

Manual Prosedur

PENGEMBANGAN Instruktur DI/ Dietetic Internship

PROGRAM STUDI
ILMU GIZI
FAKULTAS KEDOKTERAN

UNIVERSITAS BRAWIJAYA



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Manual Prosedur

PENGEMBANGAN INSTRUKTUR DI/Dietetic

Internship

PROGRAM STUDI ILMU GIZI

FAKULTAS KEDOKTERAN

UNIVERSITAS BRAWIJAYA

Kode Dokumen	:	00803 06046
Revisi	:	1
Tanggal	:	16 Agustus 2012
Diajukan oleh	:	Unit Pendidikan Profesi Ttd Yosfi Rahmi, SGz. MSc.
Dikendalikan oleh	:	Sekretaris PS Ilmu Gizi
Disetujui oleh	:	Ketua PS Ilmu Gizi Ttd Dr. dr. Endang Sri Wahyuni, MS

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KATA PENGANTAR

Manual prosedur Pengembangan Instruktur DI ini disusun untuk Menjamin terselenggaranya program pengembangan instruktur DI di Jurusan Gizi, FK-Universitas Brawijaya secara optimal.

Manual Prosedur Pengembangan Instruktur DI/Dietetic Internship disusun sesuai dengan karakteristik program studi Gizi.

Manual Prosedur pengembangan Instruktur DI/Dietetic Internship akan selalu diperbarui sesuai dengan perkembangan ilmu dan teknologi serta kebutuhan Jurusan Gizi.

Malang, 16 Agustus 2012

Ketua PS Ilmu Gizi,

Ttd.

Dr. dr. Endang Sri Wahyuni, MS

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PENGEMBANGAN STAFF

INSTRUKTUR DI

Tujuan

Menjamin terselenggaranya program pengembangan instruktur DI di Jurusan Gizi, FKUB secara optimal.

Ruang Lingkup

Pelaksanaan pengembangan instruktur DI di lingkungan Jurusan Gizi, FK Universitas Brawijaya

Definisi

1. Pengembangan instruktur adalah kegiatan peningkatan kemampuan melalui jalur intensive training for instructure atau sesuai peraturan yang berlaku.
2. Instruktur adalah staf yang mempunyai tugas memberikan bimbingan dalam kegiatan Dietetic Internship.
3. Intensive Training for Instructure (ITFI) adalah training yang diselenggarakan oleh Persatuan Ahli Gizi Indonesia bekerja sama dengan Asosiasi Institusi Pendidikan Gizi Indonesia.

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Referensi . . . 2¶
Prosedur . . . 2¶
Dokumen terkait . . . 3¶
Tim UJM . . . 3¶
<sp><sp>Alur kegiatan . . . 4

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Pihak Terkait

1. Dekan
2. Pembantu Dekan II
3. Kasubbag Keuangan dan Kepegawaian
4. Ketua Jurusan
5. Bendahara Jurusan
6. Persagi
7. AIPGI

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Rujukan

1. Program Kerja Program Studi Ilmu Gizi Fakultas Kedokteran
2. Naskah Akademik Pendidikan Profesi Gizi
3. IK. Tata Cara Pembimbingan DI (00803 07066)

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Garis besar prosedur

1. Ketua Jurusan bersama staf menyusun rencana pengembangan jurusan terutama pendidikan profesi yang disesuaikan dengan bidang peminatan dan kebijakan Fakultas Kedokteran serta mensosialisasikan rencana pengembangan staf tersebut kepada staf lain di Jurusan pada rapat kerja tahunan jurusan
2. Berdasarkan program kerja tersebut, staf melakukan persiapan pendaftaran kepada AIPGI sesuai undangan kegiatan yang dikeluarkan AIPGI
3. Staf yang bersangkutan membuat surat ijin Ketua Jurusan untuk mengikuti training
4. Staf yang bersangkutan memohon surat tugas dari Dekan
5. Staf yang bersangkutan mendaftar training
6. Staf yang bersangkutan melaporkan hasil kegiatan training

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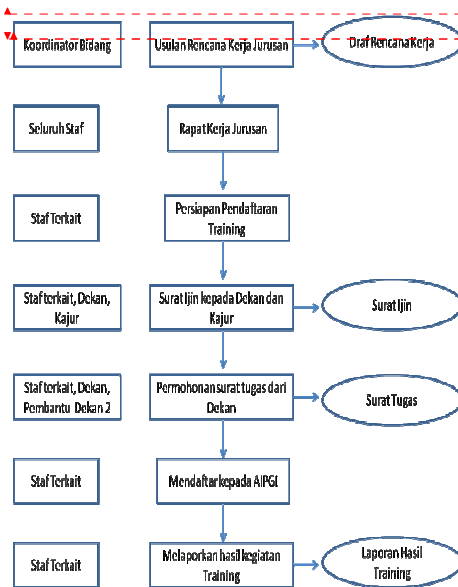
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Alur Prosedur Pengembangan Instruktur DI



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Tim Penyusun

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1. Yosfi Rahmi SGz. MSc
2. Widya Rahmawati SGz. M.Gizi
3. Nia Novita Wirawan, STP., MSc
4. Titis Sari Kusuma, SGz.

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Kode Dokumen	:	00803 06032
Revisi	:	3
Tanggal	:	12 september 2011
Diajukan oleh	:	Ketua UJM Ttd. Nurul Muslihah, SP, M.Kes
Dikendalikan oleh	:	Sekretaris PS Ilmu Gizi

Disetujui oleh	:	Ketua PS Ilmu Gizi Ttd. Dr. dr. Endang Sriwahyuni, MS

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1.	TUJUAN	:	Menjamin terselenggaranya program pengembangan staf edukatif dan administrasi di Jurusan Gizi, FK-Universitas Brawijaya secara optimal.
2.	RUANG LINGKUP	:	Pelaksanaan pengembangan staf edukatif dan administrasi di lingkungan Jurusan Gizi, FK Universitas Brawijaya
3.	DEFINISI	:	<p>Pengembangan staf adalah kegiatan peningkatan kemampuan melalui jalur gelar dan non gelar.</p> <p>Staf edukatif adalah staf yang mempunyai tugas Tri Drama Perguruan Tinggi</p> <p>Staf administrasi adalah staf yang bertugas membantu pelaksanaan administrasi pendidikan dan laboratorium di jurusan.</p> <p>Jalur gelar adalah jalur pendidikan untuk mendapatkan gelar.</p> <p>Jalur non gelar adalah jalur pendidikan tanpa gelar antara lain: seminar, pelatihan, lokakarya, semiloka, simposium, konferensi.</p>
4.	DISTRIBUSI	:	Pembantu Rektor I Pembantu Rektor II Dekan Pembantu Dekan II Kasubbag Keuangan dan Kepegawaian Ketua Jurusan Bendahara Jurusan
5.	REFERENSI	:	PP No 5 th 1980 HELTS (<i>Higher Education Long Term Strategy</i>) th 2003

7. DOKUMEN TERKAIT : Program Kerja Program Studi Ilmu Gizi Fakultas Kedokteran

Tim UJM

dr. Harijanto, MSPH
Nia Novita Wirawan, STP., MSc.
Nurul Muslihah, SP, MKes..
Titis Sari Kusuma, SGz.

Laksmi Karunia Tanuwijaya, SGz.
Rochmatul
A. Kresna