

**091906T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6**

**HE/OS/HR/CR/01/6**

**Manage Electronic Health**

**July/August 2025**



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

*easyvet.com*

**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

<b>Candidate's Name &amp; Registration No.</b>			
<b>Assessor's Name &amp; Registration Code</b>			
<b>Venue of Assessment</b>			
<b>Date of assessment</b>			
<b>Items to be evaluated:</b> <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	<b>Marks Available</b>	<b>Marks Obtained</b>	<b>Comments</b>
<b>TASK 1: Design an ELECTRONIC appointment card of gynecological outpatient clinic (GOPC) of a patient who is required to come for the visit after three months</b>			
1. Adorned as per HRIO standards <ul style="list-style-type: none"> <li>Dust coat</li> <li>Name tag</li> </ul> <i>(Award 1 mark or 0 to each to a maximum of 2)</i>	2		
2. Started a Microsoft Word Document Successfully <ul style="list-style-type: none"> <li>Logged in successfully</li> <li>Opened a blank MS word document</li> </ul> <i>(Award 1 mark or 0 to a maximum of 2)</i>	2		
3. Created a title section of the document with the following <ul style="list-style-type: none"> <li>Hospital name</li> <li>Included 'Appointment Card'</li> <li>Included TCA section</li> </ul> <i>(Award 1 mark or 0 for each to a maximum of 2)</i>	3		
<b>Sub-Total 1</b>	<b>7</b>		
<b>TASK 2: Populate dummy patient details in the appointment card</b>			
4. Included the following sections in the designed appointment card. <ul style="list-style-type: none"> <li>Hospital. No</li> </ul>	7		

<ul style="list-style-type: none"> <li>• Name</li> <li>• Sex</li> <li>• Address</li> <li>• Date of return</li> <li>• Specific clinic-GOPC</li> <li>• Doctor's Name</li> </ul> <p><i>(Award 1 mark or 0 for each to a maximum of 7)</i></p>			
<p>5. Populated the patient dummy details in the following sections in the appointment card.</p> <ul style="list-style-type: none"> <li>• Hospital. No</li> <li>• Name</li> <li>• Sex</li> <li>• Address</li> <li>• Date of return</li> <li>• Specific clinic-GOPC</li> <li>• Doctor's Name</li> </ul> <p><i>(Award 1 mark or 0 for each to a maximum of 7)</i></p>	7		
<p><b>Sub-Total 2:</b></p>	<b>14</b>		
<p><b>TASK 3: Send the details to the email of the patient as PDF</b></p>			
<p>4. Saved the Appointment card document</p> <ul style="list-style-type: none"> <li>• Gave the document an appropriate name while saving</li> <li>• Converted into a pdf</li> </ul> <p><i>(Award 2 mark or 0 for each to a maximum of 2)</i></p>	4		
<p>5. Shared the appointment card document to the patient via an email</p> <ul style="list-style-type: none"> <li>• Opened their personal Gmail accounts</li> <li>• Attached the appointment card document</li> </ul>	6		

<ul style="list-style-type: none"> <li>Sent it to the patient's email provided by the internal assessor</li> </ul> <p><i>Award 2 mark or 0 for each to a maximum of 3)</i></p>			
<p>6. Logged out successfully</p> <ul style="list-style-type: none"> <li>Logged out their emails</li> <li>Switched off the computer</li> </ul> <p><i>Award 1 mark or 0 for each to a maximum of 2)</i></p>	2		
<b>Sub-Total 3</b>	<b>12</b>		
<b>GRAND TOTAL</b>	<b>33</b>		

**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:**