

**091206T4PTT**

**PERIOPERATIVE THEATRE TECHNOLOGY LEVEL 6**

**HE/OS/TT/CR/05/6/A**

**Execute Perioperative Theatre Administrative Services**

**Nov/Dec 2023**



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

**PRACTICAL ASSESSMENT**

**INSTRUCTIONS TO THE ASSESSOR**

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

**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>Venue of Assessment</b>			
<b>Date of assessment</b>			
<i>(Indicate the marks available and marks obtained respectively. Award marks appropriately as guided for in the items for evaluation indicated. Give a brief comment where necessary)</i>			
<b>Items to be evaluated:</b>	<b>Marks allocated</b>	<b>Marks obtained</b>	<b>Comments</b>
1. Welcomed the interviewee and introduced self as per hospital policy. <i>(Award 2 marks or a zero)</i>	<b>2</b>		
2. Talked to the interviewee in an audible and clear voice <i>(Award 2 marks or a zero)</i>	<b>2</b>		
3. Maintained eye contact and had an open posture <i>(Award 2 marks or a zero)</i>	<b>2</b>		
4. Gathered the required resources efficiently and effectively. <ul style="list-style-type: none"> <li>• Note book</li> <li>• Writing pad and pen</li> </ul> <i>(Award 1 mark for each resource)</i>	<b>2</b>		
5. Gave the interviewee an opportunity to introduce him/her self <i>(Award 1 mark or 0)</i>	<b>1</b>		

6. Guided the interviewee on the relevant information they require from them to determine their suitability for the job a) Roles the employee is being interviewed for b) Educational background c) Work experience d) Salary expectations e) Professional goals/ objectives f) Any other relevant information <i>(Award 2 marks for each identified up to a maximum of 12)</i>	<b>12</b>		
7. Listened to the interviewee carefully and did not interrupt them while they talked <i>(Award 2 marks or a zero)</i>	<b>2</b>		
8. Evaluated performance of the interviewee and gave relevant feedback • What they did well • Areas requiring improvement <i>(Award 1 mark for each performance)</i>	<b>2</b>		
9. Gave the interview a chance to clarify and ask any question <i>(Award 1 mark for given opportunity)</i>	<b>1</b>		
10. Documented the interview proceedings appropriately <i>(Award 2 marks for documentation)</i>	<b>2</b>		
<b>TOTAL</b>	<b>28</b>		

### ASSESSMENT OUTCOMES

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 s/he gets 50% or higher)</i>		
<b>Feedback from candidate:</b>		
<b>Feedback to candidate:</b>		
Candidate's signature:	Date:	
Assessor's signature:	Date:	