

**091206T4PTT**

**PERIOPERATIVE THEATRE TECHNOLOGY LEVEL 6**

**HE/OS/TT/CR/05/6**

**Execute Perioperative Theatre Administrative Services**

**July/Aug 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

**PRODUCT/OBSERVATION CHECKLIST**

|                                                                                                                                                                                                                                                                                      |                        |                       |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|-----------------|
| <b>Candidate's name &amp; Registration No.</b>                                                                                                                                                                                                                                       |                        |                       |                 |
| <b>Assessor's name &amp; Reg. code</b>                                                                                                                                                                                                                                               |                        |                       |                 |
| <b>Venue of Assessment</b>                                                                                                                                                                                                                                                           |                        |                       |                 |
| <b>Date of assessment</b>                                                                                                                                                                                                                                                            |                        |                       |                 |
| <b>Items to be evaluated:</b>                                                                                                                                                                                                                                                        | <b>Marks Available</b> | <b>Marks Obtained</b> | <b>Comments</b> |
| <b>PRODUCT CHECKLIST</b>                                                                                                                                                                                                                                                             |                        |                       |                 |
| <b>TASK 1: Prepare a memo concerning a medical health education on decontamination process.</b>                                                                                                                                                                                      |                        |                       |                 |
| 1. Included a header in the memo: <ul style="list-style-type: none"> <li>• <i>Organization's name</i></li> <li>• <i>Date of the memo.</i></li> <li>• <i>Subject line indicating purpose of the memo</i></li> <li>• <i>Target audience</i></li> </ul> <b>(Award 1 mark each or 0)</b> | <b>4</b>               |                       |                 |
| 2. Included an opening statement that: <ul style="list-style-type: none"> <li>• <i>Outlines the reason for the memo</i></li> <li>• <i>Describes who, where and how the medical health education will be conducted.</i></li> </ul> <b>(Award 1 mark for each or 0)</b>                | <b>2</b>               |                       |                 |
| 3. Provided the expected timelines of the medical health education<br><b>(Award 1 mark or 0)</b>                                                                                                                                                                                     | <b>1</b>               |                       |                 |
| 4. Provided a closing remark/conclusion of the memo<br><b>(Award 1 mark or 0)</b>                                                                                                                                                                                                    | <b>1</b>               |                       |                 |
| 5. Included the following at the end of the memo <ul style="list-style-type: none"> <li>• <i>Name</i></li> </ul>                                                                                                                                                                     | <b>3</b>               |                       |                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--|--|
| <ul style="list-style-type: none"> <li>• <i>Designation /position</i></li> <li>• <i>Signature</i></li> </ul> <p><i>(Award 1 mark each or 0)</i></p>                                                                                                                                                                                                                                                                                                                                                                          |           |  |  |
| <b>Sub-Total 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>11</b> |  |  |
| <b>OBSERVATION CHECKLIST</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |  |  |
| <b>Task 2: Conduct a medical health education on decontamination process to your staffs in theatre.</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |           |  |  |
| 6. Greeted the audience, requested to sit, introduced self and allowed them to introduce themselves.<br><i>(Award 1 mark or zero)</i>                                                                                                                                                                                                                                                                                                                                                                                        | <b>1</b>  |  |  |
| 7. Set the climate for health education (created rapport, made friendly environment, distributed notebook)<br><i>(Award 1 mark or zero)</i>                                                                                                                                                                                                                                                                                                                                                                                  | <b>1</b>  |  |  |
| 8. Presented the information, topic and t content.<br>(Candidate gave information clearly explain the following:<br>a) Handwash<br>b) Donned PPEs<br>c) Solutions in 4 buckets<br>d) Proper cleansing of the instruments<br>e) Drying instruments.<br>f) Inspect instruments.<br>g) Packing of Instruments.<br>h) Labelling the set<br>i) Sterilize instruments.<br>j) Store instruments<br><i>(Award 1 mark for content taught to the audience following the above sequence. Stop when awarding when there is disorder)</i> | <b>10</b> |  |  |

|                                                                                                                                                                                                                                                               |           |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--|--|
| 9. Used visual aids, teaching aid or demonstrate if necessary<br><i>(Award 1 mark or zero)</i>                                                                                                                                                                | <b>1</b>  |  |  |
| 10. Engaged the audience to participate by asking questions or sharing past practices.<br><i>(Award 1 mark or zero)</i>                                                                                                                                       | <b>1</b>  |  |  |
| 11. Gave time for asking questions and answered them.<br><i>(Award 1 mark or zero)</i>                                                                                                                                                                        | <b>1</b>  |  |  |
| 12. Asked the audience questions and also for a return demonstration where applicable.<br><i>(Award 1 mark or zero)</i>                                                                                                                                       | <b>1</b>  |  |  |
| 13. Commented on their responses using positive language.<br><i>(Award 1 mark or zero)</i>                                                                                                                                                                    | <b>1</b>  |  |  |
| 14. Summarized the topic by recapping t points and concluded the discussion.<br><i>(Award 1 Mark or zero)</i>                                                                                                                                                 | <b>1</b>  |  |  |
| 15. Thanked the audience.<br><i>(Award 1 Mark or zero)</i>                                                                                                                                                                                                    | <b>1</b>  |  |  |
| 16. Documented on the CME book the topic taught.<br><i>(Award 1 mark or zero)</i>                                                                                                                                                                             | <b>1</b>  |  |  |
| <b>Sub-Total 2</b>                                                                                                                                                                                                                                            | <b>20</b> |  |  |
| <b>GRAND TOTAL</b>                                                                                                                                                                                                                                            | <b>31</b> |  |  |
| <b>ASSESSMENT OUTCOME</b>                                                                                                                                                                                                                                     |           |  |  |
| <p><b>The candidate was found to be:</b></p> <p>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> |
| <hr/>                               | <hr/>        |
| <b>Assessor's Signature</b>         | <b>Date:</b> |
| <hr/>                               | <hr/>        |