



**The Thesis Writing Guidance
MASTER IN NURSING
FACULTY OF NURSING
UNIVERSITAS AIRLANGGA**

**Faculty of Nursing, Universitas Airlangga
2018-2019**

The Thesis Writing Guidance Faculty of Nursing, Universitas Airlangga

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PREFACE

Thesis is the final project of academic study and or depth research results conducted independently by students of the Masters Study Program (S2) under the guidance of a supervisor, which aims to develop in-depth knowledge and problem solving. In research, students must prepare a thesis research proposal, carry out research, and the results are compiled into a thesis report. All of these activities requires scientific writing knowledge.

In order to obtain uniformity in writing, the Faculty of Nursing Universitas Airlangga publishes a Thesis Guide containing lines great way of preparing a thesis, as well as the procedures for writing with examples.

The contents of this Thesis Guide book are divided into 5 sections, namely:

1. Introduction
2. Procedures for Thesis Preparation
3. Thesis Quality Assurance
4. Thesis Writing Procedures
5. Writing Framework

Hopefully this Thesis Guidance book can be useful especially for Nursing Masters students study programs, suggestions and criticisms for improvement of this book is expected.

Surabaya, August 10th, 2018

Thesis Guidance Drafting Team

GREETING FROM DEAN FACULTY OF NURSING UNIVERSITAS AIRLANGGA

Assalamua'alaikum Wr. Wb.

Praise the presence of Allah SWT, for His grace and guidance from the Faculty of Nursing, Universitas Airlangga can compile a Thesis Handbook. This Guidedance book is a reference for students in Nursing Master's Program in compile thesis research proposal and write thesis research report, so that can be obtained clarity and common perception in the procedures for writing.

The Nursing Masters Study program in Universitas Airlangga was founded in the year 2008 under the auspices of the Faculty of Medicine, Universitas Airlangga and since 1 February 2010 through its Rector's Decree Number: 100/H3/KR/2010 management transferred under the Faculty of Nursing. The purpose of establishing a Masters Study Program Nursing is to improve the quality of undergraduate education nursing who works both in educational and clinical institutions. For obtaining a Masters of Nursing (M.Kep) students are required arrange academic final project (thesis) with a study load of 6 credits.

Given the importance of this Thesis Handbook, students must meet the rules of writing techniques in the preparation of research proposals and thesis research report. Hopefully this Thesis Guide book can be useful, suggestions and criticisms for improving this book are very much expected.

Wassalamu alaikum warahmatullahi wabarakatuh

Surabaya, August 10th, 2018
Dean,

Prof. Dr. Nursalam, M.Nurs (Hons)
NIP: 196612251989031004

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CHAPTER 1

PRELIMINARY

1.1 Background

Research conducted through a thesis is a scientific work use empirical or non-empirical reasoning and fulfil methodological requirements nursing science, carried out based on approved research proposals by the supervisor and the research examining team.

Thesis as a final project results of the academic study and or in-depth research conducted by students of Masters in Nursing Study Program independent and contains contributions to the development of nursing science and technology, is a scientific work that: 1) Arranged according to the format of the thesis determined; 2) Demonstrates the validity of the methodology, the sharpness of reasoning and depth of theory mastery; 3) Shows the thought wrinkles, accuracy, formulation, problem, limitation of research and conclusion.

As a scientific work, the content and method of writing a thesis can various, so deemed necessary to have a general guideline. This guideline applies to students of Master in Nursing study Program, Faculty of Nursing, Universitas Airlangga.

1.2 Purpose

This thesis manual is used as a guide:

1. **Students** of Masters in Nursing study Program Faculty of Nursing Universitas Airlangga in preparing research proposals and report on results thesis research.
2. **Supervisor for the guiding process to students.**
3. **Thesis Quality Assurance Team** as a guide in carrying out the task monitoring and evaluating the quality of the thesis.

CHAPTER 2

PROCEDURES FOR PREPARING THESIS

This chapter describes the requirements, thesis guidance process, and process preparation of research thesis proposals, rules of research proposals, seminars thesis and evaluation.

2.1 Requirements

Students are allowed to submit a thesis with the following provisions:

1. The fastest in Semester 2
2. Minimum GPA of 3.00
3. Fulfilled the administrative requirements determined by the Faculty

2.2 Guidance Process

Students will be guided by 2 (two) supervisors. Head of supervisors responsible for guiding students about scientific substance and research methodology, while the second supervisor is responsible guide related to writing and theoretical study.

2.2.1 Determination of Supervisor

1. In the 2nd semester, students propose a thesis topic, name of head supervisors and second supervisors based on supervisor expertise.
 2. Coordinator Study Program determines the supervisor then is forwarded to the Dean to obtain a Letter of Declaration.

2.2.2 Supervisor Criteria

- 1) Criteria for Head of Supervisor:
 - (1) Permanent Lecturer at Universitas Airlangga
 - (2) Doctor with a position of at least Assistant Professor
 - (3) Have expertise in accordance with the thesis material
 - (4) Dean of Faculty can provide policies for the thesis supervisor to complete the task as a supervisor, supervisor holds a Doctor with a minimum of expert Assistant.
- 2) Criteria for Second supervisor:
 - (1) Permanent lecturer or non-permanent lecturer at Universitas Airlangga
 - (2) Doctor with a position of at least Assistant Professor

- (3) Dean of Faculty can provide policies for advisers the second supervisor at least a doctor with an expert assistant or Masters with a minimum position of Associate Professor, or experts practitioners in accordance with the required field of science.
- 3) If it is really needed by students to help planning and the implementation of the thesis, students can ask for consultants with approve of the supervisor. Consultants are experts in the field certain scientific and / or special skills.
- 4) Maximum number of students who are mentored by head of supervisor are 3 (three) students per year
- 5) Maximum number of students that can be mentored by head of supervisor and second supervisor as many as 6 (six) students per year

2.2.3 Change of Supervisor

- 1) During the study period, the supervisor and / or second supervisor can be replaced, if there are non-academic obstacles to the relationship the head of supervisor and / or the second supervisor with students
- 2) The head of supervisor cannot be replaced by another supervisor solely caused by academic barriers to students
- 3) Procedure for replacing the head of supervisor and / or second supervisor determined by the Dean.

2.2.4 Consultant

- 1) Consultants are proposed by students and approved by supervisors known by the Coordinator of Study Program and subsequently determined by Letter of Assignment of the Dean.
- 2) The consultant is in charge of assisting students to help thesis planning and implementation.

2.2.5 Students record the results of the consultation with supervisor on the sheet of thesis consultation (Appendix 25)

2.2.6 Students are required to make a thesis progress report / progress note (Appendix 27) to monitor the progress made by students. The thesis progress report must be submitted to the Study Program Secretariat Masters in Nursing at the end of semester III, mid semester IV, and the end of semester IV, and every three months if the student hasn't can finish the thesis at the end of semester IV. Student and supervisor must also pay attention to the thesis schedule.

Table 2.1 Thesis Schedule

No	Activity	Timeline
(1)	(2)	(3)
1	Research Topics Seminar	1 st semester
2	Pre-proposal seminar	2 nd semester
3	Thesis proposal seminar	2 nd semester
4	Seminar	3 rd semester
5	Thesis	3 rd /4 th semester

Information:

1. The seminar activity is carried out independently by students and is attended by other students and expert lecturers in their field.
2. Students must attend a seminar of other students at least 1 (one) time proven with written data.
3. Implementation of the research topic seminar is the responsibility of the course coordinator of Thesis Proposal

2.3 Proposal and Thesis Arrangement Process

2.3.1 Arrangement of the Thesis Proposal

- 1) Students arrangement research topics consisting of: background and problems of research, supplemented by related research ones have been before and variant who are researched, with regard originality, novelty and contribution to the development of science. Topics were presented on research topics.
- 2) The research topic is submitted to head supervisor and second supervisor, then head of the supervisor, second supervisor and students agree the schedule of research topic.
- 3) Consultation with head of supervisor and second supervisor documented in the consultation sheet signed by supervisor (Appendix 25)
- 4) Research proposal that has been approved by the head supervisor and second supervisor can be submitted for the pre-proposal thesis seminar.
- 5) Pre proposal thesis seminar as input / improvement of the proposal, after making improvements according to the input at the Pre-Proposal seminar, the proposal can be submitted at the thesis proposal seminar.

- 6) The seminar results state that a research proposal can be submitted as research material or cannot be submitted as material research, still needs to be improved and reassessed.
- 7) Improvements to the research proposal are based on input during research proposal seminar. Students must consult with thesis proposal examiners for later thesis proposal improvement to the supervisor. Results of revisions made by students documented in the revised sheet (Appendix 26).
- 8) Students must submit proposals along with the report revised (Appendix 26) and proposal examiner's approval signature that the research proposal has been approved not later than 1 (one) month after the seminar proposal is conducted. If a student has not submitted the revised results of the research proposal until the deadline the research proposal is considered null.

2.3.2 Arrangement of Research Results

- 1) Data collection can be carried out after the proposal is improved research approved by the head supervisor and second supervisor accompanied by an ethical clearance.
- 2) After collecting data, students consult with the supervisor for thesis writing.
- 3) Meeting with each supervisor at least 3 (three) times face to face and the results of the consultation are documented on the consultation sheet signed by supervisor (Appendix 25).
- 4) The results of the study have received the supervisor approval the research results seminar was conducted.

2.3.3 Thesis

- 1) After the seminar results, corrected in at least 1 week for consultation with the supervisor.
- 2) Consultation with each supervisor at least 1 (one) time face to face and the results of the consultation are documented on the consultation sheet signed by supervisor (Appendix 25)
- 3) Improvement of research results that have been approved by the chief supervisor and a second supervisor can be submitted for the thesis hearing.

2.3.4 Completion of the Thesis

- 1) The improvement of the results of the thesis hearing is based on the input during thesis hearing.

- 2) Meeting with the thesis examiner for consultation at least 1 (one) time the face-to-face and results of the consultation are documented on the revision sheet (Appendix 26) signed by the thesis examiner.
- 3) Students must submit a thesis in the form of a coloured hard file light yellow as much as 4 copies, 1 hard article manuscript file ready for publications, and as many as 4 CDs containing thesis and article manuscript soft file to the Secretariat of Master in Nursing Study Program as a requirement to register Yudisium.
- 4) Students must submit proof of thesis published in preferably accredited national journals or international journals indexed with at least accepted status to the Secretariat of Master in Nursing Study Program as a requirement to register Yudisium.

2.4 Rules of Seminar and Thesis Hearing

2.4.1 Seminar Research Topics

- 1) Topic seminar will be held in the first semester
- 2) Topic seminars are managed by the students concerned
- 3) Topic seminar activities, student must invite all of students and other lecturers who are competent both from inside and outside Faculty of Nursing
- 4) Topic seminar led by Course Coordinator Research Proposal

2.4.2 Pre-Proposal Seminar

- 1) Pre-Proposal Seminar will be held in the second semester
- 2) Pre-Proposal Seminar is open and managed by students who concerned
- 3) Students must invite other students as proven by the attendance list
- 4) Pre-Proposal Seminar can be conducted if the student has completed 26 credits
- 5) Students must submit Pre-Proposal thesis that has been approved and signed by the supervisor and second supervisor covered by mica to the examiner at least 3 days before when the exam is held
- 6) The seminar is led by the head of supervisor (as moderator), assisted the second supervisor and was attended by 3 (three) examiners. Examiner criteria is a permanent lecturer or a non-permanent lecturer at Universitas Airlangga, holds a degree a minimum of a Doctor with a functional position of at least a Assistant Professor. Dean of Nursing Faculty can provide a policy for examiners at least holds a Doctorate with the position of Assistant Expert or Master with Minimum position of Associate Professor and has expertise with thesis material.

- 7) The seminar is held the fastest in 3 (three) working days after application submitted.

2.4.3 Thesis Proposal

- 1) Thesis proposal seminar is held in the second semester
- 2) Thesis proposal seminar can be held after students show guidance matrix at least 4 (four) times the guidance approved by the supervisor
- 3) Request for a seminar is submitted to the Secretariat of Master in Nursing Study Program accompanied by a thesis proposal that has been signed both mentors and get a team of examiners
- 4) Students must submit a thesis proposal that is covered with a yellow buffalo paper to the examiner at least 3 (three) days before the exam
- 5) This seminar is open and can be attended by students
- 6) The thesis assessment team is led by the supervisor as the chief examiner
- 7) Thesis assessment team with a minimum of 4 (four) lecturers, including chief examiner and second supervisor. Examiners proposed by supervisor and determined by the Dean of Faculty after obtaining Coordinator Study Program considerations
- 8) Assessment of the thesis proposal can only be carried out and give a decision, if attended by at least 4 (four) members of assessment team, including chief supervisor and second supervisor.
- 9) The seminar is held the fastest in 3 (three) working days after application submitted
- 10) Proposal seminar is held during working hours

2.4.4 Seminar

- 1) Seminar are managed by the student concerned independently
- 2) Students must invite students, chief supervisor and second supervisor , as well as other competent lecturers both from inside and outside Faculty of Nursing
- 3) Request for seminar is submitted to the Secretariat of Master in Nursing Study Programs accompanied by report of research results that have been signed by both supervisors
- 4) Students must submit research reports that are covered using yellow buffalo paper to seminar members
- 5) The seminar is led by the chief supervisor

2.4.5 Thesis

- 1) Thesis can be conducted after students submit ethical consideration, certificate from Language Centre of the Faculty of Cultural Sciences Universitas Airlangga of

TOEFL from public universities with minimum score of 500, students have passed all compulsory courses followed and with regard to the success of the study GPA.

- 2) Thesis is open to students and the general public
- 3) Thesis can only be carried out and give a decision, if attended by at least 5 (five) thesis examination team, including the chief supervisor and the second supervisor
- 4) Thesis assessment is carried out according to the format provided by the Study Program (Appendix 23)
- 5) Request for a thesis should be submitted to the Secretariat of Master in Nursing Study Program after obtaining approval at approval sheet signed by the chief supervisor and second supervisor. **The exam will be held the soonest 5 (five) working days after the application is submitted.**
- 6) Thesis is held during working hours
- 7) Thesis is held at least at the end of semester of education master
- 8) The results of thesis are in the following categories:
 - (1) Pass
 - (2) Do not pass, to be tested again after the specified time period by the examiner
- 9) Students of Master in Nursing Study Program who graduate with improvement, must submit thesis repair at the latest within 1 (one) month from the date of the exam
- 10) Students of Master in Nursing Study Program who are no pass, given the opportunity to repeat and perfecting the thesis, which is carried out no later than 6 (six) months from the date of the exam
- 11) Students of Master in Nursing Study Program who are not pass after the second exam is declared study failure
- 12) Thesis examination is led by examiners who are not supervisors

2.4.6 Thesis Examiner Criteria

- 1) The chief examiner is a permanent lecturer at Universitas Airlangga who has minimum education background of Doctor with functional position minimal Assistant Professor, not as a supervisor, as well as experts in the related field good research comes from educational institutions or practitioners.
- 2) The examiner member has d doctorate background and functional position minimum Assistant Professor. The Dean of Faculty can provide policies for examinersat least a Doctorate with Assistant Expert or Master with a minimum position of Associate Professor and has expertise with the thesis material.

2.4.7 Cancellation of Thesis Results

Thesis results are cancelled if up to 1 month (30 days) students do not submit the final results of the thesis revision that has been signed by supervisors and examiners to Secretariat of Master in Nursing Study Program Universitas Airlangga, except for reasons that can accounted for.

2.4.8 Sanctions

Sanctions are given to students if they are known to do so plagiarism or falsification data. Sanctions in the form of cancellation of thesis and replacement research title.

2.5 Scoring

- 1) The score is obtained from the average value given by all current examiners thesis exam
- 2) The score of passing the proposal exam and thesis is the same as or more greater than the quality score of 3 (three) or the score of the letter B
- 3) The chairman of the examiner will recapitulate the final grade and determine the final grade obtained by students
- 4) Scoring uses the form provided by the Study Program (Appendix 23)
- 5) The proportion of the thesis score consist of 25% score of proposal, 25% score of results and 50% score of thesis

2.6 Thesis Publication

- 1) Thesis must be published in International Journal at least Scopus indexed international proceedings. Letter of acceptance must be submitted to the Secretariat of Master in Nursing Study Program in Nursing Faculty Universitas Airlangga as a requirement to register for a graduation
- 2) During the study period students are also required to attend international conferences as a speaker, both oral presentations and poster presentations. Proof participation and proceeding must be submitted to the Secretariat of Master in Nursing Study Program Faculty of Nursing Universitas Airlangga as a condition to register for a graduation.

2.7 ELPT or TOEFL Score

- 1) Students must achieve an ELPT or TOEFL score of 500 as a condition to register for a thesis exam
- 2) The ELPT or TOEFL certificate submitted must be a valid during the study period

- 3) The ELPT exam organizer is the Language Centre of the Faculty of Cultural Science Universitas Airlangga or an approved language institution is an institution managed by a state university.

2.8 Plagiarism

Plagiarism is intentional or not intentionally in obtaining or trying to obtain credit or value for something scientific work by quoting part or all of the work and/ or scientific work of another recognized as scientific work, without stating the source accurately and adequately. Based on how to re-express it.

Plagiarism can be divided into two namely intentional plagiarism (intentional) and unintentional plagiarism. Plagiarism deliberately for example, copying other people's work, copy paste from other people's work, without writing an adequate source and using the services of a writer. Plagiarism accidentally failed, for example, failed to paraphrase, failed to use personal ideas, and cited too many writings of one or two people and insufficient documentation of source documents.

CHAPTER 3

THESIS QUALITY ASSURANCE

The quality of the thesis is monitored and evaluated by the thesis quality assurance team and is based on standard operating procedures in force at the Faculty of Nursing at Universitas Airlangga.

3.1 Thesis Quality Assurance Team

The thesis quality assurance team is a committee that is tasked with conducting monitoring and evaluation related to:

1. The process of preparing the research proposal and conducting the thesis research, monitoring and evaluation is carried out to identify any irregularities related to:
 - 1) The incompatibility of the philosophical foundation of research with the research topic.
 - 2) Inaccurate research methods.
 - 3) Duplicate research topics with existing research results.
 - 4) Counselling is not going well.
2. Monitoring and evaluation of the thesis writing process, monitoring and evaluation is conducted to identify irregularities related to:
 - 1) The format of the thesis does not match the format specified.
 - 2) Data and information used are not consistent.
 - 3) The supervisor does not peruse the thesis draft.
3. Monitoring and evaluating the feasibility of lecturers in the process of guiding thesis research, monitoring and evaluation is conducted to identify irregularities related to:
 - 1) Thesis supervisors guide students in numbers that are more than reasonable.
 - 2) Lecturer scientific qualifications are not appropriate or below the standard
 - 3) The supervisor does not carry out coaching tasks in accordance with the provisions.
4. Monitoring and evaluation of the final exam of master studies, monitoring and evaluation conducted to identify any irregularities related to:
 - 1) Examination is more like thesis improvement.
 - 2) The presence of the commission of examiners is incomplete.

The thesis quality assurance team was formed through Letter of Assignment from the Dean of the Nursing Faculty of Universitas Airlangga Number 2587 / UN3.1.12 / TU / 2014. The thesis quality assurance team is an independent commission, consisting of 1 chairman and 5 members. The thesis quality assurance team is led by the Chair of the Thesis Quality Assurance.

3.2 Job description and Authority of Thesis Quality Assurance Team

1. The Thesis quality assurance team prepares the scope and audit documents.
2. Determine monitoring and evaluation schedules.
3. The quality assurance team determines the auditor to conduct monitoring and evaluation.
4. The quality assurance team asks for clarification if a discrepancy is found by inviting the auditor and the audited (Coordinator the Study Program).

3.3 Thesis Evaluation Monitoring Mechanisms

1. The Dean gives the mandate to the Chair of the quality assurance to conduct monitoring and evaluation.
2. The chair of quality assurance prepares the scope and audit documents.
3. The Dean approves and validates the scope of the audit.
4. The head of the quality assurance team prepares a monitoring and evaluation schedule.
5. The head of the quality assurance team determines the internal auditor team.
6. The Chair of the Study Program prepares documents that will be evaluated.
7. The head of the thesis quality assurance team requests the auditor's willingness and time allocation.
8. Internal auditors conduct monitoring and evaluation.
9. The chair of the thesis quality assurance requests clarification from the auditor and the audited if any discrepancies are found.
10. The chair of the thesis quality assurance prepares an audit report and submits it to the Dean accompanied by requests for corrective action.
11. The Dean issues and submits a letter requesting corrective action to the Chair of the Study Program.
12. The Chair of the Study Program carries out corrective actions as requested by the Dean and reports to the Dean through the Faculty quality assurance.

3.4 Scope of Monitoring and Evaluation

1. The process of preparing research proposals and conducting thesis research.
2. Thesis writing process.
3. Feasibility of lecturers in the process of guiding thesis research.
4. Final examination of master's studies.

CHAPTER 4

WRITING PROCEDURES

Writing procedures include: paper type and size, typing, numbering, tables and figures, language, and name writing.

4.1 Paper Types and Sizes

1. Cover

- 1) The cover is made of yellow buffalo or linen paper.
- 2) Cover page provisions

Typically typed in the center. The information listed is in capital letters, with Times New Roman font 12 pt, and single spacing (line spacing = single). Titles are not permitted to use abbreviations, except for names or terms and are not arranged in question sentences and do not need to be closed with any punctuation.

Type or level of final project (Thesis)

Title

Universitas Airlangga Logo

Name

Student identity number

Study Programs

Faculty

University

Place

Year of thesis approval and written in numbers in 4 digit format (example: 2016)

- 3) The symbol of Universitas Airlangga

The position of Universitas Airlangga symbol is in the middle and below of the page, before the student's name. This symbol measures 5-6 cm. Cover format see examples of Appendix 1 (Thesis Proposal) and Appendix 2 (Thesis). Examples of covers can be seen in Appendix 1 and 2.

2. The script

The manuscript is written on HVS paper A80 grams / m² and does not make the back and forth pages. The manuscript is written in A4 paper size (21.5 cm x 29.7 cm).

4.2 Typing style

Typing style: typeface, number and unit, margins, borders, page-filling, new paragraphs, sentence beginning, headings, titles, sub-titles, headers/footers, and symmetrical laying.

1. Font Types

- 1) The script is typed in Times New Roman, font size 12, and for the entire script must use the same size. For certain parts such as Title and subtitles can be written with a larger size namely 14. For tables, figures and the font size formula can be smaller in contents at least 10 in size. The title is typed in bold and referred to in the text/script.
- 2) The size of letters in the tables and figures may be different (smaller, but may not be smaller than 9 pt).
- 3) Italics, intended for writing in foreign languages and species names.

2. Numbers and Units

- 1) Numbers are written with numbers: Ten grams of material. Except at the beginning of a sentence.
- 2) Decimal numbers are marked with commas, not a dot, for example, the weight of NaCl 20,5 mg.
- 3) The unit is expressed by its standard abbreviation without a dot on behind it, for example, m, g, and kg.

3. Line Spacing

- 1) The line spacing between 2 lines is 2 spaces, except for the abstract, direct quote, table title, image caption that exceeds one line and references, written with a space of 1 space down.
- 2) The spacing of 2 (two) spaces, except for graphics and table 1 spaces.
- 3) The beginning of a paragraph starts at the 5th tap from the leftedge.

4. Margins

Margins of paper size, are set as follows:

- 1) Top margin: 4 cm
- 2) Bottom margin: 3 cm
- 3) Left margin: 4 cm
- 4) Right margin: 3 cm

5. Typing on page

The space on the manuscript page must be fulfilled, it's mean that typing starts from the left edge to the right edge, do not waste the space (justify format).

6. New paragraph

A new paragraph is typed indented with the equivalent tabulation button by 6 letters.

7. The beginning of sentences

The number, symbol or chemical formula that starts a sentence must be spelled, for example, ten rats ... Alpha-fetoprotein ... Calcium hydroxide in...

8. Title, subtitles, sub-sub titles and others

1) Title

The titles are written in all capital letters and arranged symmetrically (center format) without full stop and font size 14 in bold.

2) Subtitles

Symmetrically written and all words in sentences begin with capitals letters, except conjunctions and prepositions, with uppercase letters.

3) Sub-sub titles

Typed starting from the left boundary with a size 12 in bold, only the first letter is uppercase without a period. The first sentence after sub-sub titles begins with a new paragraph.

4) Sub of sub-sub titles

It starts parallel to the sub-sub titles, typing starts from the left boundary with a letter size 12. The first sentence that follows later starting with a new paragraph. Examples of writing titles and others can be seen in Appendix 13.

9. Header/Footer

Headers/footers are written in italics, starting with capitals letters at the beginning of words except on the writing page.

10. Details down

If the writing of the manuscript has details that must be compiled below. The order is made by numbering or numbering according to degree the details. The use of symbols in front of details is not allowed.

11. Symmetrical location

Images, tables, equations, titles, and subtitles are written symmetrically with edgesleft and right typing (Centre format).

4.3 Numbering

This section includes numbering pages, tables, images, and equations.

1. Pages

- 1) The initial part of the research proposal or thesis report starts from the titles page up to abstract are given page numbers with Small Roman numerals (i, ii, iii, etc.) at the bottom centre of the page, four spaces under the text.
- 2) The front cover page is not counted but the inside cover page counted but not numbered.
- 3) The introductory chapter until the attachment is numbered with Arabic numerals (1, 2, 3, etc.) in the upper right corner (1.5 cm from the text). The page number is written in Times New Roman font size 12.
- 4) On pages with chapter titles, the page numbers are written below the middle (four spaces below the text).

2. Table

Presented on A4 paper except on certain circumstances can use different papers and sizes. Provisions in the presentation of the table are: The tables are numbered with Arabic numerals, according to the Chapter number of the table is listed, followed by the serial number of the table with Arabic numbers. Example of writing table numbers: Table 2.1 (This table is in Chapters 2 and is the first table).

3. Images

The images are numbered in Arabic numerals, according to the serial numbers the picture in each chapter. The chapter number is written in front of the sequence number a picture with Arabic numerals. Example of writing a picture number: Figure 2.1 (This picture is in Chapter 2 and is the first picture).

4. Equation

The sequence number in the form of a mathematical formula, or chemical reaction or something similar is written with Arabic numbers inside brackets () and placed at the right edge.

4.4 Tables and Figures

1. Table

- 1) The table number ends with a period, then followed by the title placed on the table without ending point.

- 2) Tables should not be decapitated, unless they are too long so not possible to type in 1 page. Table numbers and words "Advanced" titles are listed on the continued page of the table.
- 3) The columns are named and maintained so that the separation between the one with the other is quite firm.
- 4) If the table is wider than the width of the paper, so it must be made Landscape, then the top of the table must be placed on the left paper.
- 5) The table is made symmetrical.
- 6) The table is placed separately from the text, in a position in the center (center).
- 7) The table description is placed at the top of the table, spaced 1 space apart
- 8) The source quoted from other books must be listed.
- 9) Table title contains 3 W elements (**What, Where and When**).

2. Image

- 1) Charts, graphs, maps or photos are all called images.
- 2) The image number ends with a period, then followed by the title placed under the image without ending point.
- 3) Images may not be beheaded.
- 4) The explanation of the picture is written in the empty places inside the image.
- 5) The image caption is written below the picture without dots, spaced 1 space
- 6) If the image is stretched along with the height of the paper, then the top part of the image is placed on the left side of the paper.
- 7) The size of the image is cultivated properly (not too small so not clear or not too fat).
- 8) The location of the image is made symmetrical.
- 9) The image is placed separately from the text, in the middle position (center).
- 10) The caption image is placed in the title line of the image
- 11) The source cited from another book must include the source.
- 12) Image Title contains 3 W elements (**What, Where and When**).

4.5 Language

1. Language Using

- 1) The language is standard Bahasa (minimum has a subject and predicate). The thesis proposal and the thesis report can be written in English.

- 2) If there is a need for an appropriate term in Bahasa, it may use the original language with attention procedures for writing foreign languages.

2. Form of Sentences

Sentences may not display the first person (singular/plural) or the second person (me, me, us, you and others), but made in the form of passive sentences. At the presentation of a thank-you note for the foreword, my word was replaced by the author

3. Terms

- 1) The term used is an Indonesian term or already adopted into Indonesian (in Indonesian).
- 2) If the foreign term has no equivalent in the Indonesian language, the term can be written in italics (Italic).

4. Spelling

The spelling used is the latest Enhanced Spelling (EYD) (PERMENDIKNAS No. 46 of 2009, concerning General Spelling Guidelines Enhanced Indonesian)

5. Mistakes that often occur

- 1) Conjunction, for example, whereas, furthermore, no may be used to start (beginning) a sentence.
- 2) The proposition, for example, it is not placed in front of the subject.
- 3) The words where and from, are often used incorrectly. It is often used similar to the word where or of in the language English.
- 4) The prefixes to and in must be distinguished from the prepositions to and in, for example in the hospital and made.
- 5) Punctuation must be used appropriately.

4.6 How to Write Reference Names in Manuscripts

Writing or inclusion of references in the manuscript and important bibliography to show appreciation to the source of information or ideas referred to. This is also to avoid plagiarism and to facilitate the reader to explore where the written information can be obtained. Literature writing in the Nursing Study Program, Universitas Airlangga use Mendeley © reference manager which can be downloaded for free at <https://www.mendeley.com/download-mendeley-desktop/> with Harvard style Reference Format 1 (author-date). According to this system stated in paper is the surname (~ surname) of the author and the year of the publication referred to. Some examples of writing can be seen in appendix 21.

4.7 How to do direct citation

To avoid plagiarism, then during a citation library needs to pay attention to the following matters:

1. When citing a library, the method of writing must be using paraphrasing i.e. expressing other people's ideas with their own sentence, it is not allowed to quote the exact sentence contained in the reference library. However, if it is cited as work procedure or regulation/law, then allowed to quote the same as the original (ofcourse you have to specified source referred to)
2. A quote or a direct quote is a copy of the library with words or the same sentence as the source can be done in a way provide quotation marks (") at the beginning and end of the quoted sentence and include a page, where the sentence is contained. As an example, Rahmawati et al. (2006, p. 12) state that "Research results indicate the types of drugs that often interact with other drugs on Geriatric patients inpatients are furosemide, captopril, aspirin, and ceftriaxone. In outpatients, drugs that interact frequently are found are phenytoin, phenobarbital, isoniazid, and rifampicin. Knowledge regarding the types of drugs that interact frequently can make it easier in identifying drug interactions in the treatment of patients ".allowed to quote the same as the original (of course you have to specified source referred to)

4.8 Statement of Originality

The Originality Statement page is written in double spaces (line spacing = double), type font Times New Roman 12 pt with a position in the middle page (center). Example in Appendix 5.

4.9 Approval page

The Validation page is written with a single space (line spacing = single), type Times New Roman 12 pt. Examples in Appendix 6 and Appendix 7.

4.10 Preface

The Foreword Page in general is as follows:

1. All letters are written in Times New Roman type 12 pt, space 2 (lines pacing = 2 lines)
2. Title Foreword is written in Times New Roman 12 pt, bold and large letters.\

3. The order of the parties that are given thanks starts from the parties outside, then family or friends.

4.11 Page Approval Statement of Scientific Paper Publication for Academic Interests

The Statement page is as follows:

1. Letters are written in the type of Times New Roman 12 pt with a space of 1.5 (line spacing = 1.5 lines)
2. Title of Approval Statement Sheet for Scientific Paper Publication for Academic interests are written in Times New Roman 12 font pt, bold and large letters with single spacing (line spacing = single). Example in Appendix 10.

4.12 Table of contents

The Table of Contents page is as follows:

1. All letters are written in Times New Roman 12 pt with single spacing (line spacing = single).
2. The title of each chapter is written in Times New Roman 12 pt, in bold and uppercase.
3. The distance between the title and the contents of the Table of Contents is 3 spaces.

4.13 List of Tables, List of Figures, and Other Lists

The conditions for writing a table are as follows:

1. Letters are written in Times New Roman 12 pt with spaces single (line spacing = single)
2. The table title is written in Times New Roman 12 pt, printed bold and capital letters (capital)

CHAPTER 5

WRITING FRAMEWORK

This chapter will describe the systematic writing of a thesis proposal. The systematic writing of a thesis and thesis proposal consists of an initial, part contents, and the final section.

5.1 Proposal Thesis

5.1.1 First Section

1. Front Cover Page

The front page that is read from a scientific work, so it must be can provide information about: types of scientific work (Proposal or Thesis), title, symbol of Airlangga University, name of program participants Master In Nursing, sentence: " Master In Nursing Study Program, Universitas Airlangga, Surabaya and year endorsement ". This page uses yellow Buffalo paper.

Example: See Appendix 1

2. Inner Cover Page

This page contains the same material as the front cover page, but using white paper in accordance with the provisions of the Master in Nursing Study Program, Universitas Airlangga.

Example: See attachment 1

3. Approval page

This page contains the full name and supervisors' signature.

Example: See Appendix 6

4. Test Committee Establishment Page

This page contains the date, month, year of implementation, aim, chairman name and member of an examiners Research proposal and or thesis examiner.

Example: See Appendix 8

5. Preface

The Foreword page contains a brief introduction to scientific work (thesis), thank you or appreciation to various parties which have helped in the preparation of the final project. Preferably, greeting the thank you or award also includes help that they provide, for example, assistance in getting input, data, information sources, and assistance in completing the final project.

6. Abstract Page

Abstract written in Indonesian and with English follow IMRAD's rules (Introduction, Method, Result, and Discussion) with keywords (keywords) at the end of the page abstract. The maximum number of words in the abstract is 250 words.

Example: See Appendix 12

7. Table of Contents

This list contains all sections in the research proposal including the order of Chapters, Sub Chapters and Sub Chapters with page numbers.

Example: See attachment 13

8. Table page

The table contains table number, table title, and the page number.

Example: See attachment 14

9. Image List Page

The image list contains the image sequence number, image title, and numberpage.

Example: See attachment 15

10. Appendix List Page

The attachment list contains the serial number of attachments, the title of the attachment and the number the page.

Example: See attachment 16

11. List of Meanings of Symbols, Abbreviations and Terms

This list contains the meanings of symbols, abbreviations, and terms used in writing a thesis. Example: See attachment 17.

5.2 Thesis

5.2.4 Initial section

In general, the initial part is the same as the thesis proposal in sequence and some additions, as follows:

1. Front cover page.

Example: see appendix 2

2. Cover page inside

Example: see appendix 3

3. Prerequisites page this page loads in a row: title of thesis, sentence: "to obtain a masters of nursing degree in masters in nursing study program in Universitas Airlangga", name and student identification number.

Example: see appendix 4

4. Originality statement page.

This page contains a written statement from the author that the thesis is the result of his own work.

Example: see appendix 5

5. Approval page

Example: see appendix 7

6. Determination page of the examining committee.

Example: see appendix 9

7. Foreword page.

The foreword page contains a brief introduction to the thesis, thank you or appreciation to various parties who have helped in the preparation of the final project. It is better if the acknowledgment or appreciation also includes the assistance they provide, for example assistance in obtaining input, data, information sources, as well as assistance in completing the thesis.

8. Page approval statement of scientific paper publication for academic purposes.

This page contains statements from students who form the thesis who give authority to the faculty of nursing Universitas Airlangga to save, transfer media / format, treat, and publish their final assignments for academic purposes. That is, Airlangga university Surabaya is authorized to publish a final project only for the benefit of scientific development, while copyright remains with the author. Example: see appendix 10

9. Summary

A summary is a brief review from the introduction to the conclusions and suggestions (chapters 1-6) written in English. Scope of summary is different from abstract.

Example: see appendix 11

10. Abstract

Abstract written in Indonesian and English by following the IMRAD rules (introduction, method, result and discussion) with keywords (keyword) at the end of the abstract page. Maximum number of words in the abstract is 250 words.

Example: see appendix 12

11. Table of contents

Example: see appendix 13

12. Table page

Example: see appendix 14

13. Image list page

Example: see appendix 15

14. Appendix list page

Example: see appendix 16

15. List of meanings of symbols, abbreviations and terms

Examples: see appendix 17

5.2.5 The core part

In general, the core parts, especially chapters 1 to chapter 4 are the same as the thesis proposal, there are only a few additions, especially chapters 5 to 7, as follows:

1. Chapter 1 introduction

1) Background

As the thesis proposal that was approved.

2) Identification of the problem

As the thesis proposal that was approved.

3) Formulation of the problem

As the thesis proposal that was approved.

4) Research objectives

As the thesis proposal that was approved.

5) Benefits

As the thesis proposal that was approved.

2. Chapter 2 Literature Review

As the thesis proposal that was approved.

3. Chapter 3 Conceptual Framework and Research Hypothesis

1) Research Conceptual Framework

As the thesis proposal was approved.

2) Hypothesis (if any)

As the thesis proposal was approved

4. Chapter 4 Research Methodology

1) Research Design.

As the thesis proposal was approved.

2) Population and Sample.

As the thesis proposal was approved.

3) Operational Framework

As the thesis proposal was approved

4) Research Variables and Operational Definitions

As the thesis proposal was approved

5) Research Tools and Materials.

As the thesis proposal was approved.

6) Research Instruments.

As the thesis proposal was approved.

7) Location and time of research.

As the thesis proposal was approved

8) Data collection or collection procedures.

As the thesis proposal was approved

9) Method of Data Analysis.

As the thesis proposal was approved.

5. Chapter 5 Research Results and Analysis

This section contains research data that are relevant to their goals and hypotheses. Presentation of research data can be in the form of tables, graphs, images, charts, photographs or other forms of data presentation. The procedure for the presentation of tables, graphs, pictures, charts, photographs must be in accordance with the provisions. Explanation of each table or description of the results of the study include the most prominent figures according to the results of the study (can use majority words, mostly). The contents of the research results include:

1) Introduction, contains a general explanation of the results chapter, just one paragraph

2) General description of research location

3) Presentation of general data characteristics, illustrated sample characteristics in tabular form covering demographic data related to the research topic, in addition it must be explained about the homogeneity test.

4) Presentation of the measured variable.

Presentation of variables measured based on the specific objectives of the study.

5) Presentation of descriptive statistics.

This section presents descriptive statistics such as mean, median, frequency, cross tabulation and corresponding parameters measured.

6) Presentation of inferential statistical tests both parametric and non-parametric.

7) Research that develops a theoretical model, needs to be displayed the results of focus group discussions (FGD) or other methods.

Table 2 Presentation of results of focus group discussions (FGD)

Strategy Issues	Possible Causes	FGD results	Researcher

8) Research Findings.

9) Qualitative research data is presented according to the rules of writing qualitative research results.

Note:

- a. This section contains research data. If statistical analysis is used, only the final display will show the results, while the statistical calculations are included as an attachment.
- b. Under the table / picture needs to be explained the meaning of the table / picture along with the trend, not just writing numbers. In the results do not need to be reviewed "how & why", simply spelled out "what".

6. Chapter 6 Discussion.

In this section researchers need to express and analyze the meaning of research findings that have been stated in the results and relate to research questions or hypotheses. This is usually done by comparing the invention with the prior art, whether it reinforces, opposes, or is completely new. Each statement must be clear and supported by adequate literature.

This section is the most important part of the thesis. This section shows the level of researcher's mastery of the development of science, paradigms, concepts and theories, which are combined with the results of research. The discussion covers how & why at least covers the following:

- 1) Reasoning of the research results both theoretically, empirically and non-empirically, so that they can answer by explaining the formulation of the proposed problem.
- 2) Integration of research findings with the results of previous studies and their consequences and future developments.
- 3) The discussion is adapted to the specific purpose of the study, the references used in the discussion can develop and do not have to be in chapter 2.
- 4) Research Findings.
- 5) Limitations of the study (according to the purpose of the study) need to be discussed at each sub heading.

Operationally, the contents of the discussion include:

- 1) Facts based on the results of the study: need to explain why and how (do not repeat the numbers that have been analysed in the results section)
- 2) Theory: The results of the study are linked to relevant theories (whether reinforce or contradict)
- 3) Opinion: is the opinion / views of researchers on the comparison of facts and theories that exist including the limitations of research conducted.

7. Chapter 7 Conclusions and Suggestions

- 1) Conclusion is a synthesis of the discussion, which at least consists of:
 - a. The form of a sentence (subject - predicate - object-description / SPOK) not a statement.
 - b. Answers to the problem formulation and research objectives.
 - c. New things found and prospect findings.
 - d. Theoretical meaning of new things found and negates the number of test results.

2) Suggestion

Suggestions are the implications of the results of research on the development of science and practical use. Suggestions are written based on research findings and research benefits. Suggestions are addressed to respondents, research institutions, further research. Specific suggested suggestions refer to the results of research and operations in their implementation (what, time and how).

5.2.6 End section.

1. Bibliography (see how to write literature).
2. Attachment is a part that contains additional information or data. In it can be collected research methods, examples of statistical calculations and something that is considered to be able to complete the writing of the thesis.
 - 1) Research Permit.
 - 2) Ethical Eligibility Test.
 - 3) Informed consent.
 - 4) Measuring instruments / instruments.
 - 5) SAP (unit of learning / research program)
 - 6) Raw data / raw data.
 - 7) Analysis Results.
 - 8) Other documents that can support.
3. Curriculum Vitae (CV)

Appendix 1: Cover Page of Thesis Proposal

THESIS PROPOSAL

**DEVELOPMENT MODEL OF MEDICATION ERROR PREVENTION
BASED ON KNOWLEDGE MANAGEMENT TOWARD UN-EXPECTED
EVENTS IN RSUI MADINAH MALANG**



Name: (Without Title)

ID.

**MASTER IN NURSING STUDY PROGRAM
FACULTY OF NURSING
UNIVERSITAS AIRLANGGA
SURABAYA
2018**

THESIS

**DEVELOPMENT MODEL OF MEDICATION ERROR PREVENTION
BASED ON KNOWLEDGE MANAGEMENT TOWARD UN-EXPECTED
EVENTS IN RSUI MADINAH MALANG**



Name: (Without Title)
ID.

**MASTER IN NURSING STUDY PROGRAM
FACULTY OF NURSING
UNIVERSITAS AIRLANGGA
SURABAYA
2018**

*Thesis Guideline Master in Nursing Study Program
Faculty of Nursing Universitas Airlangga*

THESIS

**DEVELOPMENT MODEL OF MEDICATION ERROR PREVENTION
BASED ON KNOWLEDGE MANAGEMENT TOWARD UN-EXPECTED
EVENTS IN RSUI MADINAH MALANG**



Name: (Without Title)
ID.

**MASTER IN NURSING STUDY PROGRAM
FACULTY OF NURSING
UNIVERSITAS AIRLANGGA
SURABAYA
2018**

*Thesis Guideline Master in Nursing Study Program
Faculty of Nursing Universitas Airlangga*

**DEVELOPMENT MODEL OF MEDICATION ERROR PREVENTION
BASED ON KNOWLEDGE MANAGEMENT TOWARD UN-EXPECTED
EVENTS IN RSUI MADINAH MALANG**

THESIS

To Obtained Title of Master of Nursing Degree (M. Kep)
In Master of Nursing Study Program
Faculty of Nursing Universitas Airlangga

By:
Name: (Without Title)
ID.

**MASTER IN NURSING STUDY PROGRAM
FACULTY OF NURSING
UNIVERSITAS AIRLANGGA
SURABAYA
2018**

*Thesis Guideline Master in Nursing Study Program
Faculty of Nursing Universitas Airlangga*

Appendix 5 Statement of Originality Sheet

STATEMENT OF ORIGINALITY

This thesis is based on my original research and using citations and references from selected and current resources.

Name(Without Title)
ID :
Sign :
Date :

THESIS PROPOSAL SUPERVISOR APPROVAL SHEET

.....THESIS PROPOSAL TITLE.....

Name of Students (Without Title)

ID

THESIS PROPOSAL HAS BEEN APPROVED

ON,.....

By:

Supervisor I

Name and Title

ID.....

Supervisor II

Name and Title

ID.....

Coordinator of Master of Study Program

Name and Title

ID.....

THESIS SUPERVISOR APPROVAL SHEET

.....THESIS TITLE.....

Name of Students (Without Title)

ID

THESIS PROPOSAL HAS BEEN APPROVED

ON,.....

By:

Supervisor I

Name and Title

ID.....

Supervisor II

Name and Title ID.....

Coordinator of Master of Study Program

Name and Title

ID.....

THESIS PROPOSAL VALIDATION SHEET

Thesis proposal is submitted to :
Name : (Without Title)
ID :
Study Program :
Title :

This thesis has been examined and granted
By committess of examiners in
Master in Nursing Study Program Faculty of Nursing Universitas
Airlangga
on.....

Examiners committess,

1. Head of Examiner: Name and title (...sign...)
2. Member : Name and title (...sign...)
3. Member : Name and title (...sign...)
4. Member : Name and title (...sign...)
5. Member : Name and title (...sign...)

Coordinator of Master of Study Program

Name and Title
ID.....

THESIS VALIDATION SHEET

Thesis is submitted by _____ :
Name : (Without Title)
ID :
Study Program:
Title :

This thesis has been examined and granted
By committess of examiners in
Master in Nursing Study Program Faculty of Nursing Universitas
Airlangga
On.....

Examiners Committee,

1. Head of examiner : Name and title (...sign...)
2. Member : Name and title (...sign...)
3. Member : Name and title (...sign...)
4. Member : Name and title (...sign...)
5. Member : Name and title (...sign...)

Coordinator of Master of Study Program

Name and Title
ID.....

Appendix 10 Approval Sheet of Thesis Publication for Academic Interest

Approval Sheet of Thesis Publication for Academic Interest

As a Universitas Airlangga Academic Community, I signed below

Name(tanpa gelar)
ID :
Study Program:
Departement :
Faculty :
Type of
creation : Thesis

For the development of science, agreed to provide to the Universitas Airlangga **Non-Exclusive Royalty-Free Right** on my scientific work entitled:

.....
.....
.....

along with existing devices (if needed). With **Non-Exclusice Royalty-Free Right**, Universitas Airlangga keep media/format, manage natural form of databases, maintain, and publish my final thesis for fixed lists myname as author/creators as the owner of copyright along with supervisors.

So, this is my statement for the truth.

Made in :

On :

Declared

(.....)

*Thesis Guideline Master in Nursing Study Program
Faculty of Nursing Universitas Airlangga*

SUMMARY

DEVELOPING A MEDICATION ERROR PREVENTION MODEL BASED ON KNOWLEDGE MANAGEMENT AGAINST ADVERSE EVENT

By : Apriyani Puji Hastuti

Medication error is one types of errors that need attention in efforts to increase the quality and safety in health care. Common errors in drug administration are error in naming, dosing and timing (Hurtsey, 2007). Nurses and other health profession involved in the management of drug administration share the same responsibility to create working environment which prioritizes patient safety. Actions should be made to improve safety in the drug administration in which through education, training, documentation, reporting systems and standardize timing of drug administration. Knowledge management approach is a powerful tool that can be used to decrease the incidence of adverse events. This approach is focused on the basic knowledge possessed by the individuals. The final result is the application of new knowledge gained by individuals spontaneously. The aims of this study were to analyze the individual factors on medication error prevention model based on knowledge management, analyze the organizational factors on medication error prevention model based on knowledge management and analyze the work characteristic towards the prevention of medication error prevention model based on knowledge management.

Medication error prevention model use 4 step which are examination, intervention, implementation, evaluation. Every step use knowledge management approach like a circle process which are every step use knowledge identification (creation and acquisition), knowledge application, knowledge sharing and transfer, knowledge repository).

This research was conducted in two stages. Explanative survey using cross sectional approach was used in the first stage while pre experiment research was used in the second stage. In the first stage of this study, strategic issues from nurses in the wards (Intensive Care Unit, Firdausi and Mina) were obtained from 31 nurses selected by purposive sampling. Data were collected using questionnaires and observation. Partial Least Square (PLS) was used to analyze the data. Strategic issues and PLS results were then discussed in Focus Group Discussion (FGD) in order to develop medication error prevention model based on knowledge management. FGD was attended by 15 participants from Quality Improvement and Patient Safety Team (PSG), nursing department, nursing committee and nurse unit manager (NUM).

In the second stage of this study, medication error prevention model based on knowledge management was applied on nurses in the wards (Safa-Marwah, Mumtazah and Arofah). There were 29 nurses participated in the second stage of the study. Adverse events in those wards were evaluated. The Wilcoxon Signed Rank Test was used to analyze the number of adverse events before and after the application of prevention model.

Individual factor (path coefficient 12:56, $t = 4,761$), organizational factor (path coefficient = 0.276, $t = 2.504$) and work characteristic factor (path coefficient = 0.309, $t = 1.98$) significantly correlate to medication error prevention models based on knowledge management. The prevention model was also significantly decrease near missed ($p = 0.000$, $\alpha < 0.05$) and adverse event ($p = 0.043$, $\alpha < 0.05$).

Individual factors, organizational factors and factors influencing the behavior characteristic work of nurses in the prevention of medication errors based on knowledge management. Variable individual factors are influenced by several factors that influence them is demographics (age, years of service, level of education), knowledge, abilities and skills, psychological. Variable factors organizations affected by organizational commitment, leadership, structure and culture of the organization. Variable factors characteristic work is influenced by factors of design work and feedback. Of the behavior of the nurses about prevention of medication errors based on knowledge management, is expected to improve patient safety, especially near miss and adverse event.

Recommendations from this study is the application of modules of medication error prevention model based on knowledge management. Modules can be delivered on orientation activities before the nurse start working. Continuous supervision for nurses in order to conduct safe drug administration, to improve the behavior of the nurses, to empower the nursing committee, particularly related to nursing credential. Furthermore, continuous supervision also important to ensure consistent reporting activities on patient safety related incident and continuous improvement on the quality and safety of the patients.

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Appendix 12 Example of Abstract

ABSTRACT

DEVELOPING A MEDICATION ERROR PREVENTION MODEL BASED ON KNOWLEDGE MANAGEMENT AGAINST ADVERSE EVENT

By : Apriyani Puji Hastuti

Introductions: Medication errors are one of many types of errors that could decrease the quality and safety in health care. Increasing number of adverse events (KTD) reflects the number of medication errors. This study aims to develop a medication error prevention model based on knowledge management. This model is expected to improve knowledge and skill of nurses in order to prevent medication errors which characterized by the decrease of adverse events (KTD). **Methods:** This study was consisted of two stages. First stage of research was an explanative survey using cross sectional approach involving 15 respondents selected by purposive sampling. The second stage was a pre- test experiment involving 29 respondents selected with cluster sampling. Partial Leas square (PLS) was used to examine the factors affecting medication error prevention model while the Wilcoxon Signed Rank Test was used to test the effect of medication error prevention model against adverse events (KTD). **Results:** Individual factors (path coefficient 12:56, $t = 4,761$) play important role in nurse behavioral changes about medication error prevention based in knowledge management, organizational factor (path coefficient = 0276, $t = 2.504$) play important role in nurse behavioral changes about medication error prevention based in knowledge management. Work characteristic factor (path coefficient = 0309, $t = 1.98$) play important role in nurse behavioral changes about medication error prevention based in knowledge management. The medication error prevention model based on knowledge management was also significantly decrease near missed ($p = 0.000$, $\alpha < 0.05$) and adverse event ($p = 0.000$, $\alpha < 0.05$). **Conclusions:** Factors of individuals, organizations and work characteristics were important in the development of medication error prevention models based on knowledge management.

Keywords: *Medication error, knowledge management, adverse events*

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Note*:

Number 5 showed that the table is in chapter 5

Number 1 showed that the table is the 1st table If the sentence is long it will be made in the next row

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Note*:

Number 5 showed that the table is in chapter 5

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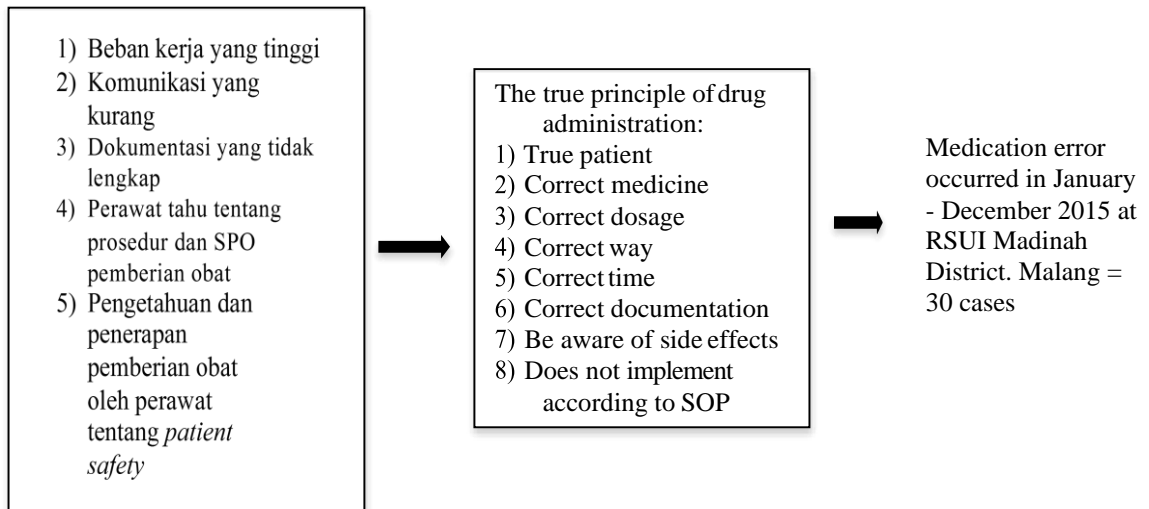
The bibliography and attachment page numbers are a continuation of the core section page numbers

Appendix 17 List of Abbreviation

LIST OF ABBREVIATION

APC = Antigen Presenting Cell
BL = Borderline Lepromatous
CD4 = Cluster of Differentiation 4
Etc.

Appendix 18 Example of a study on the problem of developing a knowledge management based medication error prevention model for unexpected events (Example taken from Thesis Apriyani Puji Hastuti).

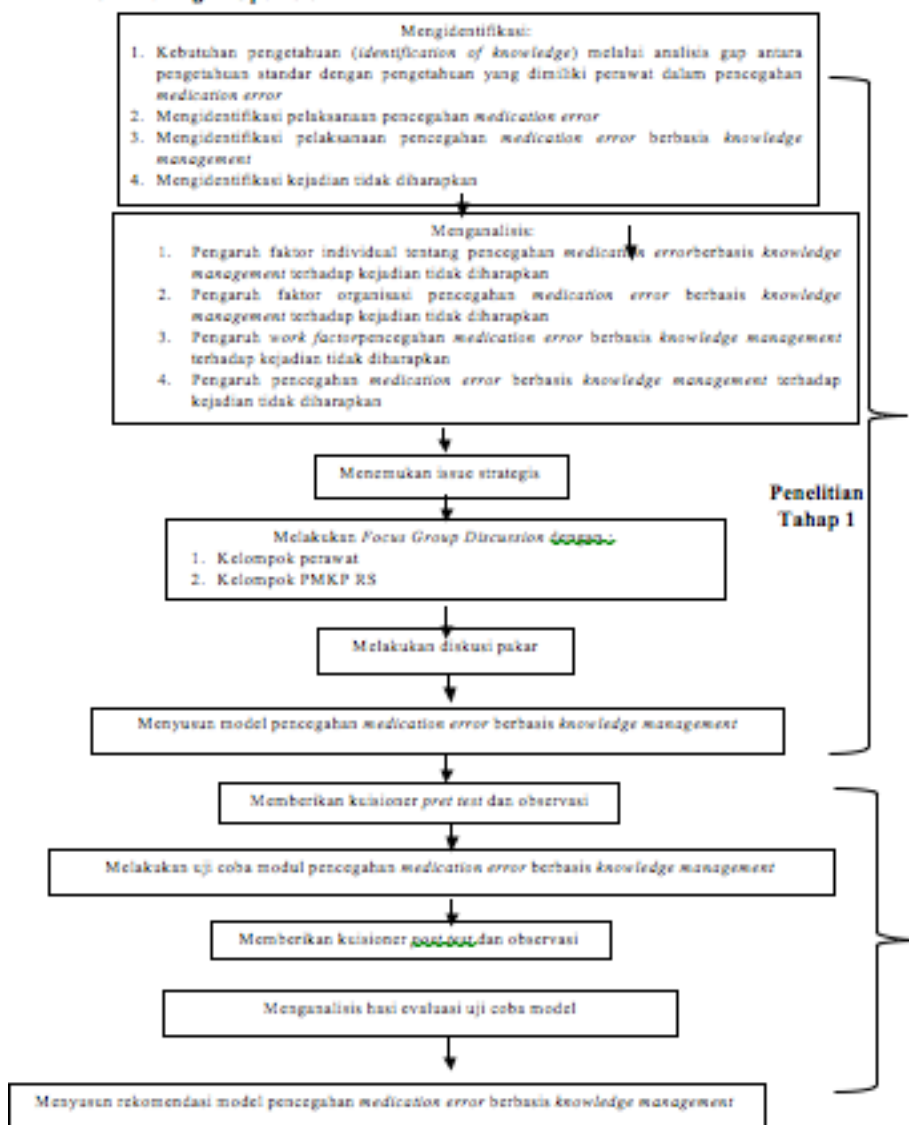


* Study problems are narrated.

Appendix 20

Example of an operational framework for developing a knowledge management-based medication error prevention model for unexpected events.
(Example taken from Apriyani Puji Hastuti Thesis).

4.3 Kerangka Operasional



Bagan 4.1 Kerangka Operasional Penelitian Pengembangan Model Pencegahan Medication Error Berbasis Knowledge Management Terhadap Kejadian Tidak Diharapkan (KTD)

Appendix 19

Example of an operational framework for developing a knowledge management-based medication error prevention model for unexpected events.

(Example taken from Apriyani Puji Hastuti Thesis).

Tabel 4.4 Definisi operasional

Variabel	Definisi Operasional	Parameter	Alat Ukur	Skala	Skor
Variabel Independen: Pencegahan medication error berbasis knowledge management					
X1: Faktor individual	Kemampuan dalam diri perawat tentang pencegahan medication error	Demografi: Umur Jenis Kelamin Tingkat Pendidikan Lama Bekerja	Kuesioner	Interval	Umur: 20- 25 tahun = 1 26- 30 tahun = 2 31- 35 tahun = 3 36- 40 tahun = 4 41- 45 tahun = 5 46- 50 tahun = 6 Jenis Kelamin: Laki- laki = 1 Perempuan = 2 Tingkat Pendidikan D3 Keperawatan=1 S1 Kep = 2 Lama Bekerja: < 1 tahun = 1 1-3 tahun = 2 3-5 tahun = 3 >5 tahun = 4
		Pengetahuan	Kuesioner	Interval	Benar = 1 Salah = 0 Baik (>75%) Cukup (60-75%) Kurang (<60%)
		Kemampuan dan ketrampilan	Kuesioner	Interval	Tidak pernah = 1 Kadang- kadang = 2 Sering = 3 Sangat sering = 4 Baik (>75%) Cukup (60-75%) Kurang (<60%)
		Karakteristik psikologis (persepsi, sikap dan kemampuan belajar, motivasi)	Kuesioner	Interval	STS = 1 TS = 2 S = 3 SS = 4 Baik (>75%) Cukup (60-75%) Kurang (<60%)
X2: Faktor organisasi	Dukungan organisasi RS tentang pencegahan medication error	Komitmen organisasi Struktur dan budaya organisasi	Kuesioner	Interval	STS = 1 TS = 2 S = 3 SS = 4 Baik (>75%) Cukup (60-75%) Kurang (<60%)
		Kepemimpinan	Kuesioner	Interval	STS = 1

Variabel	Definisi Operasional	Parameter	Alat Ukur	Skala	Skor
					TS = 2 S = 3 SS = 4 Instruksi Konsultasi Partisipasi Delegasi
X3: <i>Work characteristic</i>	Karakteristik kinerja perawat tentang pencegahan <i>medication error</i>	<i>Objective performance Feedback</i>	Kuisisioner	Interval	Tidak pernah = 1 Kadang-kadang = 2 Sering = 3 Sangat sering = 4 Baik (>75%) Cukup (60-75%) Kurang (<60%)
X4: Pencegahan <i>Medication error</i> berbasis <i>Knowledge management</i>	Hasil tahu dan mampu tentang pencegahan terjadinya kesalahan dalam pemberian obat ke pasien	<ol style="list-style-type: none"> 1. Pengkajian <ol style="list-style-type: none"> a. <i>Knowledge acquisition dan creation</i> b. <i>Knowledge application</i> c. <i>Knowledge transfer dan sharing</i> d. <i>Knowledge repository</i> 2. Perencanaan <ol style="list-style-type: none"> a. <i>Knowledge acquisition dan creation</i> b. <i>Knowledge application</i> c. <i>Knowledge transfer dan sharing</i> d. <i>Knowledge repository</i> 3. Implementasi <ol style="list-style-type: none"> a. <i>Knowledge acquisition dan creation</i> b. <i>Knowledge application</i> c. <i>Knowledge transfer dan sharing</i> d. <i>Knowledge repository</i> 4. Evaluasi <ol style="list-style-type: none"> a. <i>Knowledge acquisition dan creation</i> b. <i>Knowledge application</i> 	Kuisisioner Lembar Observasi	Interval	Tidak pernah = 1 Kadang-kadang = 2 Sering = 3 Sangat sering = 4 Baik (>75%) Cukup (60-75%) Kurang (<60%)

Appendix 21 Example of How to write/Make References based on Harvard

Harvard Author-Date Referencing Style

1. Writing references in writing (in paragraphs):

Reference writing in the thesis follows the same rules for sources taken from books, journals, as well as electronic and photo media, that is, the last name (or surname) of the author or institution followed by the year.

1.1 One author, for example:

Cormack (2010) mentions ... or

Repeated mutations underlying autoimmune events (Goldstein 2009)

1.2 More than one author:

1). Two authors: All the last names of the two authors are mentioned.

Example: ... from the point of view of acute care (Cengel & Boles 1994) or Cengel and Boles (1994) find that ...

2). Three authors: All authors' last names are mentioned for the first time, then one author is accompanied by et al. (the meaning is: and friends)

Example: As previously described, ... (Reid, Parsons & Green 2006). For the next mention(Reid, et al. 2006)

3). Four or more authors:

Example: Lower back pain can be caused by several things, including(Jull, et al. 2008). or Jull et al. (2008) explain ...

4). If there is no author, then mention the title of the book, journal, or article cited:

Examples:have already mentioned (military style leadership in 2009) or in military style leadership (2009) explained ...

In this case, the way of writing in the reference list is: 2004 military style leadership, Jossey-Bass, San Francisco.

Another way is to write anonymously, for example: The mechanism of pain can be influenced by(Anonymous 2010). OR Anonymously (2010) mentions that many things affect...

1.3 One author writes several works:

Stress affects the increase in blood sugar levels (Putra 2006, 2010). Or: Putra (2006, 2010) explains that the increase in blood sugar levels is influenced by ...

*Thesis Guideline Master in Nursing Study Program
Faculty of Nursing Universitas Airlangga*

1.4 Several works by the same author were published in the same year:

... when viewed from the point of view ... (Dawkins 1996a, 1996b). Or Dawkins (1996a, 1996b) explains ...

1.5 Ideas taken from two or several authors: The mass of each reference source is written by the author and year, separated by semicolons and alphabetically according to the author's last name.

Example: ... toddler development (Dawkins 1996; Willmott 2004).

1.6 The author is an institution:

The Ministry of Health of the Republic of Indonesia (MOH) (2009) explains ... Henceforth it is sufficient that the Republic of Indonesia Ministry of Health (2009) explains...

...determine the severity of the ARDS (Royal College of Nursing (RCN) (2007), hereafter RCN (2007) also explains that ...

1.7 Editor: The editor's last name and year are written

Example: ... (Shaw 2003)

1.8 Second source;

Example: Direct quote: (Brown 1966 in Bassett 1986, p.142).

Indirect quote: White, (1990) as quoted in Black (1994), mention that...

1.9 No date; example: Smith (n.d.) has explained ...

2 Writing references in the reference list or bibliography:

In the bibliography, the list of references must be in alphabetical order and written flat left

2.1 Book:

1) Book:

The basic information needed for the book is: author's surname, Initial year, *Title of book*, Publisher, Place of publication.

Daly, J 2004, *Nursing leadership*, Elsevier, Sydney

2) In the bibliography, the list of references must be in alphabetical order and written flat left... Cengel, YA & Boles, MA 1994, *Thermodynamics: an engineering approach*, edisi 2, McGraw Hill, London.

3) Books written by more than one author

Follow the rules as explained before, for example:

Reid, DH, Parsons, MB & Green, CW 1989, Staff management in human services: behavioral research and application, Charles C. Thomas, Springfield

- 4) The book whose author is an editor, then after the name is written by the editor (abbreviated ed.) In parentheses,:
Sjostrand, S (ed.) 1993, Institutional change: theory and empirical findings, M.E. Sharpe, Armonk, N.Y.
- 5) Books written by institutions.
Australian Government Publishing Service 1987, Commonwealth printing and publishing manual, 2nd edn, A.G.P.S., Canberra.
- 6) Chapters in the book:
Bernstein, D 1995, 'Transportation planning', dalam WF Chen (ed.), The civil engineering handbook, CRC Press, Boca Raton, hal. 231-61.

2.2 Conference Results:

- 1) Published:
Bourassa, S 1999, 'Effects of child care on young children', Proceedings of the third annual meeting of the International Society for Child Psychology, International Society for Child Psychology, Atlanta, Georgia, hal. 44-6.
- 2) Not published:
Bowden, FJ & Fairley, CK 1996, 'Endemic STDs in the Northern Territory: estimations of effective rates of partner change', tulisan dipresentasikan pada scientific meeting of the Royal Australian College of Physicians, Darwin, 24-25 Juni.

2.3 Journals:

- 1) Articles in journals:
Komponen yang harus ada dalam penulisan referensi artikel dalam jurnal adalah Nama keluarga penulis, inisial tahun, 'Judul artikel,' Judul Jurnal, volume dan nomor jurnal, halaman.
Huffman, LM 1996, 'Processing whey protein for use as a food ingredient', Food Technology, vol. 50, no. 2, hal.49-52.
Davis, L, Mohay, H & Edwards, H 2003, 'Keterlibatan ibu dalam merawat bayi premature: tinjauan historis,' Journal of Advanced Nursing, vol. 42, no. 6, hal.578-86.

- 2) Articles in electronic journals with page numbers:
 Daniel, TT 2009, 'Learning from simpler times', *Risk Management*, vol. 56, no. 1, hal. 40-44, diakses 30 Januari 2009, <<http://proquest.umi.com/>>. Note: for articles from the database (example: Proquest, Medline, Vivisimo, Mamma, Cinahl, etc.), just mention the URL of the data base, whereas if not from the data base, you must specify the full web address.
- 3) Articles in electronic journals without pages:
 Donahue-Wallace, K & Chanda, J 2005, 'A case study in integrating the best practices of face-to-face art history and online teaching', *Interactive Multimedia Electronic Journal of Computer-Enhanced Learning*, vol. 7, no. 1, diakses 30 Januari 2009, <<http://imej.wfu.edu/articles/2005/1/01/index.asp>>.

2.4 Thesis:

Sumanto, HRA 1997, 'Komponen-komponen emas', tesis Doktor, Universitas Airlangga, Surabaya

2.5 Report:

Alit, NK & Cox, M 1999, *Kontaminasi makanan: Laporan kesehatan lingkungan no. 25*, Departemen Kesehatan Republik Indonesia, Jakarta.

2.6 Electronic report:

Rathbun, AH, West, J & Hausken, EG 2003, *Young children's access to computers in the home and at school in 1999 and 2000*, NCES-2003-036, National Center for Education Statistics, Washington, DC, dilihat 4 November 2003, <<http://nces.ed.gov/pubs2003/2003036.pdf>>.

2.7 Newspaper:

Simpson, L 1997, 'Tasmania's railway goes private', *Australian Financial Review*, 13 Oktober, p. 10.

2.8 Newspaper articles accessed from the web:

Porteous, C 2007, 'Rudd blamed for drought', *Courier Mail*, 15 August, p. 17, diakses 27 Februari 2009, <<http://global.factiva.com/>>.

Untuk artikel dari database, cukup sebutkan URLnya saja

2.9 Articles from the Web that have authors:

Albanese, A 2009, *Fairer compensation for air travellers*, media release, 29 Januari, Minister for Infrastructure, Transport, Regional Development and Local Government, diakses 30 Januari 2009, <http://www.minister.infrastructure.gov.au/aa/releases/2009/January/AA007_2009.htm>.

2.10 Website with corporate or institutional authors:

University of Melbourne Library 2009, *Mechanical engineering subject guide*, University of Melbourne Library, diakses 6 Februari 2009, <<http://www.library.uq.edu.au/findits/findit.php?title= Mechanical+Engineering>>.

2.11 Paten:

Cookson, AH 1985, *Particle trap for compressed gas insulated transmission systems*, US Patent 4554399.

2.12 Standard:

International Organization for Standardization 1982, *Steels - classification - part 1: classification of steels into unalloyed and alloy steels based on chemical composition*, ISO 4948-1:1982, International Organization for Standardization, Geneva.

2.13 Maps:

Departemen Pertambangan dan Energi, Jakarta 1996, *Batu gamping*, Indonesia 1:100 000 seri geologi, sheet 8158, Departemen Pertambangan dan Energi, Indonesia, Jakarta.

2.14 Personal communication (eg interviews) are not written in the bibliography, but are still written in the thesis: When interviewed on June 12, 2010 Dr. Nursalam explained that ...

2.15 DVD, film, serial TV:

Great films from the 80s: kumpulan klip dari film terbaik Warner Brothers dari tahun 1980an. 2005 [DVD] New York: Warner Brothers.

Health for all children 3: the video., 2004. [Video] London: Child Growth Foundation. (Narasi oleh D.B.M. Hall).

Macbeth, 1948. [Film] Directed by Orson Wells. USA: Republic Pictures.

Little Britain, 2006.[Acara TV] BBC, BBC2, 30 Januari 2006 20.00.

2.16 Photo:

Beaton, C., 1956. Marilyn Monroe. [Foto] (koleksi pribadi Marilyn Monroe).

Beaton, C., 1944. *China 1944: A mother resting her head on her sick child's pillow in the Canadian Mission Hospital in Chengtu*. [Foto] (koleksi Imperial War Museum).

2.17 Photos accessed from the internet:

Dean, Roger, 2008 Tales from Topographic Oceans. [print elektronik] diakses dari: [http:// rogerdean.com/store/product_info.php?cPath=48&products_id=88](http://rogerdean.com/store/product_info.php?cPath=48&products_id=88)

From home page/store/calendar/august

[Akses 18 Juni 2008].

Appendix 22 Table of Theoretical Mapping

Table 2.6 Theoretical mapping/research factor supporting of improving self empowerment and quality of life for patients with diabetes type 2

No	Title	Research Design	Sample and Sampling	Variable	Instrument	Analysis	Results
1	<i>Evaluating The Efficacy Of An Empowerment-Based Self Management Consultan Intervention Results Of A Two-Year Randomized Controlled Trial</i> (Anderson,R.M., Funnel. M.M., et al., 2010)	<i>Desain Randomized Control Trial</i>	Sample: 310 samples with Diabetes Mellitus Type 2 Sampling: <i>Random Sampling</i>	Independent Variable: 1. DSMC (<i>Diabetes Self Management Consultant</i>) 2. MAO (<i>Mailed Metabolic Assesment Only</i>) Dependent Variables: 1. Quality of life 2. <i>Empowerment Scale</i> 3. AIC	1. <i>Diabetes related quality life scale</i> (PAID) 2. AIC by MDRT	1. <i>dichotomous categories</i> using Fisher exact test 2. AIC & PAID Using ANOVA 3. To comparison 2 groups using Independent t test	DSMC associated with: 1. <i>quality life</i> (PAID) (p= 0,008), 2. <i>empowerment scale</i> (p= 0,24), 3. AIC (p= 0,16) 4. <i>Perceived understanding of diabet</i> (p= 0,01) 5. Satisfaction with DM care (p= 0,019) (p= 0,019) If compared group With MAO (<i>Mailed Metabolic assesment Only</i>).

Appendix 23 Thesis Trial Assessment Guidelines

Thesis Trial Assessment Guidelines

Name Students :

NIM :

Examiners :

Components	Score	Weight	Score x Weight
I. Writing			
1. Writing Mastery		1	
2. Fill Thesis:			
a. Research result		2	
b. Discussion		3	
3. Kesimpulan dan Saran		2	
II. Kemampuan Penyajian dan Menjawab Pertanyaan		2	
TOTAL (SCORE X WEIGHT)			
10			

Score: range 0-100

Minimum score: graduated B

Information:

SCORE	LETTER VALUE	WEIGHT CONVERSION
86 - 100	A	4
78 - < 86	AB	3,5
70 - < 78	B	3
62 - < 70	BC	2,5
54 - < 62	C	2
40 - < 54	D	1
< 40	E	0

Surabaya,

Examiner,

ID.

Appendix 24 Thesis Assessment Parameters

THESIS ASSESSMENT PARAMETERS

NO	RATED ASPECT	PARAMETER
I	WRITING A. AUTHORIZATION OF WRITING	
	1. Writing system	In accordance with the order in force: 1. Introduction: Title Page, Endorsement, Preface, Table of Contents, Abstract (IMRAD) 2. Section Content: Introduction, Literature Review, Methodology, Results and Discussion, Conclusions and Suggestions 3. Bibliography and appendices
	2. Appropriate use of language & term	1. Punctuation (Use proper punctuation) 2. Diction (Choosing the right words)
	B. SEGI ILMIAH TULISAN	
	1. Appropriate title	The contents of the text according to the title: the scope of nursing 1. research 2. Allows for research: solving nursing problems 3. Contribute to the development of practice and nursing
	2. Accuracy in writing problems to Background	1. The problem statement is clear 2. Scale / justification of the problem 3. Chronological problems (cause and effect) 4. Solution concept (written in order)

NO	RATED ASPECT	PARAMETER
	3. Formulation of the problem	<ol style="list-style-type: none"> 1. Problem Formulation Clear and concise 2. Supported by facts 3. Important to be investigated 4. Problem questions (in the form of questions, specific and separate)
	4. Research Objectives and benefits	<ol style="list-style-type: none"> 1. Use operational verbs 2. Achievable 3. Specific 4. Written benefits for: Practice (clinic / community) and Science development
	5. Accuracy in writing a Literature Review	<ol style="list-style-type: none"> 1. All variables and factors related to the problem under study are written Each statement is supported by the appropriate library (Author, year and 2. no. Page) 3. Clarity in making a "paraphrase" of each statement
	6. Conceptual Framework Formulation	<ol style="list-style-type: none"> 1. Based on the theory / model that generally applies 2. Describe everything written in the Theory Review
	7. Hypothesis Formulation	<ol style="list-style-type: none"> 1. Sentence statement (between variables) 2. Working Hypothesis / zero 3. Can be tested 4. Based on theory 5. Predict

NO	RATED ASPECT	PARAMETER
	Use of research methods and 8. statistics	<ol style="list-style-type: none"> 1. Selection of the right design 2. In accordance with the objectives of the study 3. The measured variables are clearly stated 4. Determination of research subjects correctly 5. Explanation of data collection 6. Determination of the right research instrument (valid and reliable)that Answered problem question 7. Using an appropriate data processing (qualitative/ quantitave: statistics) 8. Written limitations (sampling design, instruments and feasibility) 9. Ethical Clearance
	9. Ability to write results	<ol style="list-style-type: none"> 1. The introductory sentence Writing place and respondent/ sample characteristics (demographic data) 2. Data analyzed based on results; look for data/ figures that stand out/ deviate; the underlying relationship being tested 3. Only explain what (no explanation why and how

	10. Discussion	<ol style="list-style-type: none">1. Analyzing the meaning of the results of the study that connected with the goal research (explaining why and how)2. Writing contains elements; facts (analyzed); theory/ library, opinion (researcher's opinion)3. Fill in the writing; adjusted for the specific purpose of study4. The limitations of the study were written
--	----------------	---

NO	RATED ASPECT	PARAMETER
	11. Ability to make conclusion and make suggestions	1. Conclusion are written to answer the problem/ research objectives 2. Based on the results and discussion 3. Concise and clear in giving meaning to results, by minimizing writing Numbers of statistical test results
	12. Use of literature	1. Consistent with the literature writing model used (eg; HARVARD) 2. Literature is taken from the maximum publication of the last 10 years The recommended literature are the latest research journals (internet); 3. books
II	THESIS PRESENTATION	
	A. Ability to present	1. Ability to express concepts and theories 2. Ability to speak clearly 3. Ability to present material systematically 4. Ability to emphasize important things 5. Overall technical presentation skills
	B. Ability to discuss	1. Communication or dialogue skills 2. Ability to answer correctly 3. Ability to accept new facts 4. Ability to accept other opinions critically 5. Ability to control emotions 6. Honestly expresses opinion

Appendix 25 Thesis Consultation Sheet

Thesis Consultation Sheet

Name :
ID :

NO	DATE	SUPERVISOR SUGGESTION		SUPERVISOR SIGN
		TOPIC/ DISCUSSION	INFORMATION	

Reid, DH, Parsons, MB & Green, CW 1989, Staff management in human services: behavioral research and application, Charles C. Thomas, Springfield

- 7) The book whose author is an editor, then after the name is written by the editor (abbreviated ed.) In parentheses,:
Sjostrand, S (ed.) 1993, Institutional change: theory and empirical findings, M.E. Sharpe, Armonk, N.Y.
- 8) Books written by institutions.
Australian Government Publishing Service 1987, Commonwealth printing and publishing manual, 2nd edn, A.G.P.S., Canberra.
- 9) Chapters in the book:
Bernstein, D 1995, 'Transportation planning', dalam WF Chen (ed.), The civil engineering handbook, CRC Press, Boca Raton, hal. 231-61.

2.18 Conference Results:

- 3) Published:
Bourassa, S 1999, 'Effects of child care on young children', Proceedings of the third annual meeting of the International Society for Child Psychology, International Society for Child Psychology, Atlanta, Georgia, hal. 44-6.
- 4) Not published:
Bowden, FJ & Fairley, CK 1996, 'Endemic STDs in the Northern Territory: estimations of effective rates of partner change', tulisan dipresentasikan pada scientific meeting of the Royal Australian College of Physicians, Darwin, 24-25 Juni.

65

2.19 Journals:

- 4) Articles in journals:
Komponen yang harus ada dalam penulisan referensi artikel dalam jurnal adalah Nama keluarga penulis, inisial tahun, 'Judul artikel,' Judul Jurnal, volume dan nomor jurnal, halaman.
Huffman, LM 1996, 'Processing whey protein for use as a food ingredient', Food Technology, vol. 50, no. 2, hal.49-52.
Davis, L, Mohay, H & Edwards, H 2003, 'Keterlibatan ibu dalam merawat bayi premature: tinjauan historis,' Journal of Advanced Nursing, vol. 42, no. 6, hal.578-86.

Appendix 26 Report of Proposal Revision / Thesis

Report.....

On the day, date, month year at already implemented examinationstudents of Master in Nursing Study Program Faculty of Universitas Airlangga.

Name :

Student Identity Number

:Title

:

No	Name	Page	Chapter	Revision

66

Surabaya,
Examiner

NIP _____

Reid, DH, Parsons, MB & Green, CW 1989, Staff management in human services: behavioral research and application, Charles C. Thomas, Springfield

- 10) The book whose author is an editor, then after the name is written by the editor (abbreviated ed.) In parentheses,:
Sjostrand, S (ed.) 1993, Institutional change: theory and empirical findings, M.E. Sharpe, Armonk, N.Y.
- 11) Books written by institutions.
Australian Government Publishing Service 1987, Commonwealth printing and publishing manual, 2nd edn, A.G.P.S., Canberra.
- 12) Chapters in the book:
Bernstein, D 1995, 'Transportation planning', dalam WF Chen (ed.), The civil engineering handbook, CRC Press, Boca Raton, hal. 231-61.

2.20 Conference Results:

- 5) Published:
Bourassa, S 1999, 'Effects of child care on young children', Proceedings of the third annual meeting of the International Society for Child Psychology, International Society for Child Psychology, Atlanta, Georgia, hal. 44-6.
- 6) Not published:
Bowden, FJ & Fairley, CK 1996, 'Endemic STDs in the Northern Territory: estimations of effective rates of partner change', tulisan dipresentasikan pada scientific meeting of the Royal Australian College of Physicians, Darwin, 24-25 Juni.

67

2.21 Journals:

- 5) Articles in journals:
Komponen yang harus ada dalam penulisan referensi artikel dalam jurnal adalah Nama keluarga penulis, inisial tahun, 'Judul artikel,' Judul Jurnal, volume dan nomor jurnal, halaman.
Huffman, LM 1996, 'Processing whey protein for use as a food ingredient', Food Technology, vol. 50, no. 2, hal.49-52.
Davis, L, Mohay, H & Edwards, H 2003, 'Keterlibatan ibu dalam merawat bayi premature: tinjauan historis,' Journal of Advanced Nursing, vol. 42, no. 6, hal.578-86.

Appendix 27 Progress Record Sheet

NURSING FACULTY OF UNIVERSITAS AIRLANGGA PROGRESS RECORD FORM OF MASTER NURSING STUDENT

Complete the available formats and provide a copy of the format to the thesis supervisor, Secretariat of the Nursing Masters study program, and academic supervisor

1A STUDENT DATA

Name _____ : _____
Student Identity Number _____ : _____
Thesis Title _____ : _____
Supervisor I _____ : _____
Supervisor II _____ : _____

1B THESIS PROGRESS SUMMARY (FILLED IN BY STUDENT 1A)

Thesis making stages	Plan	Peresent condition	Obstacles	Alternative solutions that was done
Found a topic				
Topic seminar				
Pre proposal seminar				
Preparation of Chapter 1				
Preparation of Chapter 2				
Preparation of Chapter 3				
Preparation of Chapter 4				68
Proposal seminar				
Ethics exams				
Data retrieval				
Writing Results				
Seminar				
Thesis				
Internasional seminar				
Journal Publication				

Note:

In the plan column, write the target implementation of the activity

In the current conditions column, write whether the plan has been achieved and the extent of achieving the thesis-making stage.

Reid, DH, Parsons, MB & Green, CW 1989, Staff management in human services: behavioral research and application, Charles C. Thomas, Springfield

- 13) The book whose author is an editor, then after the name is written by the editor (abbreviated ed.) In parentheses,:
Sjostrand, S (ed.) 1993, Institutional change: theory and empirical findings, M.E. Sharpe, Armonk, N.Y.
- 14) Books written by institutions.
Australian Government Publishing Service 1987, Commonwealth printing and publishing manual, 2nd edn, A.G.P.S., Canberra.
- 15) Chapters in the book:
Bernstein, D 1995, 'Transportation planning', dalam WF Chen (ed.), The civil engineering handbook, CRC Press, Boca Raton, hal. 231-61.

2.22 Conference Results:

- 7) Published:
Bourassa, S 1999, 'Effects of child care on young children', Proceedings of the third annual meeting of the International Society for Child Psychology, International Society for Child Psychology, Atlanta, Georgia, hal. 44-6.
- 8) Not published:
Bowden, FJ & Fairley, CK 1996, 'Endemic STDs in the Northern Territory: estimations of effective rates of partner change', tulisan dipresentasikan pada scientific meeting of the Royal Australian College of Physicians, Darwin, 24-25 Juni.

69

2.23 Journals:

- 6) Articles in journals:
Komponen yang harus ada dalam penulisan referensi artikel dalam jurnal adalah Nama keluarga penulis, inisial tahun, 'Judul artikel,' Judul Jurnal, volume dan nomor jurnal, halaman.
Huffman, LM 1996, 'Processing whey protein for use as a food ingredient', Food Technology, vol. 50, no. 2, hal.49-52.
Davis, L, Mohay, H & Edwards, H 2003, 'Keterlibatan ibu dalam merawat bayi premature: tinjauan historis,' Journal of Advanced Nursing, vol. 42, no. 6, hal.578-86.

How often do you consult with your supervisor?
Everyday [] **Once a week** [] **Once a month** [] **Others** []

Through what media do you communicate with the mentor?
Meet in person [] **Telephone** [] **Email** [] **Others** []

Did the meeting with the thesis supervisor help you?

**2. SUPERVISOR COMMENTS AND RECOMMENDATIONS
 (COMPLETED BY THE SUPERVISOR)**

NO	GUIDANCE ASPECT	YES	NO	INFORMATIONS
1	Is a thesis supervisor has done the guidance according to regulations?			
2	Does student make good progress in thesis writing?			
3	Does student have presenting a thesis/the proposal at a meeting scientific / forum outside Faculty?			
4	Are you satisfied with meeting frequency with college student?			
5	Do you recommend a scholarship for this student (if there are)?			
6	Is student diligent and effective at work?			
7	Is a student show that initiative consistent with the thesis requirements?			
8	Does student make good development?			

9.	Does the student Demonstrate the ability to complete the thesis on time?			
10.	Are there problems that affect the development of students' thesis completion?			

Comments on student development: _____

Recommendations for students:

Name	Signature	Date
Student		
Supervisor I		
Supervisor II		
Coordinator of Master in Nursing Study Program		

Reid, DH, Parsons, MB & Green, CW 1989, Staff management in human services: behavioral research and application, Charles C. Thomas, Springfield

- 16) The book whose author is an editor, then after the name is written by the editor (abbreviated ed.) In parentheses,:
Sjostrand, S (ed.) 1993, Institutional change: theory and empirical findings, M.E. Sharpe, Armonk, N.Y.
- 17) Books written by institutions.
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- 18) Chapters in the book:
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