

091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

HE/OS/HR/CR/08/6/A

Manage Health Records

Nov/Dec 2024



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

OBSERVATION CHECKLIST

Candidate's Name & Reg. No.			
Assessor's Name & Reg. Code/ID No.			
Unit of Competence			
Venue of Assessment			
Date of Assessment			
(Award maximum marks if correct and zero marks if wrong)			
Items to be evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks Allocated	Marks Awarded	Comment
TASK 1			

<p>1. Adhered to recommended workplace donning:</p> <ul style="list-style-type: none"> • Worn lab coat • Worn a name tag <p><i>(Award any 2×1 mark)</i></p>	2		
<p>2. Inserted name of the patient column</p> <p><i>(Award any 2×1 mark)</i></p>	2		
<p>3. Inserted the IP number column</p> <p><i>(Award any 2×1 mark)</i></p>	2		
<p>4. Inserted the borrower's name column</p> <p><i>(Award any 2×1 mark)</i></p>	2		
<p>5. Inserted the date of borrowing column</p> <p><i>(Award any 2×1 mark)</i></p>	2		
<p>6. Inserted the destination column</p> <p><i>(Award any 2×1 mark)</i></p>	2		
<p>7. Inserted reason for borrowing column.</p> <p><i>(Award any 2×1 mark)</i></p>	2		
TASK 2			
<p>8. Retrieved the first file</p> <p><i>(Award any 2×1 mark)</i></p>	2		
<p>9. Retrieved the second file</p> <p><i>(Award any 2×1 mark)</i></p>	2		
<p>10. Retrieved the second file</p> <p><i>(Award any 2×1 mark)</i></p>	2		
<p>11. Captured the name of the three patients correctly in tracer book</p> <p><i>(Award any 3×1 mark)</i></p>	3		
<p>12. Captured the IP number of the three patients correctly in tracer book</p> <p><i>(Award any 3×1 mark)</i></p>	3		

13. Captured the borrowers' name of the three patients correctly in tracer book <i>(Award any 3×1 mark)</i>	3		
14. Captured the borrowing date of the three patients correctly in tracer book <i>(Award any 3×1 mark)</i>	3		
15. Captured the destination of the three patients correctly in tracer book <i>(Award any 3×1 mark)</i>	3		
TOTAL	35		
ASSESSMENT OUTCOME			
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 style="text-align: center;"><i>(The candidate is competent if s/he gets 50 %.)</i></p>			
Feedback to candidate:			
Feedback from candidate:			
<p>Candidate's Signature</p> <p>-----</p> <p style="text-align: right;">Date</p>			
<p>Assessor's Signature</p> <p>-----</p> <p style="text-align: right;">Date</p>			

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