

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/01/6

Manage Health Records Database

July/August 2025



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

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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			
Assessors 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: Database Design and Setup			
1. Worn the following as per the Health Records and Information practice <ul style="list-style-type: none"> Name tag Lab coat <i>(Award 1 mark or 0 to maximum 2)</i>	2		
2. Creating Folder <ul style="list-style-type: none"> Folder created Correctly named <i>(Award 1 mark or 0 to maximum 2)</i>	2		
3. Create a new database in MS Access <ul style="list-style-type: none"> Database created using MS Access Correct database name: ClinicDB and Saved in the folder created <i>(Award 2 marks or 0 to maximum 4)</i>	4		
4. Create a table <ul style="list-style-type: none"> Table named correctly as Outpatient <i>(Award 1 mark or 0)</i> Fields created correctly with correct data type: <ul style="list-style-type: none"> VisitID FullName VisitDate Diagnosis ClinicCode Gender <i>(Award 2 marks or 0 to maximum 6)</i>	13		
Sub – Total 1:	21		
TASK 2: Enter the following patient data into the Outpatient table and save it			

<p>5. Data Entry</p> <ul style="list-style-type: none"> All 5 set of data entered accurately in the right table field <i>(Award 1 mark or 0 to maximum 5)</i> Database saved Saved in the correct folder <i>(Award 1 mark or 0 to maximum 2)</i> 	7		
Sub-Total 2:	7		
TASK 3: Queries and Data Operations			
<p>6. Created a filtered query (V104_Visit)</p> <ul style="list-style-type: none"> Fields selected: FullName VisitDate ClinicCode Correct filter applied for VisitID = "V104" Query saved as V104_Visit <i>(Award 1 mark or 0 to maximum 5)</i> 	5		
<p>7. Created an update query (UpdateAnnClinic)</p> <ul style="list-style-type: none"> Update query correctly created ClinicCode updated from C004 to C007 for FullName = "Ann" <i>(Award 2 marks or 0 to maximum 4)</i> 	4		
<p>8. Adhered to:</p> <ul style="list-style-type: none"> Naming consistency No redundant files or errors Proper use of Access interface <i>(Award 1 mark or 0 to maximum 3)</i> 	3		
Sub – Total 3:	12		
GRAND TOTAL	40		
ASSESSMENT OUTCOME			
<p>The candidate was found to be:</p> <p style="text-align: center;"> Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/> </p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if she/he gets 50 %)</i></p>			

Feedback from the Candidate:	
Feedback to the Candidate:	
Candidate Signature	Date:
_____	_____
Assessor's Signature	Date
_____	_____

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