

091206T4PTT

PERIOPERATIVE THEATRE TECHNOLOGY LEVEL 6

HE/OS/TT/CR/06/6/A

MANAGE PERIOPERATIVE THEATRE RESOURCES

July/August 2024



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

PRODUCT /OBSERVATION CHECKLIST

INSTRUCTIONS TO ASSESSOR

1. *Assess the candidate as the practical progresses observing the critical areas*
2. *You are required to mark the practical as the candidate perform the tasks*
3. *You are required to take video clips at critical points*
4. *Ensure the candidate has a name tag and registration code at the back and front*

This guide consists of FIVE (5) printed pages.

**Assessor should check the guide to ascertain that all the pages are printed as indicated and
that no questions or answers are missing**

PRODUCT/OBSERVATION CHECKLIST

Candidate's name & Registration No.			
Assessor's name & Reg. code			
Unit(s) of Competency	Manage perioperative Theatre Resources		
Venue of Assessment			
Date of assessment			
<i>(Tick as appropriate. Give a brief comment where a candidate does not obtain a mark. Each item earns 1 mark or a 0)</i>			
Items to be evaluated:	Marks available	Marks obtained	Comments
TASK 1: Prepare a memo concerning an upcoming staff appraisal of your employees.			
1. Included a header in the memo: • <i>Organization's name</i> • <i>Date of the memo.</i> • <i>Subject line indicating purpose of the memo</i> • <i>Target audience</i> <i>(Award 1 mark each or 0)</i>	4		
2. Included an opening statement that: • <i>Outlines the reason for the memo</i> • <i>Describes how the appraisal will be conducted.</i> <i>(Award 1 mark for each)</i>	2		
3. Provided the expected timelines of the appraisal process <i>(Award 1 mark or 0)</i>	1		