1) The Inpatient Medical Services Section as referred to

in Section 16, section (1) subparagraph a, has the following duties:

- a. drafting activity plans in inpatient medical services;
- b. drafting policies and regulations for the implementation of activities in inpatient medical services;
- c. conducting coordination of activities in inpatient medical services;
- d. conducting control and guidance of the implementation of activities in inpatient medical services;
- e. conducting monitoring and evaluation of activities in inpatient medical services;
- f. drafting reports on the implementation of activities in accordance with applicable regulations; and
- g. carrying out other official duties assigned by the Head of the Medical Services Division in accordance with his/her duties.

(2) The Outpatient and Specialist Medical Services Section,

as referred to in Section 16, section (1) subparagraph b, has the following duties:

- a. drafting activity plans in outpatient and specialist medical services;
- b. drafting policies and regulations for the implementation of activities in outpatient and specialist medical services;
- c. conducting coordination of activities in outpatient and specialist medical services;
- d. conducting control and guidance of the implementation of activities in outpatient and specialist medical services;
- e. conducting monitoring and evaluation of activities in outpatient and specialist medical services;
- f. drafting reports on the implementation of activities in accordance with applicable regulations; and
- g. carrying out other official duties assigned by the Head of the Medical Services Division in accordance with his/her duties.

Paragraph Two

Nursing Services Division

Section 18

(1) The Nursing Services Division has the task of coordinating the planning, implementation of inpatient nursing services and outpatient and specialist nursing services, and assessment of the utilization of all nursing service resources.

(2) The Nursing Services Division as referred to in section (1), is under and accountable to the Deputy Director of Services.

Section 19

The Nursing Services Division in carrying out the duties as referred to in Section 18, section (1), performs the following functions:

- a. drafting activity plans in the field of nursing services;
- b. drafting policy materials and regulations for the implementation of activities in the field of nursing services;
- c. conducting coordination of activities in the field of nursing services;
- d. conducting control and guidance of the implementation of activities in the field of nursing services;
- e. conducting monitoring and evaluation of activities in the field of nursing services;
- f. drafting reports on the implementation of activities in accordance with applicable regulations; and
- g. carrying out other official duties assigned by the Deputy Director of Services in accordance with his/her field of duty.

Section 20

(1) The Nursing Services Division consists of:

- a. Inpatient Nursing Services Section; and
- b. Outpatient and Specialist Nursing Services Section.

(2) Each Section as referred to in section (1),

is led by a Head of Section who is under and accountable to the Head of the Nursing Services Division.

Section 21

(1) The Inpatient Nursing Services Section as referred to in Section 20, section (1) subparagraph a, has the following duties:

- a. drafting activity plans in the field of inpatient nursing services;
- b. drafting policies and regulations for the implementation of activities in the field of inpatient nursing services;
- c. conducting coordination of activities in the field of inpatient nursing services;
- d. conducting control and guidance of the implementation of activities in the field of inpatient nursing services;
- e. conducting monitoring and evaluation of activities in the field of inpatient nursing services;
- f. drafting reports on the implementation of activities in accordance with applicable regulations; and
- g. carrying out other official duties assigned by the Deputy Director of Services in accordance with his/her field of duty.

(2) The Outpatient and Specialist Nursing Services Section as referred to in Section 20, section (1) subparagraph b, has the following duties:

- a. drafting activity plans in the field of outpatient and specialist nursing services;
- b. drafting policies and regulations for the implementation of activities in the field of outpatient and specialist nursing services;
- c. conducting coordination of activities in the field of outpatient and specialist nursing services;
- d. conducting control and guidance of the implementation of activities in the field of outpatient and specialist nursing services;
- e. conducting monitoring and evaluation of activities in the field of outpatient and specialist nursing services;
- f. drafting reports on the implementation of activities in accordance with applicable regulations; and
- g. carrying out other official duties assigned by the Deputy Director of Services in accordance with his/her field of duty.

Medical Support and Pharmacy Services Division

Section 22

(1) The Medical Support and Pharmacy Services Division has the task of coordinating the preparation of planning, implementation of medical support services, pharmacy services, and assessment of the utilization of all medical support and pharmacy service resources.

(2) The Medical Support and Pharmacy Services Division as referred to in section (1), is under and accountable to the Deputy Director of Services.

Section 23

The Medical Support and Pharmacy Services Division in carrying out the duties as referred to in Section 22, section (1), performs the following functions:

- a. drafting activity plans in the field of medical support services, pharmacy and service information and medical records;
- b. drafting policy materials and regulations for the implementation of activities in the field of medical support services, pharmacy and service information and medical records;
- c. conducting coordination of activities in the field of medical support services, pharmacy and service information and medical records;
- d. conducting control and guidance of the implementation of activities in the field of medical support services, pharmacy and service information and medical records;
- e. conducting monitoring and evaluation of activities in the field of medical support services, pharmacy and service information and medical records;
- f. conducting preparation of reports on the implementation of activities in accordance with applicable regulations; and
- g. carrying out other official duties assigned by the Deputy Director of Services in accordance with his/her field of duty.

Section 24

(1) The Medical Support and Pharmacy Services Division consists of:

- a. Medical Support Services Section;
- b. Pharmacy Services Section; and
- c. Service Information and Medical Records Section.

(2) Each Section as referred to in section (1),

is led by a Head of Section who is under and accountable to the Head of the Medical Support and Pharmacy Services Division.

Section 25

(1) The Medical Support Services Section, as referred to

in Section 24, section (1) subparagraph a, has the following duties:

- a. drafting activity plans in the field of medical support services;
- b. drafting policy materials and regulations for the implementation of activities in the field of medical support services;
- c. conducting coordination of activities in the field of medical support services;
- d. conducting control and guidance of the implementation of activities in the field of medical support services;
- e. conducting monitoring and evaluation of activities in the field of medical support services;
- f. drafting reports on the implementation of activities in accordance with applicable regulations; and
- g. carrying out other official duties assigned by the Head of the Medical Support and Pharmacy Services Division in accordance with his/her field of duty.

(2) The Pharmacy Services Section as referred to in

Section 24, section (1) subparagraph b, has the following duties:

- a. drafting activity plans in the field of pharmacy services;
- b. drafting policy materials and regulations for the implementation of activities in the field of pharmacy services;
- c. conducting coordination of activities in the field of pharmacy services;
- d. conducting control and guidance of the implementation of activities in the field of pharmacy

services;

e. conducting monitoring and evaluation of activities in the field of pharmacy services;

f. drafting reports on the implementation of activities in accordance with applicable regulations; and

g. carrying out other official duties assigned by the Head of the Medical Support and Pharmacy Services Division in accordance with his/her field of duty.

(3) The Service Information and Medical Records Section as referred to in Section 24, section (1) subparagraph c, has the following duties:

a. drafting activity plans in the field of service information and medical records;

b. drafting policy materials and regulations for the implementation of activities in the field of service information and medical records;

c. conducting coordination of activities in the field of service information and medical records;

d. conducting control and guidance of the implementation of activities in the field of service information and medical records;

e. conducting monitoring and evaluation of activities in the field of service information and medical records;

f. drafting reports on the implementation of activities in accordance with applicable regulations; and

g. carrying out other official duties assigned by the Head of the Medical Support and Pharmacy Services Division in accordance with his/her field of duty.

Part Three

Deputy Director of General and Finance

Section 26

(1) The Deputy Director of General and Finance has the duty to assist the Director in leading, formulating policies, guiding and coordinating the implementation of activities in the general, finance, planning and education sections and coordinating installations and units under his/her supervision.

(2) The Deputy Director of General and Finance as referred to in section (1), is under and accountable to the Director.

Section 27

The Deputy Director of General and Finance in carrying out duties as referred to in Section 26, section (1), performs the following functions:

- a. coordination of the implementation of activities in the general, finance, planning and education sections and coordinating installations under his/her supervision;
- b. coordination of the preparation of technical policy materials in the general, finance, planning and education sections and coordinating installations under his/her supervision;
- c. coordination of the implementation of activities in the general, finance, planning and education sections and coordinating installations under his/her supervision;
- d. guidance, control and supervision in the general, finance, planning and education sections and coordinating installations under his/her supervision;
- e. implementation of evaluation and reporting in the general, finance, planning and education sections and coordinating installations under his/her supervision;
- f. control of activities in the general, finance, planning and education sections; and
- g. implementation of other official duties assigned by the Director in accordance with his/her field of duty.

Section 28

The Deputy Director of General and Finance, in addition to carrying out duties and functions as referred to in Section 23 and Section 24, coordinates installations and Units, consisting of:

- a. Education and Research Installation;
- b. Facility Maintenance Installation;
- c. Environmental Sanitation Installation;
- d. Information Technology Unit;
- e. Hospital Occupational Safety and Health Unit;
- f. Procurement Unit;
- g. Asset and Logistics Unit;

- h. Assurance Unit;
- i. Marketing and Health Promotion Unit; and
- j. Complaints Unit.

Section 29

(1) The Deputy Director of General and Finance consists of:

- a. General Section;
- b. Finance Section; and
- c. Planning and Education Section.

(2) Each Section as referred to in

section (1), is led by a Head of Section who is under and accountable to the Deputy Director of General and Finance.

Paragraph One

General Section

Section 30

(1) The General Section has the task of conducting coordination and coordination of the implementation of policies and administrative services in the administration and equipment, law and human resources sections.

(2) The General Section as referred to in section (1), is under and accountable to the Deputy Director of General and Finance.

Section 31

The General Section in carrying out the duties as referred to in Section 30, section (1), performs the following functions:

- a. drafting activity plans for administration and equipment, law and human resources;
- b. drafting policy materials and regulations for the implementation of administration and equipment, law and human resources activities;
- c. conducting coordination of administration and equipment, law and human resources activities;
- d. conducting control and guidance of the implementation of administration and equipment, law and human resources activities;
- e. conducting monitoring and evaluation of administration and equipment, law and human resources activities;
- f. drafting reports on the implementation of activities in accordance with applicable regulations; and
- g. carrying out other official duties assigned by the Deputy Director of General and Finance in accordance with his/her field of duty.

Section 32

(1) The General Section consists of:

- a. Sub-section of Administration and Equipment; and
- b. Sub-section of Law and Human Resources.

(2) Each Sub-Section as referred to in section (1),

is led by a Head of Sub-Section who is under and accountable to the Head of the General Section.

Section 33

(1) The Sub-section of Administration and Equipment as referred to in Section 32, section (1) subparagraph a, has the following duties:

- a. drafting activity plans for administration and equipment;
- b. drafting policy materials and regulations for the implementation of administration and equipment activities;
- c. conducting coordination of administration and equipment activities;
- d. conducting control and guidance of the implementation of administration and equipment activities;
- e. conducting monitoring and evaluation of administration and equipment activities;

f. drafting reports on the implementation of activities in accordance with applicable regulations; and
g. carrying out other official duties assigned by the Head of the General Section in accordance with his/her field of duty.

(2) The Sub-section of Law and Human Resources as referred to in Section 32, section (1) subparagraph b, has the following duties:

- a. drafting activity plans in the field of law and human resources;
- b. drafting policy materials and regulations for the implementation of activities in the field of law and human resources;
- c. conducting coordination of activities in the field of law and human resources;
- d. conducting control and guidance of the implementation of activities in the field of law and human resources;
- e. conducting monitoring and evaluation of activities in the field of law and human resources;
- f. drafting reports on the implementation of activities in accordance with applicable regulations; and
- g. carrying out other official duties assigned by the Head of the General Section in accordance with his/her field of duty.

Paragraph Two

Finance Section

Section 34

(1) The Finance Section has the task of implementing financial management, including planning, coordination, implementation and control of hospital finances.

(2) The Finance Section as referred to in section (1),
is under and accountable to the Deputy Director of General and Finance.

Section 35

The Finance Section in carrying out the duties as referred to in Section 34, section (1), performs the

following functions:

- a. coordination of budget preparation;
- b. management of financial administration;
- c. implementation of financial verification;
- d. management of accounting and financial reporting; and
- e. carrying out other official duties assigned by the Deputy Director of General and Finance in accordance with his/her field of duty.

Section 36

(1) The Finance Section consists of:

- a. Revenue Sub-section;
- b. Expenditure Sub-section; and
- c. Accounting and Verification Sub-section.

(1) Each Sub-section as referred to in

section (1), is led by a Head of Sub-section who is under and accountable to the Head of the Finance Section.

Section 37

(1) The Revenue Sub-section as referred to in

Section 36, section (1) subparagraph a, has the following duties:

- a. drafting revenue and financing income budget plans;
- b. conducting revenue administration;
- c. conducting control of revenue and receivables;
- d. preparing reports on revenue and financing income;
- e. storing revenue evidence;
- f. conducting coordination with the Expenditure Sub-section; Accounting and Verification for reconciliation and hospital financial control; and
- g. carrying out other official duties assigned by the Head of the Finance Section in accordance with

his/her field of duty.

(2) The Expenditure Sub-section as referred to in

Section 36, section (1) subparagraph b, has the following duties:

- a. drafting expenditure and financing expenditure budgets;
- b. conducting expenditure