

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

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

Manage Electronic Health

March/April 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
5. You are required to provide an email address where the trainees can share the documents

OBSERVATION CHECKLIST

Candidate's Name & Registration No.			
Assessor's 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. Adorned as per HRIO standards <ul style="list-style-type: none"> • Dust coat • Name tag <i>(Award 1 mark or 0 to a maximum of 2)</i>	2		
2. Student started a Microsoft Word Document Successfully <ul style="list-style-type: none"> • Logged in successfully • Opened a blank MS word document <i>(Award 1 mark or 0 to maximum of 2)</i>	2		
3. Created a title section of the document with the following <ul style="list-style-type: none"> • Hospital name • Included 'Discharge Summary' <i>(Award 1 mark or 0 to a maximum of 2)</i>	2		
4. Populate the sections in the word document. <ul style="list-style-type: none"> • Inpatient No • Name • Sex 	10		

<ul style="list-style-type: none"> • Address • Date • Ward • Date of admission • Date of death/discharge • Diagnosis • Doctor's Name <p><i>(Award 1 mark or 0 for each item)</i></p>			
<p>4. Included the Case Summary Section</p> <ul style="list-style-type: none"> • Diagnosis section (Dx) • TCA • Doctors signature section <p><i>(Award 2 marks or 0 for each)</i></p>	6		
TASK 2:			
<p>5. Saved the Discharge Summary document</p> <ul style="list-style-type: none"> • Gave the document an appropriate name while saving • Converted into a pdf <p><i>(Award 2 mark or 0 for each to a maximum of 2)</i></p>	4		
<p>6. Shared the discharge summary document via an email</p> <ul style="list-style-type: none"> • Opened their personal Gmail accounts • Attached the discharge summary document • Sent it to the email provided by the internal assessor <p><i>Award 2 mark or 0 for each to a maximum of 3)</i></p>	6		
<p>7. Logged out successfully</p> <ul style="list-style-type: none"> • Logged out their emails • Switched off the computer <p><i>Award 1 mark or 0 for each to a maximum of 2)</i></p>	2		
GRAND TOTAL	34		

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: