

**091906T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6**

**HE/OS/HR/CR/01/6/A**

**MANAGE HEALTH RECORDS DATABASE**

**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 & Registration No.			
Assessor's name & Id code			
Unit(s) of Competency			
Venue of Assessment			
Date of assessment			
<b>(Award maximum marks if correct and zero marks if wrong)</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>Awarded marks</b>	<b>Comments</b>
1. Worn the following <ul style="list-style-type: none"> <li>• Name tag</li> <li>• Lab coat</li> </ul> <i>(Award 1mark for each point)</i>	<b>2</b>		
2. Identified the Ms Access <i>(Award 2marks or 0)</i>	<b>2</b>		
3. Opened blank database in access <i>(Award 2marks or 0)</i>	<b>2</b>		
4. Identified design view <i>(Award 2marks or 0)</i>	<b>2</b>		
5. Opened design view <i>(Award 2marks or 0)</i>	<b>2</b>		
6. Renamed the database to "PATIENTS" <i>(Award 2marks or 0)</i>	<b>2</b>		
7. Picked the correct data type <i>(Award 2marks for each)</i>	<b>8</b>		
8. Clicked datasheet view <i>(Award 2marks or 0)</i>	<b>2</b>		
9. Entered first patient's records correctly <i>(Award 2 marks for each)</i>	<b>8</b>		
10. Entered second patient's records correctly <i>(Award 2 marks for each)</i>	<b>8</b>		

11. Entered third patient's records correctly (Award 2 marks for each)	<b>8</b>		
12. Entered fourth patient's records correctly (Award 2 marks for each)	<b>8</b>		
<b>TOTAL</b>	<b>54</b>		
<p><b>The candidate was found to be:</b></p> <p style="text-align: center;"> <input type="checkbox"/> Competent         <span style="margin-left: 150px;"><input type="checkbox"/> Not yet competent</span> </p> <p><i>(Please tick as appropriate)</i></p> <p><b>A Candidate is found to be competent if he/she gets 50% and above</b></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>		