

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/01/6

Archive Medical Records

July/ August2025



**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

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: WEED 10 MEDICAL FILES FROM THE ACTIVE FILLING AREA			
1. Adhered to safety as per HRIO standards procedures: <ul style="list-style-type: none"> • Dust coat • Name tag • Closed shoes <i>(Award 1 mark or 0 for each adhered to a maximum of 2)</i>	03		
2. Identified the filling technique used in the filling area <i>(Award 2 mark or 0)</i>	02		
3. Properly identified and retrieved the inactive files from the filling area <i>(Award 1 mark for each retrieved file)</i>	10		
Sub-Total 1	15		
TASK 2: SORT THE RETRIEVED FILES CHRONOLOGICALLY			
5. Correctly sorted the files chronologically <i>(Award 1 mark for each correct sorted file to a maximum of 10)</i>	10		
6. Correctly traced the archives medical records into the tracer book <i>(Award 1 mark for each correct traced file to a maximum of 10)</i>	10		

Sub-Total 2	20		
TASK 3: FILE THE RETRIEVED FILES IN THE ARCHIVAL AREA			
7. Correctly filed the files in the archival area <i>(Award 1 mark for each correctly filed file to a maximum of 10)</i>	10		
Sub-Total 3	10		
GRAND TOTAL	45		
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 the candidate obtains at least 50%)</i></p>			
Feedback from the Candidate:			
Feedback to the Candidate:			
Candidate Signature		Date:	
_____		_____	
Assessor's Signature		Date	
_____		_____	