

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY

HE/OS/HR/CR/01/6

File Medical Records

July/August 2025



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

PRACTICAL ASSESSMENT

INSTRUCTIONS TO ASSESSOR

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

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.</i> <i>Give a brief comment on your observation.</i>	Marks available	Marks obtained	Comments
TASK 1: You are provided with FIVE patient's files EDIT them accordingly			
1. Wore PPE properly <ul style="list-style-type: none"> Dust coat Face Mask <i>(Award 1 mark or 0 for each item to a maximum of 2)</i>	2		
2. Cleared the working table before beginning the tasks <i>(Award 2 marks or 0 for each correct response)</i>	2		
3. Edited the patient's files correctly <i>(Award 2 marks or 0 for each correct file to a maximum of 5)</i>	10		
4. Utilized the ancillary equipment available in the filing area <ul style="list-style-type: none"> Kick stools Sorting table <i>(Award 2 marks or 0)</i>	2		
5. Arranged the files well after editing <i>(Award 1 mark or 0 for each correct response to a maximum of 5)</i>	5		
Sub Total 1	21		
TASK 2: Using the same files SORT and file them in the filing area			
6. Identified the filing system used in the library	2		

<i>((Award 2 marks for each correct response))</i>			
7. Sorted 5 patients' files and filed in the filing area. <i>(Award 2 marks or 0 to each correct patient's file, sorted and filed correctly to a maximum of 5)</i>	10		
8. Filed the patient files correctly <i>(Award 1 mark or 0 for each file)</i>	5		
9. Maintained Patient privacy and confidentiality while carrying out the tasks <i>(Award 2 marks or 0 to each correct response to a maximum of 2)</i>	4		
Sub Total 2:	21		
GRAND TOTAL	42		

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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 the candidate:

Feedback to the candidate:

Candidate's Signature

Date

Assessor's Signature

Date

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