

***Analysis of Incomplete Informed consent Form Completion in Inpatients at***

***Kasih Ibu Jenggawah Primary Clinic***

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***ABSTRACT***

*Incomplete completion of informed consent forms remains a persistent issue, including at Kasih Ibu Jenggawah Primary Clinic. The number of incomplete informed consent forms at the Kasih Ibu Jenggawah Primary Clinic is very high, with the percentage of completeness in October 2024-January 2025 not yet reaching 100%. This study aimed to analyze the factors contributing to the incomplete completion of informed consent forms among inpatients at Kasih Ibu Jenggawah Primary Clinic, based on the performance theory. A qualitative research design was employed, with data collected through in-depth interviews, observation, documentation review, and brainstorming. Participants included one clinic head, one physician, two nurses, one midwife, and three registration officers. The findings identified several contributing factors. Individual factors included limited staff knowledge, absence of training, and educational backgrounds not aligned with medical record requirements. Leadership factors were reflected in the lack of structured guidance and the absence of reward and punishment mechanisms. Group factors were not found to contribute to the incompleteness of informed consent forms. System-related factors included the absence of a specific Standard Operating Procedure (SOP) for informed consent and a form design that did not comply with regulatory standards or clinical needs. Situational factors involved the presence of double job assignments among staff. Proposed solutions include weekly supervision, participation in medical record training or seminars, implementation of reward and punishment systems, development of a specific informed consent SOP, redesign of the informed consent form, establishment of written job descriptions, and additional medical record personnel.*

***Keywords*** : *Clinic, Incompleteness, Informed consent, Medical Records, Performance*