

[LQ 6185]

FEBRUARY 2020

Sub.Code : 6185

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

Q.P. Code: 786185

Time: Three hrs**Maximum: 100 Marks****I. Elaborate on:****(2 x 20 = 40)**

1. Define organization and administration. What are principles of administration? Explain functions of management. State purpose of organization and administration.
2. What are safety precautions to be considered with respect to patient and rapist 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 infection control measures to be followed and why?
4. Explain any five effective teaching methods for occupational therapy students.
5. Define work study. Mention importance of work study to an occupational therapist.
6. Flow process chart.
7. Ergonomics considerations for muscle weakness.
8. Define productivity. What are 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. Towe
9. Narrative note.
10. Time study.
