

**091905T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5**

**HE/OS/HR/CR/05/5/A**

**FILE MEDICAL RECORDS**

**NOV/DEC 2023**



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION**

**COUNCIL (TVET CDACC)**

**PRACTICAL ASSESSMENT**

**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 with his/her registration code

## OBSERVATION CHECKLIST

<b>Candidate's Name &amp; Reg. No.</b>			
<b>Assessor's Name &amp; Reg. Code/ID No.</b>			
<b>Venue of Assessment</b>			
<b>Date of Assessment</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>Marks Obtained</b>	<b>Comment</b>
1. Adhered to safety as per workplace procedures:  <ul style="list-style-type: none"> <li>● Dust coat</li> <li>● Closed shoes</li> </ul> <i>(Award 1 mark for each worn PPE or 0)</i>	<b>2</b>		
2. Demonstrated understanding of the filing system used in the filing area  <i>(Award 1 mark or 0)</i>	<b>1</b>		
3. Sorted the patient's files correctly  <i>(Award 1 mark for each correctly sorted file)</i>	<b>5</b>		
4. Identified the right shelf/cabinet in the library and filed the patients' files correctly  <i>(Award 1 mark for each file correctly filed)</i>	<b>5</b>		

<p>5. Used any two available auxiliary equipment e.g.,</p> <ul style="list-style-type: none"> <li>● Kik stool</li> <li>● Sorting equipment (table)</li> <li>● Ladder</li> <li>● Filing trolley</li> <li>● Pigeon holes</li> </ul> <p><i>(Award 1 mark for each equipment)</i></p>	<b>2</b>		
<p>6. Retrieved five patients' files from the filing area</p> <p><i>(Award 1 mark for each patient's file retrieved)</i></p>	<b>5</b>		
<p>7. Recorded patient's information in the tracer book correctly</p> <p><i>(Award 1 mark for each patient's file traced)</i></p>	<b>5</b>		
<p>8. Placed a tracer card in the space he/she removed the files correctly</p> <p><i>(Award 1 mark for each correct placement)</i></p>	<b>5</b>		
<b>TOTAL MARKS</b>	<b>30</b>		

<b>ASSESSMENT OUTCOME</b>	
<b>The candidate was found to be:</b>  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 % and above.)</i>	
<b>Feedback to candidate:</b>	
<b>Feedback from candidate:</b>	
<b>Candidate's Signature</b>  -----	<b>Date</b>
<b>Assessor's Signature</b>  -----	<b>Date</b>