

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/04/5/A

Register patients

July/Aug 2023



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

TINSTRUCTION TO THE ASSESSOR

1. You are required to mark practical as the candidate performs 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 workplace procedures: <ul style="list-style-type: none"> ● Wearing mask ● Dust coat <p><i>(Award 1 mark for each)</i></p>	2		
2. Greeted the patient <i>(Award 2 marks or 0)</i>	2		
3. Introduced herself/himself to the patient <i>(Award 2 marks or 0)</i>	2		
4. Welcomed the patient and assured the patient of good service <i>(Award 2 marks or 0)</i>	2		
5. Established whether the client is a new or revisit client <i>(Award 2 marks or 0)</i>	2		

6. Picked the correct MoH 204B among the list of registers provided <i>(Award 2 marks or 0)</i>	2		
7. Captured the following bio-data from the patients; i. Full patient name as per the ID of the patient ii. Age iii. Residence iv. Gender/sex v. Occupation vi. Next of Kin vii. Patient contact number <i>(Award 1 mark for each bio data captured to a maximum of 7)</i>	7		
8. Generated unique identification number <i>(Award 2 mark for generated identification number or 0)</i>	2		
9. Directed the patient appropriately to the next point of service <i>(Award 2 mark or 0)</i>	2		
Sub Total Marks	23		
ASSESSMENT OUTCOME			
ASSESSMENT OUTCOME			
The candidate was found to be:			
Competer <input type="checkbox"/> Not yet competeter <input type="checkbox"/>			
<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