

ABSTRACT

Training Needs Analysis (TNA) is a stage carried out by an organization before carrying out training and development activities. The achievement of training hours for staff at the sterilization and washing center installation in the education and training program at the East Java Province Haj Hospital in 2023, who received a minimum of 20 JP/year training, does not meet the established standards. Standard Director's Decree No. 445/160/304/2021 states that the achievement target for employees who receive training of at least 20JP/year is 60%, while the achievement of sterilization and washing center installations is still 26.67%. The aim of the research is to analyze the training needs of staff at sterilization and washing center installations. This research is quantitative research with a descriptive approach. The respondents for this research were 22 employees of the sterilization and washing center installation at the Haji Hospital, East Java Province. This research data was collected using a questionnaire using the total sampling method. The results of this research show that there are training programs needed by Sterilization and Washing Center Installation employees including: PPI training, service excellence training, K3 training, linen management training and laundry management training. Suggestions for this research are to carry out training activities that suit employee needs, create a training program into several sessions based on training needs analysis and provide motivation to employees at sterilization and washing center installations to take part in training that has been programmed for employee career development and improving the quality of RSUD services. Hajj East Java Province.

Keywords: *Training needs analysis*

ABSTRAK

Training Needs Analysis (TNA) merupakan sebuah tahapan yang dilaksanakan oleh organisasi sebelum menjalankan kegiatan pelatihan dan pengembangan. Pencapaian jam pelatihan pegawai instalasi pusat sterilisasi dan pencucian dalam program pendidikan dan pelatihan di RSUD Haji Provinsi Jawa Timur tahun 2023 yang mendapat pelatihan minimal 20 JP/tahun belum sesuai standar yang telah ditetapkan. Standar SK Direktur No. 445/160/304/2021 menyebutkan bahwa target pencapaian pegawai yang mendapat pelatihan minimal 20JP/tahun sebesar 60%, sedangkan pencapaian instalasi pusat sterilisasi dan pencucian masih 26,67%. Tujuan dari penelitian untuk menganalisis kebutuhan pelatihan pegawai instalasi pusat sterilisasi dan pencucian. Penelitian ini merupakan penelitian kuantitatif dengan pendekatan deskriptif. Responden penelitian ini berjumlah 22 orang pegawai instalasi pusat sterilisasi dan pencucian di RSUD Haji Provinsi Jawa Timur. Data penelitian ini dikumpulkan menggunakan kuesioner dengan menggunakan metode *total sampling*. Hasil penelitian ini menunjukkan bahwa terdapat program pelatihan yang dibutuhkan oleh pegawai Instalasi Pusat Sterilisasi dan Pencucian diantaranya: pelatihan PPI, pelatihan *service excellent*, pelatihan K3, pelatihan manajemen linen dan pelatihan manajemen laundry. Saran untuk penelitian ini adalah dilakukan kegiatan pelatihan yang sesuai dengan kebutuhan pegawai, membuat program pelatihan menjadi beberapa sesi berdasarkan *training needs analysis* serta memberikan motivasi kepada pegawai instalasi pusat sterilisasi dan pencucian agar mengikuti pelatihan yang sudah di programkan untuk pengembangan karir pegawai dan peningkatan kualitas layanan RSUD Haji Provinsi Jawa Timur.

Kata Kunci: *Training needs analysis*