

**091905T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY-LEVEL 6**

**HE/OS/HR/CR/01/6**

**Manage Health Records**

**July/August 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

<b>Candidate's Name &amp; Registration Code</b>			
<b>Assessors Name &amp; Registration Code</b>			
<b>Venue of Assessment</b>			
<b>Date of Assessment</b>			
<b>Items to be Evaluated:</b> <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	<b>Marks Available</b>	<b>Marks Obtained</b>	<b>Comments</b>
<b>TASK 1: Design a discharge summary form, fill up patient dummy details</b>			
<p>1. General Grooming</p> <ul style="list-style-type: none"> <li>• Name tag</li> <li>• Has a dust coat</li> <li>• Has closed shoes</li> </ul> <p><i>(Award 1 Marks or 0 for each item to a maximum of 2)</i></p>	<b>3</b>		
<p>2. Designed a discharge form with the following items.</p> <ul style="list-style-type: none"> <li>• IP Number</li> <li>• Patient name</li> <li>• Ward</li> <li>• Date of Admission</li> <li>• Date of Discharge</li> <li>• Sex</li> <li>• Diagnosis</li> <li>• Date of Return/ Review</li> <li>• Prescribed drugs</li> </ul> <p><i>(Award 1mark or 0 for each item to maximum of 9)</i></p>	<b>9</b>		
<p>3. Captured dummy details of a dummy patient in the Discharge Summary.</p> <ul style="list-style-type: none"> <li>• IP Number</li> <li>• Patient name</li> <li>• Ward</li> <li>• Date of Admission</li> <li>• Date of Discharge</li> </ul>	<b>9</b>		

<ul style="list-style-type: none"> <li>• Sex</li> <li>• Diagnosis</li> <li>• Date of Return/ Review</li> <li>• Prescribed drugs</li> </ul> <p><i>(Award 1 mark or 0 for each to a maximum of 9)</i></p>			
<b>Sub-Total 1</b>	<b>21</b>		
<b>TASK 2: Design an appointment card for a patient who is to attend SOPC two weeks from today</b>			
<p>4. Designed an appointment card with the following details on the card</p> <ul style="list-style-type: none"> <li>• IP Number</li> <li>• Patient's Name</li> <li>• Residence/Address</li> <li>• Date of Birth</li> <li>• Date of Return/ Next Visit</li> <li>• Specific Clinic</li> <li>• Included 2/52 or the exact date as return date</li> </ul> <p><i>(Award 1 marks or 0 for each detail)</i></p>	<b>7</b>		
<b>Sub-Total 2</b>	<b>7</b>		
<b>TASK 3: Retrieve five files for patients to attend GOPC in two days</b>			
<p>5. Retrieved file files as per the file numbers</p> <p><i>(Award 1 mark or 0 for each file)</i></p>	<b>5</b>		
<p>6. Replaced each file with a tracer card</p> <p><i>(Award 1 mark or 0 for correctly replaced file)</i></p>	<b>5</b>		
<p>7. Correctly filled the details of the file on the tracer card</p> <p><i>(Award 1 mark or 0 for each tracer card)</i></p>	<b>5</b>		
<b>Sub-Total 3</b>	<b>15</b>		

<b>GRAND TOTAL</b>	43		
<b>ASSESSMENT OUTCOME</b>			
<p>The candidate was found to be:</p> <p style="text-align: center;">             Competent <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>             Not yet Competent <input style="width: 40px; height: 20px; border: 1px solid black;" 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>			
<b>Feedback from the Candidate:</b>			
<b>Feedback to the Candidate:</b>			
<b>Candidate Signature</b>	<b>Date:</b>		
<b>Assessor's Signature</b>	<b>Date</b>		