

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 5

HE/OS/HR/CR/07/5/A

ARCHIVE MEDICAL 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 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 & Reg. No.			
Assessor's Name & Reg. Code/ID No.			
Unit of Competence			
Venue of Assessment			
Date of Assessment			
(Award maximum marks if correct and zero marks if wrong)			
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. Organized clean working table ii. Well groomed <i>(Award 1 mark or 0 for each adhered to a max of 2)</i>	2		
2. Gathered medical records that need to be archived. <i>(Award 2 mark or 0)</i>	2		
3. Organized and sorted the files/medical records by dates. <i>(Award 2 mark or 0)</i>	2		
4. Labeled the archival area appropriately <i>(Award 2 mark or 0)</i>	2		
5. Accessed filing cabinets in the archival area where the records are stored. <i>(Award 2 mark or 0)</i>	2		
6. Identified labeling Materials e.g., labels, markers, and adhesive labels for the file folders. <i>(Award 2 mark or 0)</i>	3		
7. Demonstrated knowledge on maintaining torn medical records/files appropriately <i>(Award 1 mark or 0)</i>	2		
8. Demonstrated the ability to management of medical records	1		

<i>(Award 1marks or 0)</i>			
9. Demonstrated legal and statutory requirements in medical record management e.g. i. Security ii. Disclosure iii. Confidentiality <i>(Award 1 mark for each demonstrated to max of 3)</i>	3		
10. Used appropriate speaking skills to convey information; i. Audibility ii. Creative in teaching aids <i>(Award 1 mark for each observed to a max of 2)</i>	2		
11. Reported any problems encountered while filing archival medical records as per archives occupational safety. <i>(Award 2marks or 0)</i>	2		
Sub Total Marks	23		
ASSESSMENT OUTCOME			
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<p>The candidate was found to be:</p> <p style="text-align: center;">Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/></p> <p><i>(Please tick as appropriate)</i></p> <p style="text-align: center;"><i>(The candidate is competent if s/he gets 50 %.)</i></p>			
Feedback to candidate:			
Feedback from candidate:			
Candidate's Signature		Date	
Assessor's Signature		Date	