

091905T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY -LEVEL 5

HE/OS/HR/CR/07/5/A

Archive Medical Records



TVET CURRICULUM

DEVELOPMENT, ASSESSMENT

AND CERTIFICATION COUNCIL (TVET CDACC)

PRACTICAL ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. Time allocation: **5 minutes** for preparation and **30 minutes** for performing tasks.
2. In this practical assessment you are required to perform the following two tasks:

Task 1.

You are given eight (8) patient files, you are required to file them correctly

Task 2.

Retrieve eight (8) patient files to be taken to psychiatric clinic using file numbers provided

You are provided with the following resources to carry out the tasks:

- Patient's files
- Filing area
- Sorting table
- Kick stool/ladder
- Stationeries
- Common Tracer cards
- List of patients' files

The assessor will be required to take photos/audio record of you during the assessment