

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/08/6/A

MANAGE HEALTH RECORDS

NOV /DEC 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

Candidate's Name & Reg. No.	
Assessor's Name & Reg. Code/ID No.	
Unit of Competence	MANAGE HEALTH RECORDS
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
TASK 1			
1. Adhered to safety as per work place procedures: <ul style="list-style-type: none"> • Wearing student name tag • Worn lab coat <p><i>(Award 1 mark or 0 for each adhered to a max of 2)</i></p>	2		
2. Pulled out the inactive files from the list provided <i>(Award 1 mark or 0 for each)</i>	6		
3. Sorted the inactive files correctly <i>(Award 1mark foreach file)</i>	6		
4. Filed the 6 files successfully <i>(Award 1mark for each file)</i>	6		
5. Retrieved 5 files to be taken to MOPC <i>(Award 1mark for each file)</i>	5		
6. Traced the 5 files <i>(Award 1mark for each file)</i>	5		
7. Replaced the filed retrieved with a common tracer card <i>(Award 1mark for each file)</i>	5		
Sub Total Marks	35		
ASSESSMENT OUTCOME			
<p>The candidate was found to be:</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>			
Feedback to candidate:			

Feedback from candidate:	
Candidate's Signature -----	Date
Assessor's Signature -----	Date