

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.
