

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

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

Archive Medical Records

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

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. Medical files are retrieved according to SOPs <ul style="list-style-type: none"> Used patient number to retrieve Retrieved all six files <i>Award 1 mark for each file retrieved</i>	6		
2. Medical files are mapped according to patients' last visits <ul style="list-style-type: none"> Checks discharge summary <i>Award 1 Mark or 0</i>	1		
Sub-Total 1	7		
TASK 2:			

3. Medical files are classified as per the SOPs <ul style="list-style-type: none"> • Collect medical files from ward <ul style="list-style-type: none"> ○ Active ○ Inactive <p><i>Award 1 mark for each</i></p>	2		
4. Active medical files are sorted as per SOPs <ul style="list-style-type: none"> • 4 files <p><i>Award 1 mark for correct sorting or 0</i></p>	4		
5. Active medical files are recorded according to standard operating procedures <ul style="list-style-type: none"> • 4 files recorded <p><i>Award 1 mark for each recorded file or 0</i></p>	4		
6. In-active medical files are sorted as per SOPs <ul style="list-style-type: none"> • 2 files sorted <p><i>Award 1 mark for each file or 0</i></p>	2		
7. In-active medical files are recorded according to standard operating procedures <ul style="list-style-type: none"> • 2 files recorded <p><i>Award 1 mark for each file</i></p>	2		
Sub-Total 2	14		
TASK 3			
8. File shelves are identified in accordance with established filing procedures <ul style="list-style-type: none"> • As per hospital patient number <p><i>Award 1 Mark for each file location</i></p>	4		
9. Active medical files are filed as per standard practice <ul style="list-style-type: none"> • Each of 4 file filed <p><i>Award 1 Mark for each file</i></p>	4		
10. Donned as per SOPs <ul style="list-style-type: none"> • Labcoat <p><i>Award 1 Mark or 0</i></p>	1		
Sub-Total 3	9		
GRAND TOTAL	30		
ASSESSMENT OUTCOME			

The candidate was found to be:	
Competent <input type="checkbox"/>	Not yet Competent <input type="checkbox"/>
<i>(Please tick as appropriate)</i>	
<i>(The candidate is competent if the candidate obtains at least 50%)</i>	
Feedback from the Candidate:	
Feedback to the Candidate:	
Candidate Signature	Date:
_____	_____
Assessor's Signature	Date
_____	_____

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