

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

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

ARCHIVE MEDICAL RECORDS

NOV /DEC 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 & Reg. No.	
Assessor's Name & Reg. Code/ID No.	
Unit of Competence	
Venue of Assessment	
Date of Assessment	
(Award maximum marks if correct and zero marks if wrong)	

Items to be evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks Allocated	Marks Awarded	Comment		
1. Adhered to safety as per work place procedures: Worn a lab coat <i>(Award 1 mark or 0)</i>	1				
2. Managed to weed the 10 inactive files from the active filing area <i>(Award 1 mark to a maximum of 10)</i>	10				
3. Managed to sort the inactive files. <i>(Award 1 mark to a maximum of 10)</i>	10				
4. Managed to file the inactive files to the archival area <i>(Award 1 mark to a maximum of 10)</i>	10				
Sub Total Marks	31				
ASSESSMENT OUTCOME					
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The candidate was found to be: Competent ☐ Not yet competent ☐ <i>(Please tick as appropriate)</i> <i>(The candidate is competent if s/he gets 50 %.)</i>					
Feedback to candidate:					
Feedback from candidate:					
Candidate's Signature 					
 		Date 			
Assessor's Signature 					
Date 					