

**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 THE ASSESSOR**

1. You are required to mark the practical as the candidate performs the tasks.
2. You are required to take video clips at critical points.
3. Ensure the candidate has an identification tag pinned at the back and front near the shoulders showing Candidate's name and registration code.

## OBSERVATION CHECKLIST

<b>Candidate's name &amp; Registration Code</b>			
<b>Assessor's 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>
1. Wore PPEs properly (dust coat and closed shoes). <i>(Award one mark for each PPE)</i>	<b>2</b>		
2. Sorted the eight patient's files correctly <i>(Correctly sorted 8 patients correctly each is 1 mark)</i>	<b>8</b>		
3. Filed each patient's file correctly <i>(award 1 mark for each file correctly filed)</i>	<b>8</b>		
4. Used available auxiliary equipment <ul style="list-style-type: none"> <li>● Kik stool/ladder</li> <li>● Sorting equipment</li> </ul> <i>(Award 1 mark for each equipment)</i>	<b>2</b>		
5. Retrieved 8 patient's files from the filing area. <i>(Award each patient's file one mark)</i>	<b>8</b>		
6. Recorded patient's information in the tracer book correctly <i>(Award one mark for each file)</i>	<b>8</b>		

7. Placed tracer card in the space he/she removed the files correctly  <i>(Award 1 mark for each correctly placed tracer cards)</i>	<b>8</b>		
8. Demonstrated how to re-use a common tracer card  <i>(Award two mark or zero)</i>	<b>2</b>		
<b>Total</b>	<b>46</b>		
<b>ASSESSMENT OUTCOME</b>			
<p><b>The candidate was found to be:</b></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>			
<p><b>Feedback from candidate:</b></p>			
<p><b>Feedback to candidate:</b></p>			
<p><b>Candidate's Signature</b></p> <p>-----</p>		<p><b>Date</b></p> <p>-----</p>	
<p><b>Assessor's Signature</b></p> <p>-----</p>		<p><b>Date</b></p> <p>-----</p>	