

**G. C. FOSTER COLLEGE OF PHYSICAL EDUCATION
AND SPORT**

Diploma Sports Massage /Fitness Instruction

**December 2015
TIME: 2 HOURS**

Client Services and Documentation

This examination has 5 pages including this page. Please check your booklet.

Section 1 (50 marks)

Instructions: Answer 2 essays from this section

Questions 1

- a) Explain the importance of the appointment system.
- b) Identify and describe **four (4)** different types of appointment scheduling system.
- c) Discuss **three (3)** ways that one can prevent common appointment scheduling problems.

(25 marks)

Questions 2

- a) Expendable items can be divided into **three main groups**. Name these three groups and list **two** examples of each group.
- b) ---Define vital supplies
---Incidental supplies
---Periodic supplies
- c) Describe a procedure for ordering supplies at your gymnasium. (25 marks)

Question 3

- a) Identify **four (4)** factors that are important in a reception area.
- b) Discuss **four (4)** safety concerns of the reception area at your gymnasium and how you would address these.
- c) Outline **four (4)** factors to consider when selecting reading material and appropriate entertainment for your clients. (25 marks)

Section 2

(50 marks)

Instructions : Answer all the questions in this section. Write the answers in the space provided

Question 4

- Define client documentation.....
..... (2 marks)
- List four reasons why documentation is important.....
.....
.....
..... (4 marks)

Question 5

- a) What is a referral?.....
..... (2 marks)
- b) Name 4 persons that usually send referrals to the fitness instructor.....
.....
..... (4 marks)

Question 6

Give the Meaning of the following drugs

- Anti-inflammatory.....
- Steroid.....
- Antipsychotic.....
- Antipyretic.....
- Diuretic.....
- Anticoagulant.....

- Muscle relaxant.....
- Stimulant.....
- Vasoconstrictor.....
- Vasodilator.....

(10 marks)

Question 7

Define the following conditions of the Musculo-skeletal system

- Arthritis.....
- Bursitis.....
- Carpal tunnel syndrome.....
- Dislocation.....
- Herniated intravertebral disc.....
- Osteomyelitis.....
- Osteoporosis.....
- Paget's disease.....
- Sprain.....
- Tendinitis.....

(10 marks)

Question 8

a) List the six "C" of charting the records as taught in class.....

.....

..... (6 marks)

b) The SOAP notes is an example of what type of medical records system?

..... (2 marks)

Question 9

Define the following:-

a. Battery _____

b. Self-determination _____

c. Fiduciary relationship _____

(6 marks)

Question 10

Outline **two** problems that you will encounter when obtaining an

Informed Consent.

a. _____

b. _____

(4 marks)

END OF EXAMINATIONS

