

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/07/5/A

Archive Medical Records

July/August 2024



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

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 observation checklist consists of THREE (3) 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**

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
1. Donned the lab coat and worn the name tag • Lab coat • Name tag <i>(Award 1 mark for each item)</i>	2		
2. Interpreted the Institutional Retention policy document <i>(Award 1 mark or 0 for each filing area)</i>	2		
3. Separated inactive files from active ones <i>(Award 2 marks for each correctly inactive file)</i>	8		
4. Explained how shelves should be labelled in straight numeric filing system at the inactive file area. <i>(Award 2 marks or 0 for well explanation)</i>	2		
5. Filed all inactive files correctly in archival area/boxes <i>(Award 1 mark for each correctly filed file)</i>	5		
6. Adhered to chronological filing system while filing inactive files	2		