

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/03/6/A

REGISTER PATIENTS

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	
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
1. Adhered to safety as per work place procedures: Worn dust coat <i>(Award 1 mark or 0)</i>	1		
2. Greeted the patient <i>(Award 2 mark or 0)</i>	2		
3. Introduced himself or herself to the patient <i>(Award 2 mark or 0)</i>	2		
4. Welcomed the patient and assured the patient of good service <i>(Award 2 marks or 0)</i>	2		
5. Established whether it's the client first visit or revisit <i>(Award 2 marks or 0)</i>	2		
6. Picked the correct MOH (204B) <i>(Award 2 marks or 0)</i>	2		
7. Captured the full names of the client as written by the client i. Full patient name as per ID ii. Age iii. Residence iv. Gender v. Telephone number <i>(Award 2 marks each to a maximum of 5)</i>	10		
8. Generated unique identification number <i>(Award 2 marks or 0)</i>	2		
9. Directed the patient appropriately <i>(Award 2 marks or 0)</i>	2		
Sub Total Marks	25		
ASSESSMENT OUTCOME			
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The candidate was found to be:			

<p>Competent Not yet competent</p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if s/he gets 50 %.)</i></p>
<p>Feedback to candidate:</p>
<p>Feedback from candidate:</p>
<p>Candidate's Signature</p> <p>.....</p>
<p>Date</p>
<p>Assessor's Signature</p> <p style="text-align: center;">Date</p> <p>.....</p>