

091905T4HRI
HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5
HE/OS/HR/CR/08/5/A
MANAGE HEALTH RECORDS
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 performs the task.
2. You are required to take video clips at critical points.
3. Ensure the candidate has a name tag and registration code displayed.

OBSERVATION CHECKLIST

Candidate's Name & Reg. No.			
Assessor's Name & Reg. Code/ID No.			
Unit of Competence			
Venue of Assessment			
Date of Assessment			
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: i) Wearing mask ii) Dust coat <i>(Award 1 mark or 0 for each PPE adhered to, to a max of 2)</i>	2		
2. Sorted the case folders in ascending to descending order or in descending to ascending order <i>(Award 5 marks for correct sorting or 0)</i>	5		
3. Correctly filed the case folders. <i>(Award 1 mark for each correctly filed case folder - maximum 5)</i>	5		
4. Retrieved files to be taken to MOPC <i>(Award 1 mark each for correctly retried files- Maximum 5)</i>	5		
5. Replaced the retrieved files with a tracer card <i>(Award 1mark for each file traced to a maximum of 5)</i>	5		
6. Recorded patients' information in the tracer book <i>(Award 1mark for each file recorded to a maximum of 5)</i>	5		
Sub Total Marks	27		
ASSESSMENT OUTCOME			
ASSESSMENT OUTCOME			
The candidate was found to be: Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/> <i>(Please tick as appropriate)</i>			

(The candidate is competent if she/he gets 50 %.)

Feedback to candidate:

Feedback from candidate:

Candidate's Signature

Date

Assessor's Signature

Date