

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/06/6/A

ARCHIVE MEDICAL RECORDS

July /Aug 2023



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL
(TVET CDACC)**

PRACTICAL ASSESSMENT

OBSERVATION CHECKLIST

Candidate's name & Registration Code			
Assessor's name & Registration Code			
Venue of Assessment			
Date of assessment			
Items to be evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks available	Marks obtained	Comments
TASK 1: ANAESTHETIC MACHINE OPERATION AND SAFETY CHECK			
1. Wore PPEs (dust coat, facemask). <i>(Award one mark for each PPE donned as per workplace procedures)</i>	2		
2. Identified filing area • Active area • Inactive area <i>(Award 1 mark or 0 for each filing area)</i>	2		
3. Identified auxiliary equipment used in archival area • Kick stool	4		

• Sorting equipment • Preparation table • Filing trolley <i>(Award 1 mark for equipment or 0)</i>			
4. Noted that the files scheduled for weeding are only those that were inactive • Identified active inactive files based on period <i>(Award 1mark or 0)</i>	5		
5. Recorded the five provided inactive files before filing in archival area. • Captured all needed details for each file <i>(Award 1mark or 0 for each file)</i>	5		
6. Sorted the files as per their record identification number • Correctly identified IP number <i>(Award 1mark for each correctly sorted file)</i>	5		
7. Explained how shelves should be labelled in straight numeric filing system at the inactive file area. <i>(Award 2 marks or 0)</i>	2		
8. Explained how filing shall be done in the inactive file area for the 5 health records identified <i>(Award 5 marks for correct sequence in filing)</i>	5		
9. Managed to apply the other filing techniques used in archives; • Editing	2		