

**091905T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5**

**HE/OS/HR/CR/02/5/A**

**Maintain Health Records Database**

**July/Aug 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

<b>Candidate's name &amp; Registration No.</b>			
<b>Assessor's name &amp; Id code</b>			
<b>Unit(s) of Competency</b>			
<b>Venue of Assessment</b>			
<b>Date of assessment</b>			
<b>Items to be evaluated:</b>	<b>Maximum marks to allocate</b>	<b>Marks allocated</b>	<b>Comments</b>
1. Worn the following <ul style="list-style-type: none"> <li>• <b>Name tag</b></li> <li>• <b>Lab coat</b></li> </ul> <i>(Award 1 mark for correctly worn PPE)</i>	<b>2</b>		
1. Successfully switched on a computer <i>(Award 2 marks for successfully switching on the computer or 0)</i>	<b>2</b>		
2. Created a new folder and name it "My Practical" on the desktop <i>(Award 4 marks for folder created and named)</i>	<b>2</b>		
3. Identified MS Excel <i>Award 1 mark or 0</i>	<b>1</b>		
4. Open a blank workbook <i>Award 2 marks</i>	<b>2</b>		
5. Created a new workbook and save the file with the name "PATIENT". <i>(Award 4 marks for workbook created and named)</i>	<b>4</b>		
6. Saved the workbook in the previous folder created (My Practical) <i>(Award 4 marks for saved workbook in 'my practical' folder)</i>	<b>4</b>		
7. Entered the data in the spreadsheet correctly <i>(Award 8 marks for correctly entered data)</i>	<b>8</b>		

<b>Total Marks</b>	<b>24</b>		
<b>ASSESSMENT OUTCOME</b>			
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<p><b>The candidate was found to be:</b></p> <p style="text-align: center;">             Competent <input type="checkbox"/>      Not yet competent <input type="checkbox"/> </p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if she/he gets 50 %.)</i></p>			
<b>Feedback to candidate:</b>			
<b>Feedback from candidate:</b>			
<b>Candidate's Signature</b>			
-----			<b>Date</b>
<b>Assessor's Signature</b>			
-----			<b>Date</b>