

091906T4HRI
HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6
HE/OS/HR/CR/07/6/A
MANAGE ELECTRONIC HEALTH
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

Candidate's name & Registration No.			
Assessor's name & Id code			
Unit(s) of Competency			
Venue of Assessment			
Date of assessment			
Items to be evaluated:	Maximum marks to allocate	Marks allocated	Comments
1. Worn the following; <ul style="list-style-type: none"> • Student name tag • Lab coat <i>(Award 1 mark for each point)</i>	1 1		
2. Managed to open the excel <i>(Award 1 mark for each point)</i>	2		
3. Received the manual appointment list <i>(Award 1 mark for each point)</i>	1		
4. Entered the following patient bio-data in the spreadsheet successfully; <ul style="list-style-type: none"> • Full name • Age • Occupation • Next of kin • Phone contact <i>(Award 1 mark for each correct captured bio-data)</i>	5		
5. Captured the key elements of appointment <ul style="list-style-type: none"> • Date of clinic • Time of the clinic • Clinic <i>(Award 1 mark for each correct captured elements)</i>	3		

<p>6. Ensured that the following aspects were maintained during the time of providing feedback to patient.</p> <ul style="list-style-type: none"> • Confidentiality • Accuracy • Well interpretation of information <p><i>(Award 1mk for each aspect)</i></p>	3		
<p>7. Managed to Log into an email to share the report of appointment to the patient</p> <ul style="list-style-type: none"> • Correct sign in • Attaches the file <p><i>(Award 1mk or 0)</i></p>	2		
<p>8. Managed to pick the correct data points;</p> <ul style="list-style-type: none"> • Physician <p><i>(Award 1mk or 0)</i></p>	1		
<p>9. Managed to update the already captured data in the system based on feedback reports from the physician;</p> <ul style="list-style-type: none"> • Makes changes if physician requests <p><i>(Award 1mk or 0)</i></p>	1		
TOTAL	20		

The candidate was found to be:

Competent Not yet competent

(Please tick as appropriate)

A Candidate is found to be competent if he/she gets 50% and above

Feedback from candidate:

Feedback to candidate:

Candidate's signature:	Date:	
Assessor's signature:	Date:	