

**091905T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5**

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

**File Medical Records**

**July/Aug 2023**



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION**

**COUNCIL (TVET CDACC)**

**PRACTICAL ASSESSMENT**

**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 with his/her registration code

## OBSERVATION CHECKLIST

<b>Candidate's Name &amp; Reg. No.</b>			
<b>Assessor's Name &amp; Reg. Code/ID No.</b>			
<b>Venue of Assessment</b>			
<b>Date of Assessment</b>			
<b>Items to be evaluated:</b> <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	<b>Marks Allocated</b>	<b>Marks Obtained</b>	<b>Comment</b>
1. Adhered to safety as per workplace procedures:  <ul style="list-style-type: none"> <li>● Dust coat</li> <li>● Closed shoes</li> </ul> <i>(Award 1 mark for each point or 0)</i>	<b>2</b>		
2. Demonstrated understanding of the filing system used in the archive  <i>(Award 1 mark or 0)</i>	<b>1</b>		
3. Sorted the patient's files correctly  <i>(Award one mark for each correctly sorted file)</i>	<b>10</b>		
4. Identified the right shelf/cabinet in the library and filed the patients' files correctly  <i>(Award one mark for each file correctly filed)</i>	<b>10</b>		
5. Used available auxiliary equipment  <ul style="list-style-type: none"> <li>● Kik stool</li> <li>● Sorting equipment (table)</li> </ul> <i>(Award 1 mark for each equipment)</i>	<b>2</b>		
6. Retrieved six patients' files from the filing area	<b>6</b>		

<i>(award 1 mark for each patient's file retrieved)</i>			
7. Recorded patient's information in the tracer book correctly <i>(award 1 mark for each patient's file traced)</i>	<b>6</b>		
8. Placed a tracer card in the space he/she removed the files correctly <i>(Award 1 mark for each correct placement)</i>	<b>6</b>		
9. Indicated the information of the borrower's signature in the tracer book. <i>(Award one mark or zero)</i>	<b>1</b>		
<b>TOTAL MARKS</b>	<b>44</b>		

**ASSESSMENT OUTCOME**

**The candidate was found to be:**

Competent  Not yet competent

*(Please tick as appropriate)*

*(The candidate is competent if s/he gets 50 % and above.)*

**Feedback to candidate:**

**Feedback from candidate:**

**Candidate's Signature**

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**Date**

**Assessor's Signature**

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**Date**

