

**091906T4HRI**  
**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6**  
**HE/OS/HR/CR/01/6/A**  
**MANAGE HEALTH RECORDS DATABASE**  
**July /Aug 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; Id code</b>			
<b>Unit(s) of Competency</b>			
<b>Venue of Assessment</b>			
<b>Date of assessment</b>			
<b>(Award maximum marks if correct and zero marks if wrong)</b>			
<b>Items to be evaluated:</b> <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	<b>Marks to allocate</b>	<b>Awarded marks</b>	<b>Comments</b>
1. Worn the following <ul style="list-style-type: none"> <li>• <b>Name tag</b></li> <li>• <b>Lab coat</b></li> </ul> <i>Award 1 mark for each point</i>	<b>2</b>		
2. Identified the Ms Access <i>Award 2marks or 0</i>	<b>2</b>		
3. Opened blank database in access <i>Award 2marks or 0</i>	<b>2</b>		
4. Identified design view <i>Award 2marks or 0</i>	<b>2</b>		
5. Opened design view <i>Award 2marks or 0</i>	<b>2</b>		
6. Renamed the database to health records <i>Award 2marks or 0</i>	<b>2</b>		
7. Entered the following patients details in the field <ul style="list-style-type: none"> <li>• Name</li> <li>• IP Number</li> <li>• Diagnosis</li> <li>• Date of birth</li> <li>• Residence</li> <li>• Contacts</li> <li>• Next of Kin</li> </ul> <i>Award 1mark or 0 for each</i>	<b>7</b>		
8. Selected the correct data type for each detail entered  <i>Award mark or 0 for each</i>	<b>7</b>		

9. Entered the two records provided in the created database  <i>Award 2marks for each record entered</i>	<b>4</b>		
10. Saved the database in the folder created <i>Award 1mark or 0 for each point</i>	<b>2</b>		
<b>TOTAL</b>	<b>32</b>		
<p><b>The candidate was found to be:</b></p> <p><input type="checkbox"/> Competent                      <input type="checkbox"/> Not yet competent</p> <p><i>(Please tick as appropriate)</i></p> <p><b>A Candidate is found to be competent if he/she gets 50% and above</b></p>			
<b>Feedback from candidate:</b>			
<b>Feedback to candidate:</b>			
<b>Candidate's signature:</b>	<b>Date:</b>		
<b>Assessor's signature:</b>	<b>Date:</b>		