

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/01/6/A

Register Patients

March/April 2025



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

PRACTICAL ASSESSMENT

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:			
1. Adhered to safety as per work place procedures: <ul style="list-style-type: none">• Donned dust coat• Wore closed shoe <i>(Award 1 mark or 0 for each)</i>	2		

2. Greeted the patients (Award 1 mark or 0)	4		
3. Introduced herself/himself to the patients (Award 1 mark or 0)	4		
4. Welcomed the patient and assured the patient of good service (Award 1 marks or 0)	4		
Sub-Total 1	14		
TASK 2:			
5. Established whether the client is a new or revisit client (Award 2marks or 0)	4		
6. Captured the following bio-data from the patients in appropriate registers <ul style="list-style-type: none"> i. Full patient name as per the ID of the patient ii. Age iii. Residence iv. Gender/sex v. Occupation vi. Next of Kin vii. Patient contact number (Award 1marks or 0 for any four patient details)	16		
7. Created Patient Master Index	4		
8. Generated unique identification number (Award 1marks or 0)	4		

9. Directed patient to the next point of service	2		
10. Observed patient confidentiality	2		
Sub-Total 2	32		
GRAND TOTAL	46		

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 Signature _____ **Date:** _____

Assessor's Signature _____ **Date** _____