

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

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

File Medical Records

July/August 2024



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

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 THREE (3) 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.

OBSERVATION CHECKLIST

Candidate's name & Registration Code			
Assessor's name & Registration Code			
Venue of Assessment			
Date of assessment			
Items to be evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks available	Marks obtained	Comments
1. Wore PPEs properly i. Dust coat ii. Closed shoes <i>(Award 1 mark for each PPE)</i>	2		
2. Sorted the patient's files correctly <i>(Award 1 mark for each file)</i>	10		
3. Filed each patient's file correctly <i>(Award 1 mark for each file)</i>	10		
4. Retrieved 10 patient's files from the filing area. <i>(Award 1 mark each patient's file retrieved)</i>	10		
5. Recorded patient's information in the tracer book correctly <i>(Award 1 mark for each file)</i>	10		
6. Placed tracer card in the space he/she removed the files correctly	10		

<i>(Award 1 mark for each correct placement)</i>			
TOTAL	52		
ASSESSMENT OUTCOME			
The candidate was found to be:			
Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/>			
<i>(Please tick as appropriate)</i>			
<i>(The candidate is competent if the candidate obtains at least 50%)</i>			
Feedback from candidate:			
Feedback to candidate:			
Candidate's Signature		Date	
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Assessor's Signature		Date	
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