

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/02/5/A

Maintain Health Records Database

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 Name tag Lab coat <i>(Award 1 mark for correctly worn PPE)</i>	2		
1. Successfully switched on a computer <i>(Award 2 marks for successfully switching on the computer or 0)</i>	2		
2. Created a new folder and name it "My Practical" on the desktop <i>(Award 4 marks for folder created and named)</i>	2		
3. Identified MS Excel <i>Award 1 mark or 0</i>	1		
4. Open a blank workbook <i>Award 2 marks</i>	2		
5. Created a new workbook and save the file with the name "PATIENT". <i>(Award 4 marks for workbook created and named)</i>	4		
6. Saved the workbook in the previous folder created (My Practical) <i>(Award 4 marks for saved workbook in 'my practical' folder)</i>	4		
7. Entered the data in the spreadsheet correctly <i>(Award 8 marks for correctly entered data)</i>	8		