

**102105T4COH**

**Community Health Level 5**

**HE/OS/CH/CR/03/5/A**

**Maintain Community Health Information System**

**July/August 2023**



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

**OBSERVATION CHECKLIST**

**INSTRUCTIONS TO ASSESSOR**

1. You are required to take video clips at critical points.
2. Ensure the candidate has a name tag and registration code.

OBSERVATION CHECKLIST			
<b>Candidate's name:</b>			
<b>Candidate's Registration Code:</b>			
<b>Assessor's name:</b>			
<b>Assessor's Registration Code:</b>			
<b>Venue of Assessment</b>			
<b>Date of assessment</b>			
<b>Items to be evaluated:</b> <i>award marks appropriately</i> <i>Give a brief comment where less marks are awarded.</i>	<b>Marks available</b>	<b>Marks obtained</b>	<b>Comments</b>
<b>1. Dressed appropriately;</b> i. Lab coat. ii. Closed shoes. <i>(Award 1mark each point maximum 3 marks)</i>	<b>3</b>		
<b>2. Introduced self;</b> i. Name ‘ ii. Topic <i>(Award 1mark each point maximum 2 marks or zero)</i>	<b>2</b>		
<b>3. Shared objectives of the training.</b> <i>(Award 2 marks or zero)</i>	<b>2</b>		
<b>Task 1: Trained community health volunteers on methods of data collection.</b>			
<b>4. Explained Focus group discussions (FGD).</b> i. Correctly defined FGD ii. Explained about FGD iii. Demonstrated FGD <i>(Award 1mark for each correct method mentioned and 1 mark for explanation and 1 Mark for demonstration or zero, 1*3)</i>	<b>3</b>		

<p><b>5. Discussed Questionnaires;</b></p> <ul style="list-style-type: none"> <li><b>i.</b> Correctly defined questionnaires</li> <li><b>ii.</b> Explained about questionnaires</li> <li><b>iii.</b> Demonstrated questionnaires</li> </ul> <p><i>(Award 1mark for each correct method mentioned and 1 mark for explanation or zero, 2*3)</i></p>	<b>6</b>		
<p><b>6. Discussed Observation checklist</b></p> <ul style="list-style-type: none"> <li><b>i.</b> Correctly defined checklist</li> <li><b>ii.</b> Explained about checklist</li> <li><b>iii.</b> Demonstrated checklist</li> </ul> <p><i>(Award 1mark for each correct method mentioned and 1 mark for explanation and 1 Mark for demonstration or zero, 1*3)</i></p>	<b>3</b>		
<p><b>7. Discussed key informant interviews</b></p> <ul style="list-style-type: none"> <li><b>i. Correctly defined key informant interviews</b></li> <li><b>ii. Explained about key informant interviews</b></li> <li><b>iii. Demonstrated key informant interviews</b></li> </ul> <p><i>(Award 1mark for each correct method mentioned and 1 mark for explanation and 1 Mark for demonstration or zero, 1*3)</i></p>	<b>3</b>		
<b>Task 2: Trained potential sources of errors during data collection.</b>			
<p><b>8.</b> Explained Five sources of errors during data collection.</p> <ul style="list-style-type: none"> <li><b>i. Forgetting to record in the service/activity register</b></li> <li><b>ii. Forgetting to tally.</b></li> <li><b>iii. Misclassification.</b></li> </ul>	<b>10</b>		

<b>iv. Miscalculations</b> <b>v. Data manipulation/Intentional management of data</b> <b>vi. Misleading information</b> <i>(Award 1 mark for each correct error mentioned and 1 mark for explanation or zero max 5 point=2*5)</i>			
<b>9. Involved the audience;</b> i. Allowing them to ask questions. <i>(Award 1 mark for involving audience or zero)</i>	<b>1</b>		
<b>10. Demonstrated communication skills;</b> i. Audibility ii. Eye contact <i>(Award 1 mark for correct item or zero, 1*1)</i>	<b>1</b>		
<b>11. Gave summary and concluding remarks</b> <i>(Award 2 mark for the concluding remarks or zero)</i>	<b>2</b>		
<b>GRAND TOTAL</b>	<b>36 marks</b>		
<p>The candidate was found to be:</p> <p>Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/></p> <p>(Please tick as appropriate)</p> <p>The candidate is competent if S/he gets 18 marks or and above out of 36 marks in the Observation Checklist</p>			
<b>Feedback from candidate</b>			
<b>Feedback to candidate</b>			
<b>Candidates Signature</b>	<b>Date:</b>		
<b>Assessor's Signature</b>	<b>Date:</b>		