

**091906T4HRI**

**HEALTH RECORDS AND INFORMATION TECHNOLOGY LEVEL 6**

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

**Code and Index Diseases**

**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

<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:</b>			
1. Candidate appeared neat <ul style="list-style-type: none"> <li>• Well-groomed</li> <li>• Lab coat</li> </ul> <i>(Award 1 mark or 0 for each to maximum of 3)</i>	2		
2. Created an index card on a piece of paper <ul style="list-style-type: none"> <li>• Drew a clear table</li> <li>• Used a ruler</li> </ul> <i>(Award 1 mark or 0)</i>	2		
3. Included all the necessary details in the index card <ul style="list-style-type: none"> <li>• Patient hospital number</li> <li>• Sex</li> <li>• Age</li> <li>• Residence</li> <li>• Outcome of episode Alive or dead</li> <li>• Occupation</li> <li>• Residence</li> <li>• Code and sub code</li> </ul> <i>(Award 1 mark or 0 for each to maximum of 7)</i>	7		
<b>Sub-Total 1</b>	<b>11</b>		
<b>TASK 2:</b>			
4. Sorted the files provided correctly <i>(Award 1 mark or 0 for each to maximum of 5)</i>	5		

5. Edited all the files before indexing them (Award 1 mark or 0 for each to maximum of 5)	5		
6. Recorded details of file 1 in the index card (Award 2 marks or 0)	2		
7. Recorded details of file 2 in the index card (Award 2 marks or 0))	2		
8. Recorded details of file 3 in the index card (Award 2 marks or 0)	2		
9. Recorded details of file 4 in the index card (Award 2 marks or 0)	2		
10. Recorded details of file 5 in the index card (Award 2 marks or 0)	2		
<b>Sub-Total 2</b>	20		
<b>TASK 3</b>			
11. Explained to the assessor the purpose of each patient detail captured on the index card <ul style="list-style-type: none"> <li>• Case record number. To allow records to be identified and retrieved</li> <li>• Sex. Helps to zero down on the affected sex</li> <li>• Age. Research enquiries often are concerned with patients in a particular age group and not the entire age range or it</li> <li>• Outcome of episode/result- There could be a research on specific outcome of results. E.g. only those who died</li> <li>• In patient days- is used to plan for inpatient requirements e, g food</li> <li>• Residence- A researcher may want to study patients coming from a particular place or it will give an epidemiological insight as to the area's most affected by the disease</li> <li>• Occupation-A researcher may want to study patients with s specific occupation.</li> </ul>	7		

<i>(Award 1 mark for each correct explanation)</i>			
<b>Sub-Total 3</b>	<b>7</b>		
<b>GRAND TOTAL</b>	<b>38</b>		
<b>ASSESSMENT OUTCOME</b>			
<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><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>	
_____		_____	