

From

Anna Daniel

B/2 Nidhikrupa Flats

Opp.Rodham Flats

Thaltej, Ahmedabad,Gujarat

Sub: - Application for job opportunity

Sir,

I am a post graduate in Occupational Therapy (Advanced OT in Paediatrics) and also hold a Masters degree in Psychology.I have around five years of experience in working among children with special needs. My expertise includes,

- Conducting psychological assessments like Wechsler Intelligence Scale for Children for children (WISC), Gessels developmental schedules (GDS) Binet Kamat Test (BKT) etc
- Management of children with disabilities ,Autism, Attention deficit hyperactivity disorder (ADAH),intellectual disability, cerebral palsy etc
- Well experienced in using approaches like Sensory Integration Therapy (SIT), Neuro developmental therapy (NDT), applied behavioral therapy etc.

I would like to apply for a suitable post at your esteemed organization. For the same I am enclosing my detailed bio data for your kind consideration. I hope you will consider my application and if I am selected, I assure you that I shall do my best for the betterment of your organization

Thanking you,

Yours sincerely

Anna Daniel.

RESUME

Name : Anna Daniel
Age and Date of Birth : 30 years, 05/07/1982
Sex : Female
Nationality : Indian
Marital Status : Married
Address : B2, Nidhikrupa Apartments, Bhaikakanagar,
Thaltej, Ahmedabad, Gujarat- 380059
Telephone: : +91 9998446106 (Mobile)
E – mail ID : annadan0507@gmail.com

Academic Background

| Institution | Qualification | Date obtained | Class/ Grade/ GPA |
|----------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------|--------------------------|
| Christian Medical College, Vellore (Tamil Nadu Dr. M.G.R. Medical University) | Bachelor of Occupational Therapy (BOT) | August, 2004 | First Class |
| Madras University | M. Sc Psychology | May, 2007 | First Class |
| KMCH College of Occupational Therapy ((Tamil Nadu Dr. M.G.R. Medical University) | Masters In Occupational Therapy (Advanced O.T. in Paediatrics) | March, 2010 | First Class |

WORK EXPERIENCE

1. Christian Medical College, Vellore from July 2005 to May 2008
2. Sense International (India), Ahmedabad from June 2010 to January 2012

1. Department of Child and Adolescent Psychiatry at Christian Medical College, Vellore Tamil Nadu from July 2005 to May 2008

Responsibilities:

- Patient care in terms of
 - Assessment of various paediatric, childhood and adolescents psychiatric conditions using clinical tools such as Psycho educational Profile- Revised (PEP-R), North Carolina Curriculum for Infants and Toddlers with special needs (CCITSN), North Carolina Curriculum for Pre-schoolers with special needs (CCPSN), ADD-H Comprehensive Teacher' Rating Scale (ACTeRS), Childhood Autism Rating Scale (CARS), Modified Ashworth scale and Occupational Therapy Assessment Protocol Wechsler Intelligence Scale for Children for children (WISC), Gessels developmental schedules(GDS) Binet Kamat Test (BKT) etc
 -
 - Individual Parental counselling on condition, prognosis and principles of therapy.
 - Setting weekly goals for various Paediatric and Childhood and Adolescent Psychiatric conditions.
 - Rehabilitation and home training programmes for the above conditions
 - Recording and compiling reports, progress reports and discharge summary
 - Conducting Group Parent classes for those enrolled in three month training programme at Nambikkai Nilayam, Department of Child and Adolescent Psychiatry, Christian Medical College, Vellore.

- Teaching the undergraduate students of Occupational Therapy, MBBS students and students of MD (paediatrics and psychiatry).
- Guiding research papers and dissertations.
- Conducting Continuing Occupational Therapy Education Programmes for Co-professionals from various parts of India.
- Presenting journal reviews and case reports in Journal club and clinical conferences and case presentations.
- Clinical In- charge of the Autism Intervention Programme and Infant Stimulation Programme
- Clinical supervision of BOT students

2. Training Officer in Sense International (India), Ahmedabad from 21st June, 2010 to 21st January, 2012.

Responsibilities:

I) Working With Partners on Deafblind Content Issues

- Developing Information materials. Materials developed include
 - Management of Cerebral Palsy in Children with Deafblindness: Part 1: Introduction to Cerebral Palsy and developing gross motor skills
 - Management of Cerebral Palsy in Children with Deafblindness: Part 2: Developing Fine motor skills and Play
 - Management of Cerebral Palsy in Children with Deafblindness: Part 3: Oromotor skills, Feeding and Self care skills
 - Syndromes associated with deafblindness
 - Toilet Training children with deafblindness and multisensory impairment
 - Fact sheets and brochures on deafblindness, communication, signs of deafblindness and vocational rehabilitation
- Identifying training needs of an organisation through appropriate mechanism and regular consultation with partners and stakeholders.
- Develop, design and coordinate a comprehensive training package for skill building of staff in partner organisation.
- Hands on training to educators/field staff at project sites on need based deafblind content issues.
- Hands on training, in terms of therapeutic exercises to be carried out, to the educators and family members
- Evaluating home and work environments, giving recommendations for necessary adaptation, recommendation for adaptive equipments like splints, wheel chairs, assessments and aids for eating and dressing required and giving guidance to the family members about the follow up required.
- Follow up with partners with training, materials, literature, action plan and other partner support activities related to deafblind content.
- Document and report changes among field staff in partner organisations.
- Support partner organisation in developing appropriate training packages.
- Develop pictorial training packages related to therapeutic issues.

II) Programmes related activities - Content Support

- Undertake sensitisation sessions on deafblindness and Multiple Disabilities for wide range of stakeholders.
- Undertake sessions for partners on issues like integrating therapy into practice
- Prepare top sheets and content feedback based on partners reports.
- Prepare annual training and event calendar for Sense International (India) based on both organisational and partner needs.
- Support in developing, organising, and coordinating appropriate training courses modules.
- Compile, develop, and design appropriate training manuals, course descriptions, and training curricula for other related organisations.
- Monitor and review the outcome and impact of various training programmes.
- Support in training strategy of the organisation.
- Document and report various programme activities.

iii) Other responsibilities

- Support report writing by providing appropriate and timely information across the organisation
- Collate and draft content matter for in house publications. .
- Support in monitoring and evaluation of training services of other agencies and partners (qualitative and quantitative).
- Coordinate with team members and other departments on content issues.
- Provide content support to the networks of adult deafblind people, their families and teachers.
- Support in overall administration and smooth functioning of office.
- Maintain a data base of training requirements and courses conducted and designed.

CLINICAL EXPERIENCE

Experience with various Orthopaedic, Neurological, and Psychiatric patients of all ages at Christian Medical College and Hospital, Vellore and Kovai Medical Centre and Hospital, Coimbatore

Paediatrics:

- Assessment of various orthopaedic, neurological and psychiatric conditions such as cerebral palsy, Pervasive Developmental Disorders, Attention Deficit Hyperactivity Disorders, Downs Syndrome, Mental Retardation, fractures, Erb's Palsy, brain and spinal cord injury, learning disability
- Setting weekly and monthly goals and giving home programme for the above mentioned conditions.
- Parental psycho education on condition, management and prognosis.

Neurology and Orthopaedics

- Assessment of various conditions such as Arthritis, Burns, Upper Limb and Lower limb Amputation, Cancer, Injuries to upper limb and hand, including Peripheral nerve injuries, Shoulder hand syndrome, Leprosy, Volkman's ischaemic contracture, Muscular dystrophy, Motor neuron disease, Multiple sclerosis, Parkinson's disease, Cerebellar ataxia, Cerebrovascular Accidents, Cerebral tumours, Head injuries, Guillain Barre Syndrome, Spinal cord injuries, Poliomyelitis, Low back pain, and Brachial plexus injury.
- To do specialised hand assessment using standardized tests like Jebson and Taylor, Box and Block test and Perdue Peg Board Test and other specialized assessments such as prevocational evaluation, self care evaluation and Higher Cortical Function evaluation.
- Plan appropriate hand splints.
- Setting weekly and monthly goals and giving home programme for the above mentioned conditions.
- Psycho education on condition, management and prognosis.
- To do a job analysis and to suggest modifications.
- Home evaluation and to suggest home modification.

Psychiatry

- Occupational Therapy assessment of Schizophrenia, Mania, Depression, Neurosis: Neurotic depression, Anxiety, Hysteria, Obsessive compulsive disorder, Phobia states, Alcoholism and drug addiction, Marital problems, Psychopathic personality, Personality disorders : Organic brain syndrome.
- Setting weekly and monthly goals and giving home programme for the above mentioned conditions
- Psycho education on condition, management and prognosis
- Conduct specialized groups such as Social Skills Training Groups, Assertiveness Training Groups, Anger management Groups, Support Group for Primary Caregivers, Stress management Groups and Sensory Integration Groups.
- Conduct activity groups and Task Oriented Groups.
- To give Activity Schedules and Time Schedules
-

Community Based Rehabilitation

- Developmental screening and Disability Screening in the community.
- To give referrals to Tertiary care settings for further medical management and to District Rehabilitation Office for Disability ID card.
- To suggest home training programmes and also Low Cost Aids and Splints.

CONTINUING MEDICAL EDUCATION PROGRAMMES

- Attended the training programme on 'Team Building Skills' conducted by Sense International (India), held at Ahmedabad on 12th October, 2011
- Attended the National Training on 'Management of Sexual issues of adult deafblind and Parent Counselling' organised by Sense International India, held on 14- 16th Septmeber, 2011 at Ahmedabad
- Attended the Advanced training Programmes for Educators working with deafblindness on 'Educational and Practical Management of children with Deafblindness/Sensory Impairments with Cerebral palsy' organised by Sense International India, held on 17- 19th August, 2011 at Ahmedabad
- Attended the International Programme on 'Making Sense of Senses: A Practical Approach to Sensory Processing Disorder' organised by FiVE- Centre for Child Development held at Chennai on 11- 12 September, 2009

- Attended the Continuing Occupational Therapy Education Programme held by All India Occupational Therapist's Association (AIOTA) on 'Application of Ergonomics in Occupational Therapy' held on 09 January, 2009 at Jaipur.
- Attended All India Occupational Therapy Association (AIOTA) National Conference on 'Occupational Therapy- A vision on Global Healthcare' conducted at Jaipur on 9-11th January, 2009.
- Attended the Third Dr. Malathy Jadhav Oration and Continuing Medical Education Programme on 'Learning disabilities' organised by Christian Medical College, Vellore on 15th November, 2008
- Attended the Continuing Occupational Therapy Education Programme on 'Occupational Therapy- Making a Difference in Mental Health' held at Christian Medical College, Vellore on 28th April, 2007.
- Attended the Continuing Occupational Therapy Education Programme held by All India Occupational Therapist's Association (AIOTA) on 'Occupational Therapy Entrepreneurs and Private Practise and Parkinsonism' and 'Vestibular Disorders In Geriatric Population: Neurological Perspective' held on 12 January, 2007 at Indore.
- Attended All India Occupational Therapy Association (AIOTA) National Conference on 'Evidence Based Practice: An Impetus for Research' conducted at Indore on 12- 14th January, 2007
- Attended the Continuing Occupational Therapy Education Programme on 'Current Trends in Occupational Therapy' held at Christian Medical College, Vellore on 8th April, 2006.
- Attended the 'Workshop on splinting' held at Christian Medical College, Vellore on 28th October, 2006
- Attended the Continuing Medical Education Programme on 'An update on Depression' held at Christian Medical College, Vellore on 23rd, March, 2005
- Attended All India Occupational Therapy Association (AIOTA) National Conference on 'Pollution- A Risk to Health and Challenge to Occupational Therapy' conducted at Hyderabad on March 19- 21, 2005
- Attended the Continuing Occupational Therapy Education Programme on 'Hand Injuries and Rehabilitative solutions' held at Christian Medical College, Vellore on 31st January, 2004.

PROFESSIONAL EXPERIENCE

(a) Scientific Papers

- Co- author of the paper titled “Psychometrics and utility of Psycho-Educational Profile-Revised as a developmental quotient measure among children with the dual disability of intellectual disability and autism” published in the Journal of Intellectual Disability, September 2012. <http://www.ncbi.nlm.nih.gov/pubmed/22833108>
- Co- author of the paper titled “*Diagnostic accuracy, reliability and validity of childhood Autism rating scale in India*” published in the World Journal of Paediatrics, May 2010. <http://www.wjpch.com/UploadFile/10-08-181.pdf>
- Authored paper titled “*Efficacy of leisure intervention groups and their impact on quality of life among people with spinal cord injury*” published in International Journal of Rehabilitation research. [Efficacy of leisure intervention groups and their ... \[Int J Rehabil Res. 2005\] - PubMed result](#)
- Presented the paper titled “Introduction to Psycho educational Profile-Revised” in the Continuing Medical education Programme, ‘Current Trends in Occupational Therapy’, conducted in Christian Medical College, Vellore on 08-04-2006.
- Presented a paper on “Sensory Integration Therapy” in the National Conclave for Teachers’ Networks held by Sense International India on 6th July, 2011 at Ahmedabad

(b) Field Research

- Independent Project:**
 - Undertook a research study titled “Effectiveness Of Parent Mediated Intervention In The Acquisition Of Skill Behaviours In Children With Autism” as partial fulfilment of Masters Degree in Occupational Therapy
 - Undertook a research study titled “Leisure Intervention Groups- Efficacy and their impact on Quality of Life among people with Spinal Cord Injury” as partial fulfilment of Bachelors Degree in Occupational Therapy.

□ **Dissertation:**

- Guided for the dissertation titled “Risk of Unintentional Injury on the Stress Levels of Primary Caregivers of Children with Intellectual Disability”, submitted in partial fulfilment of Bachelors in Occupational Therapy, Christian Medical College, Vellore.
- Acted as a Co-Guide for the dissertation titled “Effect of Music on Stereotyped Behaviour of Children with Autism”, submitted in partial fulfilment of Bachelors in Occupational Therapy, Christian Medical College, Vellore.

ACHIEVEMENTS

- Awarded the gold medal for the Best Outgoing student in the Batch of 2008- 2010 MOT from KMCH College of Occupational Therapy
- Awarded the 1st proficiency prize for academics in the first and 2nd years of MOT
- Awarded Ms. Jean Bald Gold Medal of the Best All rounder in the Batch of 2000-2005 BOT from Christian Medical College, Vellore.
- Awarded the second proficiency prize for academics in the third and final year in BOT from Christian Medical College, Vellore.

PROFESSIONAL Membership

| Type of membership | Date obtained | Membership number |
|-----------------------------------------------------------------------|------------------|-------------------|
| Life member of the All India Occupational Therapy Association (AIOTA) | February 8, 2007 | L-3353/07 |

REFERENCES

| Name | Position | Institution | Contact number |
|-------------------|------------------------------------------------------------------|-------------------------------------------------|----------------|
| Mr Akhil Paul | Director | Sense International (India),Ahmedabad | 09824013981 |
| Dr.Paul Russell | Professor and HOD, Department of Child and Adolescent Psychiatry | Christian Medical College and Hospital, Vellore | +914162284530 |
| Miss Lydia E. Raj | Educational In-charge Department of Occupational Therapy | Christian Medical College and Hospital, Vellore | +914162282664 |

Declaration:

I, the undersigned hereby declare that the above-furnished information is factual and true to the best of my knowledge.

(ANNA DANIEL)

Place: Ahmedabad

Date: 7 November 2012