

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/01/6/A

MANAGE HEALTH RECORDS DATABASE

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 & Registration No.			
Assessor's name & Id code			
Unit(s) of Competency			
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	Awarded marks	Comments
1. Worn the following • Name tag • Lab coat <i>(Award 1mark for each point)</i>	2		
2. Identified the Ms Access <i>(Award 2marks or 0)</i>	2		
3. Opened blank database in access <i>(Award 2marks or 0)</i>	2		
4. Identified design view <i>(Award 2marks or 0)</i>	2		
5. Opened design view <i>(Award 2marks or 0)</i>	2		
6. Renamed the database to "PATIENTS" <i>(Award 2marks or 0)</i>	2		
7. Picked the correct data type <i>(Award 2marks for each)</i>	8		
8. Clicked datasheet view <i>(Award 2marks or 0)</i>	2		
9. Entered first patient's records correctly <i>(Award 2 marks for each)</i>	8		
10. Entered second patient's records correctly <i>(Award 2 marks for each)</i>	8		