

[LL 6165]

AUGUST 2017

Sub.Code : 6165

BOT DEGREE EXAMINATION
(Regulations for the candidates admitted from 2013-2014 onwards)
FOURTH YEAR
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT

Q.P. Code: 786165

Time: Three hours

Maximum: 100 Marks

I. Elaborate on: **(2 x 20 = 40)**

1. Discuss methods of Administration in an occupational therapy department.
2. What are the various methods of doing work assessment? What is Functional Capacity evaluation?

II. Write notes on: **(8 x 5 = 40)**

1. Steps in planning for a new department.
2. Types of Budgets.
3. Types of correspondence.
4. Importance of staff meetings.
5. General maintenance of equipment in the department.
6. Methods of purchasing.
7. Energy conservation techniques.
8. SOAP notes.

III. Short answers on: **(10 x 2 = 20)**

1. What are the two individual factors relating to work?
2. What is work?
3. Discipline.
4. Line of responsibility.
5. Work pressure.
6. Job analysis.
7. What is an inventory?
8. Prevocational evaluation.
9. Performance appraisal.
10. Referral.
