

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/07/6/A

MANAGE ELECTRONIC HEALTH

July /Aug 2023



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

INSTRUCTION TO THE ASSESSOR

1. You are required to mark practical as the candidate perform the task.
2. You are required to take video clips at critical points.
3. Ensure the candidate has a name tag and registration code at the front.

OBSERVATION CHECKLIST

Candidate's name & Registration No.			
Assessor's name & Id code			
Unit(s) of Competency			
Venue of Assessment			
Date of assessment			
Items to be evaluated:	Maximum marks to allocate	Marks allocated	Comments
1. Worn the following; <ul style="list-style-type: none"> • Student name tag • Lab coat <i>(Award 1 mark for each point)</i>	1 1		
2. Managed to open the excel <i>(Award 1 mark for each point)</i>	2		
3. Received the manual appointment list <i>(Award 1 mark for each point)</i>	1		
4. Entered the following patient bio-data in the spreadsheet successfully; <ul style="list-style-type: none"> • Full name • Age • Occupation • Next of kin • Phone contact <i>(Award 1 mark for each correct captured bio-data)</i>	5		
5. Captured the key elements of appointment <ul style="list-style-type: none"> • Date of clinic • Time of the clinic • Clinic <i>(Award 1 mark for each correct captured elements)</i>	3		