091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/01/6

Register Patients

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 & Reg. No.			
Assessor's Name & Reg. Code/ID No.			
Venue of Assessment			
Date of Assessment			
Items to be evaluated: *Please award marks as appropriate. Give a brief comment on your observation.*	**Marks Available**	**Marks Obtained**	**Comment**
TASK 1: Register Mr. B, K, and Mrs. C in the appropriate health records MOH registers, ensuring that all relevant personal and medical details are accurately recorded			
1. Adhered to safety as per work place procedures: • Dust coat • Closed leather shoes *(Award 1 mark or 0 for each correct response to a maximum of 2)*	2		
2. Created rapport with the patients • Greetings • Smile • Direct eye contact *(Award 1 mark or 0 for each correct response to a maximum of 3)*	3		
3. Inquired whether it is the patient's first visit or not *(Award 1 mark or 0 for each correct response to a maximum of 3)*	3		

4. Captured correct biodata for K - Name - Age - Residence - Sex - Phone number *(Award 1 mark or 0 for each correct response to a maximum of 5)*	**5**		
5. Captured correct biodata for Mrs. C: - Name - Age - Residence - Sex - Phone number *(Award 1 mark or 0 for each correct response to a maximum of 5)*	**5**		
6. Captured correct biodata for Mr. B - Name - Age - Residence - Sex - Phone number *(Award 1 mark for each correct response to a maximum of 5)*	**5**		

7. Directed the patients accordingly • Mr. B to diabetes follow-up • K to skin infection follow-up • Mrs. C to gastritis follow-up *(Award 1 mark or 0 for each correct response to a maximum of 3)*	**3**		
Sub – Total 1:	**26**		
TASK 2: Book appointment for the THREE patients accordingly			
8. Captured correct details in the appointment card • Date • Venue • Time • Clinic *(Award 4 marks or 0 for each correct response to a maximum of 3)*	**12**		
9. Explained to the patients on the details on the appointment card • Mr. B's follow-up in one month • K's follow-up in 7 days • Mrs. C's follow-up in 3 weeks	**3**		

(Award 1 mark or 0 for each correct response to a maximum of 3)			
Sub – Total 2:	**15**		
GRAND TOTAL	**41**		

ASSESSMENT OUTCOME

The candidate was found to be:

Competent ☐   Not yet competent ☐

(Please tick as appropriate)
(The candidate is competent if s/he gets 50 %.)

Feedback to candidate:

Feedback from candidate:

Candidate's Signature

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Assessor's Signature   **Date**