

**091905T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5**

**HE/OS/HR/CR/03/5/A**

**COLLECT AND SUBMIT HEALTH DATA**

**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

<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>
<b>Task 1: Reception and creation of rapport</b>			
1. Adhered to work place safety i. Dust coat ii. Name tag <i>(Award 1 marks for correctly worn PPE)</i>	<b>2</b>		
<b>Task 1 and Task 2</b>			
2. Identified MoH 204A as under 5 register <i>(Award 2 marks for correctly identified register or 0)</i>	<b>2</b>		
3. Identified MoH 204B as over 5 registers <i>(Award 2 marks for correctly identified register or 0)</i>	<b>2</b>		
4. Captured under 5 years data in MoH 204A <i>(Award 1 mark for each file correctly captured or 0)</i>	<b>4</b>		
5. Captured all over 5 years data in MoH 204B <i>(Award 1 mark for each file correctly captured or 0)</i>	<b>4</b>		
<b>Task 2and Task 3</b>			

6. Summarized under 5 years data in MoH705A  <i>(Award 4marks for correctly summarised data)</i>	<b>4</b>		
7. Summarized under 5 years data in MoH705A  <i>(Award 4marks for correctly summarised data)</i>	<b>4</b>		
<b>TOTAL</b>	<b>22</b>		

**ASSESMENT OUTCOMES**

The candidate was found to be:

Competent  Not yet competent

*(Please tick as appropriate)*

*(The candidate is competent if s/he gets 50% or higher)*

**Feedback from candidate:**

**Feedback to candidate:**

Candidate's signature:

Date:

Assessor's signature:

Date: