

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6

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

Manage Health 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. Captured contents of a common tracer card <ul style="list-style-type: none"> • IP Number • Patient name • Destination • Issued by • Borrowers name • Date issued • Sign • Date returned <i>(Award 1 for each item to maximum of 7)</i>	7		
Sub-Total 1	7		
TASK 2:			
2. Identified the right shelves in the library <i>(Award 1 mark or 0 for each file)</i>	5		
3. Captured the patient details on the tracer card <i>(Award 1 marks for each complete recorded file)</i>	5		
4. Replaced the tracer card for each retrieved file <i>(Award 1 mark for each file)</i>	5		
Sub-Total 1	15		

TASK 3:			
5. Placed registration sheet at the top <i>(Award 1 mark or 0 for each file)</i>	3		
6. Placed clinical history sheet second after registration sheet <i>(Award 1 mark or 0 for each file)</i>	3		
7. Placed continuation sheet third after clinical history <i>(Award 1 mark or 0 for each file)</i>	3		
8. Placed nursing notes in order <i>(Award 1 mark or 0 for each file)</i>	3		
9. Placed prescription chart 5 th in order <i>(Award 1 mark or 0 for each file)</i>	3		
10. Placed discharge summary at the bottom <i>(Award 1 mark or 0 for each file)</i>	3		
Sub-Total 2	18		
GRAND TOTAL	40		
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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