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091906T4HRI

HEALTH RECORDS AND INFORMATION TECHNOLOGY

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

File Medical Records

March/April 2025

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

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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			
Assessor's name & Registration Code			
Venue of Assessment			
Date of assessment			
Items to be evaluated: *Please award marks as appropriate. Give a brief comment on your observation.*	**Marks available**	**Marks obtained**	**Comments**
TASK 1:			
1. Wore PPEs properly • Dust coat • Face Mask ***(Award 1 mark for each PPE)***	**2**		
2. Organized the working table before beginning the tasks ***(Award 2 marks or 0)***	**2**		
3. Sorted the patient's files correctly (Ascending or Descending) ***(Award 1 mark for each file)***	**5**		
4. Utilized the auxiliary equipment available in the filing area ***(Award 2 marks or 0)***	**2**		
5. Identified the filing system used in the library ***(Award 2 marks or 0)***	**2**		
6. Filed each patient's file correctly ***(Award 1 mark for each file)***	**5**		
Sub Total 1	**18**		
TASK 2:			
7. Retrieved 5 patient's files from the filing area. ***(Award 1 mark each patient's file retrieved)***	**5**		

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8. Recorded patient's information in the tracer cards correctly ***(Award 1 mark for each file)***	**5**		
9. Recorded patient's information in the tracer book correctly ***(Award 1 mark for each file)***	**5**		
10. Placed tracer card in the space he/she removed the files correctly ***(Award 1 mark for each correct placement)***	**5**		
11. Maintained Patient privacy and confidentiality while carrying out the tasks ***(Award 2 marks or 0)***	**2**		
Sub Total 2:	**22**		
GRAND TOTAL	**40**		

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ASSESSMENT OUTCOME

The candidate was found to be:

Competent ☐ Not yet competent ☐

(Please tick as appropriate)

(The candidate is competent if the candidate obtains at least 50%)

Feedback from the candidate:

Feedback to the candidate:

Candidate's Signature **Date**

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Assessor's Signature	Date
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