

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY

[LN 6185]

AUGUST 2018

Sub.Code : 6185

BOT DEGREE EXAMINATION
(Regulations for the candidates admitted from 2014-2015 onwards)
FOURTH YEAR
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT

Q.P. Code: 786185

Time: Three hours

Maximum: 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Define Job analysis steps and its importance related to occupational therapy practice.
2. Define Administration, explain the principles of administration as relevant to Occupational therapy Department.

II. Write notes on:

(8 x 5 = 40)

1. What are the legal purposes of keeping records?
2. Role of a Manager.
3. Work hardening.
4. Methods of managing work pressure.
5. Application of ergonomics in cardiac conditions.
6. Importance of Recreation in working environment.
7. Mandatory sanitary facilities in an occupational therapy department.
8. Mentoring.

III. Short answers on:

(10 x 2 = 20)

1. List out physical environment in a working place.
2. Symbols used in a process chart.
3. Store management.
4. Staff patient ratio.
5. Inventory check.
6. Types of Plan.
7. Universal precaution.
8. SOAP notes.
9. Content of Referrals.
10. Measurement of productivity.

BOT DEGREE EXAMINATION
(Regulations for the candidates admitted from 2014-2015 onwards)
FOURTH YEAR
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT

Q.P. Code: 786185

Time: Three hours

Maximum: 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Plan and budget for renovation of an occupational therapy outpatient department in a hospital.
2. Plan and organise a picnic for people with Bipolar disorder.

II. Write notes on:

(8 x 5 = 40)

1. Performance evaluation.
2. Costing of Article.
3. Importance of work study to an occupational therapist.
4. Distinguish categories of work.
5. Types of Supervision.
6. Safety precaution for MR.
7. Financial benefits available for the disabled in India.
8. Steps in method study.

III. Short answers on:

(10 x 2 = 20)

1. What is the overtime?
2. Define process chart.
3. Safety precaution of suicidal patients.
4. Work study principles.
5. Purpose of job analysis.
6. Define adaptation.
7. Inventory records.
8. Organisational environment.
9. Process of Placement.
10. Line of responsibility.

BOT DEGREE EXAMINATION
(Regulations for the candidates admitted from 2014-2015 onwards)
FOURTH YEAR
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT

Q.P. Code: 786185

Time: Three hours

Maximum: 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Describe the importance of documentation in OT. Explain in detail the methods of documentation.
2. Legal aspects related to Rehabilitation.

II. Write notes on:

(8 x 5 = 40)

1. Adaptation for in-coordination.
2. Principles of Administration.
3. Methods of purchasing.
4. What are the supervisory considerations while planning a department?
5. Importance of fire and safety in occupational therapy department.
6. Assessment plan for ADL.
7. Relationship between culture and work.
8. Precaution of vocational activities.

III. Short answers on:

(10 x 2 = 20)

1. Staff development programme.
2. Importance of Referral.
3. What is centralized purchasing?
4. Classification of work.
5. Uses of string diagram.
6. Define Administration.
7. Components of Basic ADL.
8. Define filing.
9. Elements of super vision.
10. Types of Leaders.

BOT DEGREE EXAMINATION
(Regulations for the candidates admitted from 2014-2015 onwards)
FOURTH YEAR
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT

Q.P. Code: 786185

Time: Three hours

Maximum: 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Define organization and administration. What are the principles of administration? Explain the functions of management. Outline the purpose of organization and administration.
2. What are the safety precautions to be considered with respect to patient and therapist in a neurology occupational therapy unit?

II. Write notes on:

(8 x 5 = 40)

1. Types of documentation of progress notes.
2. Filing.
3. What are the infection control measures to be followed and why?
4. Explain any five effective teaching methods for occupational therapy students.
5. Define work study. Mention the importance of work study to an occupational therapist.
6. Flow process chart.
7. Ergonomics considerations for muscle weakness.
8. Define productivity. What are the factors influencing productivity?

III. Short answers on:

(10 x 2 = 20)

1. Petty cash.
2. Categories of work.
3. Case load management.
4. Deputation.
5. Purchase order.
6. Contents of a referral.
7. Midterm evaluation.
8. Tower.
9. Narrative note.
10. Time study.

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY

[LR 6185]

**DECEMBER 2020
(AUGUST 2020 EXAM SESSION)**

Sub.Code : 6185

BOT DEGREE EXAMINATION

(Regulations from 2014-2015 onwards)

FOURTH YEAR

PAPER I – ORGANIZATION AND ADMINISTRATION IN OT

Q.P. Code: 786185

Time: Three hours

Maximum: 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Mention about the benefits available for Persons with Disabilities
2. Define ergonomics. Describe the scope of ergonomics in Occupational Therapy

II. Write notes on:

(8 x 5 = 40)

1. Write about care of Sharp equipment
2. Supervision
3. Purpose of staff meeting
4. Types of Budgets
5. SMART & SOAP
6. General safety recommendations in the Occupational therapy
7. Vocational assessment form
8. Purchasing

.III. Short answers on:

(10 x 2 = 20)

1. POMR
2. Referral?
3. Flow diagram?
4. Filing
5. Monthly report
6. Leadership
7. Accessibility
8. Training
9. Work pressure
10. Inventory records

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY

[BOT 0921]

SEPTEMBER 2021
(FEBRUARY 2021 EXAM SESSION)

Sub. Code: 6185

BOT DEGREE EXAMINATION

FOURTH YEAR - (Regulations for the candidates admitted from 2014-2015 onwards)

PAPER I – ORGANIZATION AND ADMINISTRATION IN OT

Q.P. Code : 786185

Time : Three hours

Answer ALL Questions

Maximum : 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. What are the purposes and fundamental elements of documentation? Explain documentation in various aspects of occupational therapy services.
2. Define ergonomics. How ergonomics principles are applied in home making skills for patients with low endurance?

II. Write notes on:

(8 x 5 = 40)

1. Work samples.
2. Principles of Administration.
3. Costing of splints.
4. Explain the types and importance of correspondence in an occupational therapy department.
5. Staff management.
6. Organize a picnic for a group of schizophrenic patients.
7. Analyze the job of a sales person in a textile shop.
8. What is motion analysis? What are the steps involved in motion analysis?

III. Short answers on:

(10 x 2 = 20)

1. List four safety precautions in burns unit.
2. Steps in hand washing technique.
3. Define productivity.
4. List four needs of work.
5. Job Description.
6. Scientific filing.
7. List four components of prevocational assessment.
8. Types of referrals.
9. Care of shoulder wheel.
10. Safety precautions for hemophilia.

THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY

[BOT 0122]

**JANUARY 2022
(AUGUST 2021 EXAM SESSION)**

Sub. Code: 6185

**BACHELOR OF OCCUPATIONAL THERAPY DEGREE COURSE
FOURTH YEAR - (Regulations for the candidates admitted from 2014-2015 onwards)
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT
*Q.P. Code : 786185***

Time : Three hours

Answer ALL Questions

Maximum : 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Considerations for construction of a new occupational therapy department in a 500 bedded multispecialty hospital.
2. Explain the various ergonomics measures to be taken for a software engineer at work site and home.

II. Write notes on:

(8 x 5 = 40)

1. Organize sports competitions for a group of clients with mobility impairments.
2. String diagram.
3. What are the importance of good working conditions? Mention good working condition with respect to lighting.
4. What are the various types of budgets in an occupational therapy department?
5. Care of materials in an occupational therapy department.
6. Plan assessments form for ADL. Briefly mention how to standardize it?
7. VALPAR – work sample.
8. SOAP notes.

III. Short answers on:

(10 x 2 = 20)

1. List four major functions of management.
2. Rumba.
3. Mention the types of records.
4. List any four symbols used in process chart.
5. Inventory.
6. Staff-patient ratio.
7. List four functions of supervisor.
8. Purpose of staff meeting.
9. Four safety precautions to be considered for clients with spinal cord injury.
10. Financial benefits available for the disabled.

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY

[BOT 0622]

**JUNE 2022
(FEBRUARY 2022 EXAM SESSION)**

Sub. Code: 6185

**BACHELOR OF OCCUPATIONAL THERAPY DEGREE COURSE
FOURTH YEAR - (Regulations for the candidates admitted from 2014-2015 onwards)
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT
*Q.P. Code : 786185***

Time : Three hours

Answer ALL Questions

Maximum : 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Define Work. Discuss the purpose and need to work and identify its relationship to culture.
2. Define Management. Explain in detail the functions of Management.

II. Write notes on:

(8 x 5 = 40)

1. Purpose of administration in relation to OT.
2. Steps in method study.
3. Documentation of initiation of OT services.
4. Objectives of ergonomics in OT.
5. Types of referrals.
6. Checklist notes and descriptive notes.
7. Plan pre-vocational evaluation.
8. Methods of writing annual report in OT department.

III. Short answers on:

(10 x 2 = 20)

1. Work sampling.
2. Types of supervision.
3. Electronic documentation.
4. General maintenance of buildings.
5. Mental health Act.
6. Budgeting.
7. Mentoring.
8. Define Administration.
9. Performance appraisal.
10. Work posture.

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY

[BOT 1022]

**OCTOBER 2022
(AUGUST 2022 EXAM SESSION)**

Sub. Code: 6185

**BACHELOR OF OCCUPATIONAL THERAPY DEGREE COURSE
FOURTH YEAR - (Regulations for the candidates admitted from 2014-2015 onwards)
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT
*Q.P. Code : 786185***

Time : Three hours

Answer ALL Questions

Maximum : 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Describe the allotment of space, ventilation and equipment in modification of old neuropsychiatry (Occupational Therapy unit) into new setup.
2. Define records. What is the importance of record keeping for a psychiatry Occupational therapy department?

II. Write notes on:

(8 x 5 = 40)

1. Types of Correspondence.
2. Importance of work for patients with Disability.
3. Care and maintenance of equipment in Splinting Unit.
4. Application of Ergonomics to a home making.
5. Annual and monthly statistics.
6. Teaching methods for students in a clinical area.
7. Methods of Filing.
8. Types of Organizational structure.

III. Short answers on:

(10 x 2 = 20)

1. Define Stock.
2. What is Universal precaution?
3. SOAP notes.
4. Fiscal year.
5. Steps in Planning.
6. Types of decision making.
7. Journal club.
8. Petty cash.
9. Placement.
10. Task analysis.

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY

[BOT 0423]

**APRIL 2023
(FEBRUARY 2023 EXAM SESSION)**

Sub. Code: 6185

**BACHELOR OF OCCUPATIONAL THERAPY DEGREE COURSE
FOURTH YEAR - (Regulations for the candidates admitted from 2014-2015 onwards)
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT**

Q.P. Code: 786185

Time : Three hours

Answer ALL Questions

Maximum : 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Define Ergonomics, scope of ergonomics, application of ergonomic principles in Pain and Cardiac conditions.
2. Plan and organize an Occupational therapy department in Multispeciality hospital for Neurological Conditions.

II. Write notes on:

(8 x 5 = 40)

1. Flow diagram.
2. Inventory.
3. Store keeping.
4. Staff meeting.
5. Cost accounting.
6. Principles of management.
7. Records.
8. Factors affecting Productivity.

III. Short answers on:

(10 x 2 = 20)

1. Define Administration.
2. Objectives of Ergonomics.
3. Define work.
4. Define productivity.
5. Work sampling.
6. Endurance.
7. Budget.
8. Annual report.
9. Categories of Work.
10. Components of ADL.

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY

[BOT 1123]

**NOVEMBER 2023
(AUGUST 2023 EXAM SESSION)**

Sub. Code: 6185

**BACHELOR OF OCCUPATIONAL THERAPY DEGREE COURSE
FOURTH YEAR - (Regulations for the candidates admitted from 2014-2015 onwards)
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT**

Q.P. Code: 786185

Time : Three hours

Answer ALL Questions

Maximum : 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Discuss in detail the job analysis for “Carpenter” with necessary flow diagrams and process chart.
2. Plan a Prevocational evaluation for clients with hand injuries.

II. Write notes on:

(8 x 5 = 40)

1. Discuss in detail on Professional development.
2. Explain Mental Health Act.
3. Outline the method of calculating annual statistics.
4. Discuss in brief documentation of termination of OT services.
5. Explain the causes for decrease in productivity.
6. Plan various teaching methods for OT students.
7. What is Purchase ordering? Explain.
8. Explain Joint protection techniques.

III. Short answers on:

(10 x 2 = 20)

1. Define Organization.
2. What are the types of Correspondence?
3. Space allotment in OT department.
4. What are the types of referrals?
5. What is meant by Store keeping records?
6. What is Work pressure?
7. Explain Progress checklist.
8. What is Performance evaluation?
9. Safety precautions for ADHD children in OT department.
10. Psychological factors in work.

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY

[BOT 1123]

**NOVEMBER 2023
(AUGUST 2023 EXAM SESSION)**

Sub. Code: 6185

**BACHELOR OF OCCUPATIONAL THERAPY DEGREE COURSE
FOURTH YEAR - (Regulations for the candidates admitted from 2014-2015 onwards)
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT**

Q.P. Code: 786185

Time : Three hours

Answer ALL Questions

Maximum : 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Discuss in detail the job analysis for “Carpenter” with necessary flow diagrams and process chart.
2. Plan a Prevocational evaluation for clients with hand injuries.

II. Write notes on:

(8 x 5 = 40)

1. Discuss in detail on Professional development.
2. Explain Mental Health Act.
3. Outline the method of calculating annual statistics.
4. Discuss in brief documentation of termination of OT services.
5. Explain the causes for decrease in productivity.
6. Plan various teaching methods for OT students.
7. What is Purchase ordering? Explain.
8. Explain Joint protection techniques.

III. Short answers on:

(10 x 2 = 20)

1. Define Organization.
2. What are the types of Correspondence?
3. Space allotment in OT department.
4. What are the types of referrals?
5. What is meant by Store keeping records?
6. What is Work pressure?
7. Explain Progress checklist.
8. What is Performance evaluation?
9. Safety precautions for ADHD children in OT department.
10. Psychological factors in work.

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY

[BOT 0824]

AUGUST 2024

Sub. Code: 6185

**BACHELOR OF OCCUPATIONAL THERAPY DEGREE COURSE
FOURTH YEAR - (Regulations for the candidates admitted from 2014-2015 onwards)
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT**

Q.P. Code: 786185

Time: Three hours

Answer ALL Questions

Maximum: 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Define Administration. Explain in detail the principles of administration. Add a note on purpose of administration in OT department.
2. Explain in detail the various factors to be considered in job analysis for a Textile Industry helper post.

II. Write notes on:

(8 x 5 = 40)

1. Electronic documentation.
2. Explain the methods of calculating monthly statistics.
3. General maintenance of furniture and equipment's in OT department.
4. What is the Purpose of referrals?
5. Discuss in detail Universal precautions.
6. Explain Problem Oriented Medical Records (POMR).
7. Discuss the Objectives of ergonomics.
8. Explain Leadership.

III. Short answers on:

(10 x 2 = 20)

1. What is Attendance record?
2. What is meant by Performance appraisal?
3. Different methods of filing.
4. What is meant by Checklist note?
5. Precautions for clients with seizure in OT department.
6. What are Discharge reports?
7. Explain Petty cash accounting.
8. List down Work simplification techniques.
9. Effective hand washing techniques.
10. What is Work flow?

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY

[BOT 0225]

FEBRUARY 2025

Sub. Code: 6185

**BACHELOR OF OCCUPATIONAL THERAPY DEGREE COURSE
FOURTH YEAR - (Regulations for the candidates admitted from 2014-2015 to 2021-2022)
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT**

Q.P. Code: 786185

Time: Three hours

Answer ALL Questions

Maximum: 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Discuss the components of work study and their relevance to occupational therapy.
2. Critically analyze the interrelationship between administration, management and organization in enhancing the effectiveness of Occupational Therapy services.

II. Write notes on:

(8 x 5 = 40)

1. What is the significance of Universal Precautions in infection control?
2. Principles of Administration.
3. Explain the role of productivity in OT and factors that influence it.
4. What are the supervisory considerations while planning a department?
5. Importance of fire and safety in occupational therapy department.
6. Plan Assessment form for higher cortical evaluation.
7. Relationship between culture and work.
8. Precaution of vocational activities.

III. Short answers on:

(10 x 2 = 20)

1. Define the term 'management' in the context of Occupational Therapy.
2. Explain the concept of mentoring in staff supervision.
3. What is centralized purchasing?
4. What is narrative notes in Occupational Therapy documentation?
5. What is work conditioning in the context of work programs?
6. What is RUMBA?
7. Components of Basic ADL.
8. Define Deputation.
9. Mention two applications of ergonomics in self-care activities.
10. Confidentiality in Occupational Therapy Documentation.

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY

[BOT 0825]

AUGUST 2025

Sub. Code: 6185

**BACHELOR OF OCCUPATIONAL THERAPY DEGREE COURSE
FOURTH YEAR - (Candidates admitted from the academic year 2014-2015 to 2021-2022)
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT**

Q.P. Code: 786185

Time: Three hours

Answer ALL Questions

Maximum: 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Describe the importance of documentation in OT. Explain the methods of documentation.
2. Define ergonomics. Describe the scope of ergonomics in Occupational Therapy.

II. Write notes on:

(8 x 5 = 40)

1. Application of ergonomics principles in Cardiac Conditions.
2. Types of Supervision.
3. Work hardening.
4. Principles of Administration.
5. Factors influencing productivity.
6. Flow process chart.
7. Types of Budgets.
8. Job Analysis.

III. Short answers on:

(10 x 2 = 20)

1. Purchase order.
2. Define adaptation.
3. SOAP notes.
4. Staff patient ratio.
5. Categories of work.
6. Types of Correspondence.
7. Petty cash.
8. Safety precautions for hemophilia.
9. Major functions of management.
10. Inventory.
