

**091206T4PTT**

**PERIOPERATIVE THEATRE TECHNOLOGY LEVEL 6**

**HE/OS/TT/CR/06/6/A**

**MANAGE PERIOPERATIVE THEATRE RESOURCES**

**July/August 2024**



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

**PRODUCT /OBSERVATION CHECKLIST**

**INSTRUCTIONS TO ASSESSOR**

1. *Assess the candidate as the practical progresses observing the critical areas*
2. *You are required to mark the practical as the candidate perform the tasks*
3. *You are required to take video clips at critical points*
4. *Ensure the candidate has a name tag and registration code at the back and front*

**This guide consists of FIVE (5) printed pages.**

**Assessor should check the guide to ascertain that all the pages are printed as indicated and that no questions or answers are missing**

**PRODUCT/OBSERVATION CHECKLIST**

<b>Candidate's name &amp; Registration No.</b>			
<b>Assessor's name &amp; Reg. code</b>			
<b>Unit(s) of Competency</b>		<b>Manage perioperative Theatre Resources</b>	
<b>Venue of Assessment</b>			
<b>Date of assessment</b>			
<i>(Tick as appropriate. Give a brief <b>comment</b> where a candidate does not obtain a mark. Each item earns 1 mark or a 0)</i>			
<b>Items to be evaluated:</b>	<b>Marks available</b>	<b>Marks obtained</b>	<b>Comments</b>
<b>TASK 1: Prepare a memo concerning an upcoming staff appraisal of your employees.</b>			
1. Included a header in the memo: <ul style="list-style-type: none"> <li>• <i>Organization's name</i></li> <li>• <i>Date of the memo.</i></li> <li>• <i>Subject line indicating purpose of the memo</i></li> <li>• <i>Target audience</i></li> </ul> <p align="center"><i>(Award 1 mark each or 0)</i></p>	<b>4</b>		
2. Included an opening statement that: <ul style="list-style-type: none"> <li>• <i>Outlines the reason for the memo</i></li> <li>• <i>Describes how the appraisal will be conducted.</i></li> </ul> <p align="center"><i>(Award 1 mark for each)</i></p>	<b>2</b>		
3. Provided the expected timelines of the appraisal process <p align="center"><i>(Award 1 mark or 0)</i></p>	<b>1</b>		

<p>4. Provided a closing remark/conclusion of the memo</p> <p style="text-align: center;"><i>(Award 1 marks or 0)</i></p>	<b>1</b>		
<p>5. Included the following at the end of the memo</p> <ul style="list-style-type: none"> <li>• <i>Name</i></li> <li>• <i>Designation /position</i></li> <li>• <i>Signature</i></li> </ul> <p style="text-align: center;"><i>(Award 1 mark each or 0)</i></p>	<b>3</b>		
<p><b>TASK 2: Appraise the performance of one of your employees you have been working with for the last two years.</b></p>			
<p>6. Introduced self to the employee</p> <ul style="list-style-type: none"> <li>• <i>Name</i></li> <li>• <i>Designation</i></li> </ul> <p style="text-align: center;"><i>(Award 1 mark or 0)</i></p>	<b>2</b>		
<p>7. Started the meeting with a positive tone</p> <p style="text-align: center;"><i>(Award 1 mark or 0)</i></p>	<b>1</b>		
<p>8. Explained the purpose of the performance appraisal to the employee</p> <p style="text-align: center;"><i>(Award 1 marks or 0)</i></p>	<b>1</b>		
<p>9. Created comfortable environment for the employee</p> <ul style="list-style-type: none"> <li>• <i>Ensured the setting is private and free from interruptions</i></li> <li>• <i>Allowed open and honest conversation.</i></li> </ul> <p style="text-align: center;"><i>(Award 1 mark for each)</i></p>	<b>2</b>		
<p>10. Reviewed past performance appropriately</p> <ul style="list-style-type: none"> <li>• <i>Discussed employee’s accomplishments and strengths over the appraisal period.</i></li> <li>• <i>Provided specific examples</i></li> <li>• <i>Provided positive feedback positive feedback.</i></li> <li>• <i>Discussed areas where performance did not</i></li> </ul>	<b>5</b>		

<p><i>meet expectations.</i></p> <ul style="list-style-type: none"> <li>• <i>Used specific examples to illustrate weak points and avoided generalizations.</i></li> </ul> <p><b>(Award 1 mark each or 0)</b></p>			
<p>11. Performed employee's self-assessment appropriately</p> <ul style="list-style-type: none"> <li>• <i>Asked the employee to share their self-assessment</i></li> <li>• <i>Listened carefully to the employee's feedback and thoughts on their performance.</i></li> </ul> <p><b>(Award 2 marks or 0)</b></p>	<b>4</b>		
<p>12. Prepared goals and development plans for the employee</p> <ul style="list-style-type: none"> <li>• <i>Set realistic and measurable goals for the next appraisal period with the employee.</i></li> <li>• <i>Identified training or development needs and agree on a plan to address them</i></li> </ul> <p><b>(Award 2 marks or 0 for each step)</b></p>	<b>4</b>		
<p>13. Provided clear constructive feedback to the employee</p> <p><b>(Award 2 marks or 0)</b></p>	<b>1</b>		
<p>14. Addressed employee concerns appropriately</p> <ul style="list-style-type: none"> <li>• <i>Allowed the employee to voice any concerns or issues they may have.</i></li> <li>• <i>Listen actively and empathetically to understand their perspective</i></li> <li>• <i>Worked together with employee to find solutions to any challenges or concerns raised.</i></li> </ul> <p><b>(Award 1 marks or 0 for each)</b></p>	<b>3</b>		

<p>15. Summarized and closed the meeting appropriately</p> <ul style="list-style-type: none"> <li>Summarize the main points discussed</li> <li>Ensure that both parties have a clear understanding of the agreed actions and next steps</li> </ul> <p><i>(Award 1 marks for each correct policy mentioned or 0)</i></p>	<b>2</b>		
<p>16. Thanked the employee for showing up for appraisal</p> <p><i>(Award 1 mark or 0)</i></p>	<b>1</b>		
<p>17. Documented the appraisal report appropriately</p> <p><i>(Award 1 mark or 0)</i></p>	<b>1</b>		
<b>TOTAL:</b>	<b>38</b>		
$\left[ \frac{x}{38} \right] \times 100$			
<p><b>The candidate was found to be:</b></p> <p style="text-align: center;"> <input type="checkbox"/> Competent      <input type="checkbox"/> Not yet competent         </p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if s/he gets 50% or higher; equivalent)</i></p>			
<b>Feedback from candidate:</b>			
<b>Feedback to candidate:</b>			
<b>Candidate's signature:</b>	<b>Date:</b>		
<b>Assessor's signature:</b>	<b>Date:</b>		

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