

091905T4HRI
HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5
HE/OS/HR/CR/02/5/A
MAINTAIN 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 | | | |
| Items to be evaluated: | Maximum marks to allocate | Marks allocated | Comments |
| 1. Adhered to safety precautions at work place i. Name tag ii. Dust coat <i>(Award 1 mark for each worn item)</i> | 2 | | |
| 2. Created a folder and named it correctly in the desktop <i>(Award 1 mark for creating and 1 mark for naming)</i> | 2 | | |
| 3. Opened the database <i>(Award 1 mark or 0)</i> | 1 | | |
| 4. Created a database and named it Health information Database <i>(Award 1 mark for creating and 1 mark for naming it correctly)</i> | 2 | | |
| 5. Inserted patient's information to the database correctly ✓ Ip no. ✓ Full patient name ✓ Residence ✓ Identification number ✓ NOK ✓ Age ✓ Gender ✓ Telephone no. <i>(Award 1 marks for each patient file data)</i> | 8 | | |

| | | | |
|---|-----------|--|--|
| 6. Generated health information report <i>(Award 3 marks or 0)</i> | 3 | | |
| 7. Placed database to the created folder <i>(Award 2 marks or 0)</i> | 2 | | |
| TOTAL | 20 | | |

The candidate was found to be:

Competent Not yet competent

(Please tick as appropriate)

A Candidate is found to be competent if he/she gets 50% and above

Feedback from candidate:

Feedback to candidate:

Assessor's signature:

Date:

Candidate's signature:

Date: