

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/05/5/A

File Medical Records

July/Aug 2023



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION

COUNCIL (TVET CDACC)

PRACTICAL ASSESSMENT

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 with his/her registration code

OBSERVATION CHECKLIST

Candidate's Name & Reg. No.			
Assessor's Name & Reg. Code/ID No.			
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 Allocated	Marks Obtained	Comment
1. Adhered to safety as per workplace procedures: ● Dust coat ● Closed shoes <i>(Award 1 mark for each point or 0)</i>	2		
2. Demonstrated understanding of the filing system used in the archive <i>(Award 1 mark or 0)</i>	1		
3. Sorted the patient's files correctly <i>(Award one mark for each correctly sorted file)</i>	10		
4. Identified the right shelf/cabinet in the library and filed the patients' files correctly <i>(Award one mark for each file correctly filed)</i>	10		
5. Used available auxiliary equipment ● Kik stool ● Sorting equipment (table) <i>(Award 1 mark for each equipment)</i>	2		
6. Retrieved six patients' files from the filing area	6		