

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/01/5/A

MANAGE ELECTRONIC HEALTH

NOV/DEC. 2023



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

PRACTICAL ASSESSMENT OBSERVATION CHECKLIST

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. Accessed the mail sent by the doctor. i. Log in to the computer ii. Identified data received <i>(Award 1 mark for each point)</i>	2		
2. Downloaded patient' data from the mail <i>(Award 2mark or 0)</i>	2		
3. Correctly choose the location to store data (PATIENT INFORMATION) <i>(Award 2mark or 0)</i>	2		
4. Checked doctors' clinical notes received as per standard practice i. Checks accuracy ii. Confidentiality observed <i>(Award 1mark for each point)</i>	2		
5. Doctors' clinical notes are transmitted as per standard practice i. Confidentiality ii. Timely disseminate to the right physician <i>(Award 1mk for each patient details)</i>	2		