

Gwen-marie` Beatrix Cloete

Occupational Therapist (B. Occ HON) (Masters in Occ Ther) (Work well, FCE, AMA certified)

Independent Private Practitioner
Specializing in Medico-legal and Functional Capacity Evaluations
Consulting rooms: PTA and CT
Tel: 072 7206092 Email: gwenbeatrice@gmail.com. Fax: 0865449997

<u>CONTACT INFORMATION</u>	
Name:	Gwen-marie` Beatrix Cloete
ID number:	8804220076084
Permanent Address:	105 Tulip street Lynnwood Ridge Pretoria 0081
Current Address:	Same as above
House number:	(012) 3615365
Cell number:	0727206092
Work Number:	072 720 60 92
<u>PERSONAL DATA</u>	
Birth Date	22/04/1988
Health:	Excellent
Gender:	Female
Marital status:	Single
Religion:	Christian
Languages:	English Afrikaans Sepedi French (limited)
Degrees obtained:	<ul style="list-style-type: none"> - B Occupational Therapy Degree. (HONORS) University of Pretoria. - MASTERS degree in Occupational Therapy In the field of Work Practice. (University of Stellenbosch)

<p>Post Grad Certifications</p>	<ul style="list-style-type: none"> - Work Well Certified, Licenced and trained - FCE (Matheson Approach) (Certified and trained) - AMA Guidelines: Whole person impairment rating certified: 6th Edition. (Internationally recognized) - Bobath (NDT) Trained and certified in the treatment of children with Cerebral Palsy. - Trained and Certified in the field of Hand Therapy. (& Upper limb conditions) - Trained and Certified in the field of Neuro-psychology under Eleanor Budd - Trained and certified in the field of Paediatrics under Ray-Ann cook – Specifically focussing on ADHD children and Sensory integration. - Mentored in the area of Work Rehabilitation under Dr. M. Soeker, and also completed my master’s degree in occupational therapy in the area of work practice under him. - International Coach: ACC Certified and Trained. (Business school of Cape Town) - NQF 4 Real Estate (In the process) - Certified with regards to numerous ethics courses - Certified in the private practice management
<p>Areas of Specialty</p>	<p><u>Pertaining to work practice:</u></p> <ul style="list-style-type: none"> • Medico-legal work (RAF / 3 rd party claims, medical negligence work, injury on duty claims) • Insurance work (Functional Capacity Evaluations (FCE) - for purposes of insurance claims (Permanent / temporary incapacity leave / medical boarding / whether reasonable accommodations and assistive devices would be recommended for the client, and whether or not alternative placement would be the preferred option.) • Functional Job Analysis (FJA) • Disability Claims Assessment and case management • COIDA evaluations • Occupational Health and Safety Assessments, Work-site Evaluations • Rehabilitation of physical, neurological and psychological conditions • Facilitation of Return to Work Programs (Work Conditioning and Work Hardening) • Ergonomics and Pain Management • Corporate Counselling and coaching <p><u>Pertaining to Paediatrics:</u></p> <ul style="list-style-type: none"> • Sensory Processing Disorders • Developmental Delay (low muscle tone, poor motor planning)

	<ul style="list-style-type: none"> • Learning Difficulties (dyslexia, reading, writing & mathematical disorders) • School Readiness • ADD & ADHD, Autism, Down Syndrome • Child Psychology (Mood And Behavioural Disorders, Anxiety Disorders)
Tertiary institutions:	University of Pretoria (Pre-grad) University of Stellenbosch (Post-grad) University of Cape Town : (Post grad) Business School Internationally certified courses (Post grad)
Period:	2007 to the end of 2010 (Pre-grad) 2012 – 2015 (Post –grad) Business coaching : (Post grad): 2015 International courses (From 2011 – 2018) (Part time)
Year of Matriculation	Grade 12 Certificate obtained (Matriculated in 2006)
Secondary institution:	The High School Menlo Park
Grade 12 subjects passed:	Afrikaans 1 st Language HG English 2 nd Language HG Maths HG Art HG Biology HG Physiology HG Science HG Aggregate: A
Extra mural activities	Athletics, Marathons, Tennis, Ballet, Music - Piano, Art – Painting , Public speaking, and reading
Period:	2002-2006

PROFESSIONAL SUMMARY

Gwen-marie Cloete is the Founding Director at **Med Care Holdings and Cloete Properties**. She is also the CEO at Cloete Occupational Therapy (Inc), a member of the South African Medico-legal Society, a member of OTASA, a licensed BHF practitioner, Work Well provider, and AMA guidelines practitioner, being registered at the HPCSA.

Gwen-marie is also registered and Certified as an international Coach (ACC). (Accredited through the business school of Cape Town.)

Having obtained her B Occ Ther Degree at the University of Pretoria and having completed her Masters Degree OT (M Occ Ther) in Work Practice at the University of Stellenbosch, with various

post graduate courses within the medico-legal, insurance, health and property industry behind her name, she has the edge of operating at an executive and strategic level.

Gwen-marie's passion to develop a contextual understanding of the differences between teaching, counseling, managing, leading, mentoring and coaching, and when to use each type of intervention, steered her into practice and business management.

Her interest in business operations, administration systems management, program development, taking part in strategic negotiation, facilitating in-service trainings and interest in evoking excellence in others fully supports her wish to invest in leadership development, and empowering others through a transformational culture shift.

Gwen-marie's passion for people and understanding of human rights calved out her early-on career in the medico-legal and insurance industry. Managing a nationwide medico-legal and rehabilitation network across South Africa, she developed a keen appreciation for the challenges private practitioners, claimants and attorneys are facing on a daily basis.

By being able to support medical experts (service providers), claimants, and Attorneys (clients), to ensure effective work-flow along with upholding a good qualify-standard of work, with the best interest of all in mind, brings her much satisfaction.

KEY SKILLS

- Expert with regards to Assessment and Report Writing
- Project Management skills
- Good Communication Skills
- Excellent problem solving skills , case management and income replacement skills
- Good planning, organizational and administrative skills
- Good interpersonal skills
- Excellent time management skills
- Conflict management and assertiveness skills
- Detail orientated
- Able to work effectively within a team
- Excellent public speaker
- Innovative and creative
- Excellent Administrative skills
- Service and results driven (& Self-motivated)
- Empathy and trustworthy
- Committed
- Adaptable
- Understand that content and quality delivery are a given
- Transition from Subject Matter expert to a leader of the business in her field
- Excellent leadership skills

COMPETENCIES / SPECIAL SKILLS

- ❖ Awareness of Business Dynamics
- ❖ Team player
- ❖ Understanding of medical conditions and their implications on functional ability and work
- ❖ Able to make insightful decisions
- ❖ Not afraid of commitment
- ❖ Accountability for actions

- ❖ Able to take responsibility and ownership of a project
- ❖ Utilizing scarce resources efficiently and effectively
- ❖ Working under pressure
- ❖ Stress management skills
- ❖ Computer literate
- ❖ Being a leader in mentorship

Competencies in terms of Managerial Operations, people engagement and performance teaming, within in the market

- Embrace new audit enablers and maximize operational efficiency with a focus on key performance drivers and improve and simplify operating practice.
- Attract, engage and empower team members to create career value and reach their potential through continuous coaching and mentoring
- Lead and develop an inclusive culture and build high-performing, diverse teams
- Team effectively with extensive internal and external networks to maximize service offerings, drive cross-selling and improve brand positioning
- Lead delivery of strategic and relevant insight, connectedness and responsiveness to all clients that anticipate their needs
- Seek opportunities for continuous improvement, development and innovation in service offerings in own area of market and technical expertise

LEADERSHIP QUALITIES:

Team leadership Shared vision, right mix, quality results:

1. Inclusively leads and motivates others
2. Incorporates different perspectives to gain respect in different cultures and service lines when delivering national projects/engagements
3. Develops large teams and engages the individuals on them by setting a shared vision and growing a diverse mix of talents

Client leadership Connected, responsive, insightful

4. Able to challenge client(s) and is widely respected at client organization
5. Anticipates and solves complex issues by applying the breadth of our companies' services and by leveraging the breadth of our competencies, perspectives and styles
6. Recognized for bringing a high level of expertise and insights (internally, externally)
7. Solves sector issue or business challenges

Business leadership Business acumen, business development, innovation

8. Nurtures and grows "green field" opportunities in: accounts, markets, practices
9. Deals with difficult or sensitive client or practice issues; confronts adversity to make hard calls
10. Demonstrates winning complex pursuits leveraging business development enablers
11. Leads performance transformation improvement or change initiative

Personal leadership Presence, vitality, agility

12. Understands various contexts and navigates through a complex political client landscape
13. Leads with confidence and inspires confidence in others to execute
14. Manages commitment to achieve balance and sustains positive energy

FIELD EXPERIENCE**PRACTICAL EXPERIENCE** (During practical years of studying)

- **Hester van Biljon's Vocational Rehab (JHB) - Medico Legal Private Practice in JHB**
 - ❖ Administration of VALPAR 201, VALPAR 204, VALPAR 9, VALPAR 6
 - ❖ Experience in the field of Vocational Rehabilitation
 - ❖ Experience in handling disability claims
 - ❖ MODAPTS
- **Alma de Wet Practice (PTA) – Paediatrics.**
 - ❖ Administration of the Beary VMI, DTVP – 2, Clinical Observations, & experience in Sensory integration and neuro-developmental approaches.
- **Meulmed private Hospital (PTA) – Neuro & Biomechanics (Rehabilitation)**
 - ❖ Experience in the Brunnstrom, Bobath and Biomechanical approaches with regard to the rehabilitation of Neuro and biomechanical patients.
- **Little company of Mary (PTA) – Neuro & Biomechanics (Rehabilitation)**
 - ❖ Experience in the Brunnstrom, Bobath and Biomechanical approaches with regard to the rehabilitation of Neuro and biomechanical patients.
- **Hand therapy private practice of Takkie Pistorius (PTA) – Hands**
 - ❖ Experience with regards to hand conditions, hand injuries, protocols and splint making.
- **DENMAR (PTA) – Psychiatric Private Institute in PTA**
 - ❖ Individual therapy, socio-dynamic group therapy, relaxation therapy, sports training.
- **Witbank Provincial Hospital (MPUMALANGA) – Community**
 - ❖ Facilitation of large groups at a CP Centre in Witbank.
 - ❖ Training sessions for home based care workers of the Kwaguga community Centre.
 - ❖ Facilitator of a Fine Motor Stimulation Community project in the Witbank community.

RESEARCH

- ❖ **Successfully completed my Research Thesis (Pre-grad)**
Topic: The Adult with Cerebral Palsy's perception on the problematic components in Occupational Performance within daily functioning.

CONTINUATION OF STUDIES

- ❖ 2012 - 2016: Doing my Structural Masters Degree in Occupational therapy in the field of work practice at the University of Stellenbosch.

EMPLOYMENT EXPERIENCE

- ❖ **Name of institution:** Job Shimankana Tabane (JST) Hospital (Rustenburg)
- ❖ **Name of Employer:** Department of Health (Government) (North West Province)
- ❖ **Department:** Occupational Therapy Department
- ❖ **Position held:** Community Service Occupational Therapist

WORK DUTIES AND RESPONSIBILITIES AT JST HOSPITAL**Clinical****Paediatrics:**

- ❖ Screening and Evaluation of high risk babies
- ❖ Treatment of developmentally delayed children
- ❖ CP stimulation and educational community groups
- ❖ Running autism groups
- ❖ Treating children with ADHD and FAS
- ❖ Buggy seating's

Neuro and Biomechanics:

- ❖ Evaluation, assessments and treatment
- ❖ Issuing wheelchairs and doing wheelchair seating's
- ❖ Issuing of assistive devices

Hands:

- ❖ Specialized flexor and extensor tendon injuries and other hand conditions
- ❖ Splinting clinic

Psychiatry:

- ❖ Group and individual therapy
- ❖ Relaxation Therapy
- ❖ Sports activities

Community:

- ❖ Outreach programs
- ❖ Community development projects

Vocational Rehabilitation

- ❖ Screening assessments and short reports

- ❖ Assessment of client's from the Mines, for injury on duty claims. (FCE'S)

Managerial and Administrative

- ❖ Submitting monthly audits for Quality, Occupational Health and Infection Control
- ❖ Implementation of policies, procedures and Acts
- ❖ Monitoring effectiveness of chosen options
- ❖ Attending multidisciplinary and forum meetings, writing reports and sending emails
- ❖ Identify hazards and assess risks to health and safety for patients, employees and for the community
- ❖ Filling in monthly departmental peer review forms
- ❖ Keeping accurate statistics of all patients assessed and treated and compiling monthly statistics
- ❖ Contribute and participate in educational events (CVA and Cerebral palsy week)
- ❖ Ordering files from Records department.
- ❖ Ordering quotations for equipment, stationary etc. needed in the department
- ❖ Stock Taking

Departmental in-service training:

- ❖ LOTCA (Neurological assessment tool)
- ❖ Trained to administer the Sensory Profile for sensory modulation disorders.
- ❖ Flexor and extensor tendon injuries and the protocols to follow
- ❖ Disaster Management
- ❖ Risk Management and Identification
- ❖ Quality Insurance Programme
- ❖ Basic HIV. management and Staging
- ❖ Waste Management

Workshops Attended:

- ❖ Health and Safety Infection Control and Quality Assurance.
- ❖ Disaster management
- ❖ Back Hygiene week

2012: (01 -04) THERAPY IN ACTION (STELLENBOSCH)

- ❖ Multidisciplinary private practice specializing in Hand therapy and Vocational Rehabilitation
- ❖ Specialising in work hardening and work conditioning programs
- ❖ Treating patients with hand therapy conditions

2012: (05- 2013)

- ❖ Started my OWN INDEPENDENT MEDICO-LEGAL PRIVATE PRACTICE. Cloete Occupational Therapy (INC) (Running as a private entity)

- ❖ Also Working for MARIA GEORGIU AND ASSOCIATES on an Independent practitioner basis. (Doing FCE's and Medico-legal work)
- ❖ Started with my MASTERS DEGREE in MEDICO-LEGAL, WORK PRACTICE at the University of Stellenbosch.

2012: (05 – (2013)) WORKING AT MARIA GEORGIU AND ASSOCIATES

(INDEPENDENT CONSULTANT PRACTITIONER BASIS)

- ❖ Medico-legal Occupational Therapist at Fourways Life Hospital and Olivedale Netcare Hospital. (JHB) (WORK WELL and AMA Trained and Certified).
- ❖ Handling: 3rd Party claims, Disability claims, (RAF) MVA and PVA Claims, AMA Examiner in Whole person impairment ratings, filling out of serious injury claim (RAF4) forms
- ❖ Medico-legal and FCE Assessments of Orthopaedic patients, TBI Patients (Neurological), Psychological Patients, Paediatric and Geriatric Patients.
- ❖ Expert skills in Report writing, drafting of Addendums and Joint Minutes, Trial preparation and Court Attendance, as well as in performing work visits.
- ❖ Working for 16 Attorney Firms.

2012 – CURRENTLY: OWN MEDICO –LEGAL PRIVATE PRACTICE

Namely: Cloete Occupational Therapy (INC)

- ❖ Main Consultation rooms at Tygerberg Hospital (WESTERN CAPE), and in Pretoria. (Gauteng province).
- ❖ FCE, WORK WELL, AMA (Medical Examiner) trained and Certified
- ❖ Handling: 3rd Party claims, Disability claims, (RAF) MVA and PVA Claims, FCE 's – Injury on duty claims (Especially mining industry, municipal and labour workers).
- ❖ Medical Negligence, Injury on duty, occupational health and safety claims, ergonomic assessments, etc.
- ❖ Doing insurance work for Old Mutual, Discovery, Liberty, PPS, Sanlam etc.
- ❖ Medico-legal and FCE Assessments of Orthopaedic, TBI (Neurological), Psychological, Paediatric and Geriatric Patients.
- ❖ Expert skills in Report writing, drafting of Addendums and Joint Minutes, AMA Examiner in Whole person impairment ratings, filling out of serious injury claim (RAF4) forms, Trial preparation and Court Attendance, as well as in performing Work Visits.
- ❖ Corporate counselling
- ❖ Paediatrics – Sensory integration, Neuro-developmental, Cognitive behavioural, Psycho-social intervention.
- ❖ Pilates, play therapy and group therapy

2014 -2017: Founding Director and Shareholder at Multi Prof Health Care Solutions (PTY)(Ltd)

2015- 2017: Founding Director and Shareholder at Multi Prof Medico-legal and Training Support (Pty) (Ltd)

2017 – 2018 – to currently:

Director and Shareholder at MED CARE Holdings (Pty) (Ltd)
Director and Shareholder at Cloete Occupational Therapy (INC)
Director and Shareholder at Cloete Properties (Pty) (Ltd)
Director and Shareholder at Twin Tweak Couture (Pty)(Ltd)

Computer literacy

- ❖ Rhino – Medical Private practice program for independent practitioners.
- ❖ Digiprax: Online - cloud-based- medical software
- ❖ Excel
- ❖ Office
- ❖ PowerPoint
- ❖ Publisher
- ❖ Microsoft Word
- ❖ Internet and email
- ❖ Photo light room
- ❖ Sage Accounting software

HPCSA REGISTRATION NUMBER:

OT 0078727

OWN PRIVATE PRACTICE NUMBER:

0660000458066

RAF VENDOR NUMBER:

6001201

POST GRADUATE TRAINING:

- Introduction to the assessment and treatment of children with Cerebral Palsy Course
(At the children’s Memorial Institute in Braamfontein, Johannesburg, Gauteng)
(16-20 May 2011) (Course leader: Dr. Gillian Saloojee, Senior NDT Tutor)
- Functional Capacity Evaluation (FCE) – Justifying, selecting and using assessments course
(At the University of Stellenbosch, Tygerberg Campus, Belville) (18-21 July 2011)
(Course Leader: Dr. Tanya Campbell)
- World Federation Occupational Therapy Congress in Zambia. (African Region) (OTARG)
(September 2011)

- LIFE MED ETHICAL COURSE: 2 December 2011; as presented by the Life Med Team. (PTA)
- South African Society of Hand Therapists: Hand Therapy course on the management of common conditions of the upper limb: 20 April 2012: As presented by Corianne van Velze.
- Coding Workshop (22& 23 March 2012)
- WORK PRACTICE JOURNAL CLUB – 4 May 2012: As presented by Lana van Niekerk, at Tygerberg Hospital (Western Cape).
- INSTOPP PRACTICE AND BUSINESS MANAGEMENT COURSE: 25 & 26 May 2012, PTA: As presented by Elsie Labaschagne (OT), Alma de Wet (OT), Tessa de Wet (Industrial Psychologist) and Esmé Theron (Director at T & E FinOps (PTY) (Ltd)
- Professional Minds Course: Anxiety Exposed: (3rd June 2012)
- Ethics Workshop – 14 September 2012
- A WORK WELL (American Association) Course – (27 & 28 May 2012 at Olive dale Netcare Hospital in JHB) as presented by Dayley. (Chief Administrator of the WORK WELL American Association)
- Professional Minds Course: Anxiety Exposed – 3rd June 2012, with Haley Rogoff as course coordinator.
- AMA Guidelines to the Evaluation of Permanent Impairment as held by Professor Mohammed. I. Ranavaya, M.D., M.S, J. D, FFOM, FRCPI, CIME – President of ABIME, Chief of Division of Occupational and Disability Medicine, Lawyer. (Cape Town – 16 June 2012)
- INSTOPP Medico-legal course in jurisdiction and Medico-legal processes. (Ruslamere Conference venue ; 8 & 9 Nov 2012) as presented by Alison Crosbie and Lee Randall.
- Child Neuro-psychology course as presented by Elaenor Bubb (At 264 Highland road in JHB) ; 20 and 21 March 2013.
- Coding Workshop (22& 23 March) Golden Pipet Conference venue, Pretoria. As presented by Elsie Labaschagne and Hayley Norval.
- Ethics Workshop – 14 September 2012 (Ruslamere, Cape Town) as presented by Events@doctorseek.co.za
- Professional Minds Course: Controversial Classics – April 2013, with Haley Rogoff as course coordinator. At the Pavilion Conference centre in Cape Town.
- APPI Pilates Course for Back Rehabilitation (The Australian Physiotherapy and Pilates institute) -
Bryanston JHB: 18, 19 October 2013..

- Worker Wellness workshop. (14 July 2013)
- Think Tank Medico-legal Workshop – Tygerberg Hospital: 15 August 2013: As Hosted by Lizette Swanepoel and presented by Dr. Deon van Zyl, Herculene van Staden, Louisa Botes, Dr. Sydney Carstens, Marion Fourie, Prof Lana van Niekerk, Zerina Hajwani, and Tania Buys.
- Developmental Delay – CTICC in Cape Town: 18 August 2013. As Hosted by Proffmed, arranged by Hayley Rogoff and presented by guest speakers.
- SAMLS Medico-legal Course – 7 September 2013: At the Law Faculty at the University of Stellenbosch. As presented by Prof Magda Slabbert, Dr. Herman Edeling, Adv Albert Lamey, Ms Karen Vermaak, Dr. Hennie Pienaar, Prof EEG Lautenbach, Dr. Andrea Le Roux Kemp, and Dr. Lene Burger.
- Work Rehabilitation and low back pain course – 13 September 2013 at Tygerberg Hospital - As presented by Dr. J. Eksteen, Dr, Adele Lubbe, Herculene van Staden (OT) , Lezanne Fieuw (OT) , and Celeste Andrea.(PT).
- The child with ADHD and Sensory integration as an treatment approach – 4-5 October 2013 at Del’Aria in Cape Town. As presented by Ray-Ann Cook.
- SAMLS Medico-legal Course – 7 September 2013: At the Law Faculty at the University of Stellenbosch. As presented by Prof Magda Slabbert, Dr. Herman Edeling, Adv Albert Lamey, Ms Karen Vermaak, Dr. Hennie Pienaar, Prof EEG Lautenbach, Dr. Andrea Le Roux Kemp, and Dr. Lene Burger.
- APPI Pilates Course (The Australian Physiotherapy and Pilates institute) - Bryanston JHB: 18, 19 October 2013. As Presented by Lessley form London.
- Tygerberg Campus: Lower back pain course - 13 September 2014
- Currently (2012-2014): Masters Degree at the University of Stellenbosch (Completed)
- 2015: International Coaching course: ACC trained.
- 2016: ACC Business and life Coaching course (Business school of Cape Town) (International Qualification)
- 2017: Business management and practice management course (Multi Prof Health Care Solutions ; MED CARE HOLDINGS: Accredited for 54 CPD points with SAMA)
- (Presenter / speaker and course writer)
- 2017 - 2018: NQF 4 Real estate course

CURRENT OTHER NON-WORK RELATED LEISURE ACTIVITIES:

- Playing tennis, jogging, running marathons, doing spinning, cross fit and attending Zumba dance classes for exercise and healthy living.
- Painting and reading
- Travelling
- Taking part in outreach programs

REFERENCES:

- Marianne Smit: OT Specializing in the medico-legal field and FCE field: 0760944825
- Shristi Maharaj: OT Specializing in the medico-legal field and FCE field: 0828911395