

091906T4HRI
HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6
HE/OS/HR/CR/06/6/A
ARCHIVE MEDICAL RECORDS
July /Aug 2023



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL
(TVET CDACC)

PRACTICAL ASSESSMENT

OBSERVATION CHECKLIST

Candidate's name & Registration Code			
Assessor's name & Registration Code			
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 available	Marks obtained	Comments
TASK 1: ANAESTHETIC MACHINE OPERATION AND SAFETY CHECK			
1. Wore PPEs (dust coat, facemask). <i>(Award one mark for each PPE donned as per workplace procedures)</i>	2		
2. Identified filing area <ul style="list-style-type: none"> • Active area • Inactive area <i>(Award 1mark or 0 for each filing area)</i>	2		
3. Identified auxiliary equipment used in archival area <ul style="list-style-type: none"> • Kick stool 	4		

<ul style="list-style-type: none"> • Sorting equipment • Preparation table • Filing trolley <p><i>(Award 1 mark for equipment or 0)</i></p>			
<p>4. Noted that the files scheduled for weeding are only those that were inactive</p> <ul style="list-style-type: none"> • Identified active inactive files based on period <p><i>(Award 1mark or 0)</i></p>	5		
<p>5. Recorded the five provided inactive files before filing in archival area.</p> <ul style="list-style-type: none"> • Captured all needed details for each file <p><i>(Award 1mark or 0 for each file)</i></p>	5		
<p>6. Sorted the files as per their record identification number</p> <ul style="list-style-type: none"> • Correctly identified IP number <p><i>(Award 1mark for each correctly sorted file)</i></p>	5		
<p>7. Explained how shelves should be labelled in straight numeric filing system at the inactive file area.</p> <p><i>(Award 2 marks or 0)</i></p>	2		
<p>8. Explained how filing shall be done in the inactive file area for the 5 health records identified</p> <p><i>(Award 5 marks for correct sequence in filing)</i></p>	5		
<p>9. Managed to apply the other filing techniques used in archives;</p> <ul style="list-style-type: none"> • Editing 	2		

<ul style="list-style-type: none"> • Checking <i>(Award 1 mark or 0 for each technique)</i> 			
10. Identified the technique used in storage area; <ul style="list-style-type: none"> • Shelve/cabinet/boxes/drawers/digital storage <i>Award 1 mark or 0 for identifying any of storage technique)</i> 	1		
Total	33		

ASSESSMENT OUTCOME

The candidate was found to be:

Competent Not yet competent

(Please tick as appropriate)

(The candidate is competent if the candidate obtains at least 50%)

Feedback from candidate:

Feedback to candidate:

Candidate's Signature

Date

Assessor's Signature

Date
