

[LB 6165]

AUGUST 2012

Sub. Code: 6165

**FOURTH YEAR / EIGHT SEMESTER BOT EXAM**

**Paper – I ORGANIZATION AND ADMINISTRATION IN OT**

**Q.P. Code : 786165**

**Time: Three Hours**

**Maximum: 100 marks**

**(180 Min) Answer ALL questions in the same order.**

**I. Elaborate on:**

**Pages Time Marks  
(Max.)(Max.)(Max.)**

- |  |    |    |    |
|--|----|----|----|
| 1. Discuss the legal issues in rehabilitation. | 19 | 33 | 20 |
| 2. Occupational therapy and work programmes.   | 19 | 33 | 20 |

**II. Write Notes on:**

- |                                |   |   |   |
|--------------------------------|---|---|---|
| 1. Steps in planning.          | 3 | 8 | 5 |
| 2. Types of decision making.   | 3 | 8 | 5 |
| 3. Flow process charts.        | 3 | 8 | 5 |
| 4. Job selection.              | 3 | 8 | 5 |
| 5. Petty case.                 | 3 | 8 | 5 |
| 6. Methods of purchasing.      | 3 | 8 | 5 |
| 7. Ergonomic program elements. | 3 | 8 | 5 |
| 8. Occupation as therapy.      | 3 | 8 | 5 |

**III. Short Answers on:**

- |                              |   |   |   |
|------------------------------|---|---|---|
| 1. Lumbar motion monitor.    | 1 | 5 | 2 |
| 2. Individual needs of work. | 1 | 5 | 2 |
| 3. Discipline.               | 1 | 5 | 2 |
| 4. Functional capacity.      | 1 | 5 | 2 |
| 5. Ego deflating.            | 1 | 5 | 2 |
| 6. Commitment.               | 1 | 5 | 2 |
| 7. Placement.                | 1 | 5 | 2 |
| 8. Task analysis.            | 1 | 5 | 2 |
| 9. Performance appraisal.    | 1 | 5 | 2 |
| 10. Referral.                | 1 | 5 | 2 |

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LC 6165]

FEBRUARY 2013

Sub. Code : 6165

FOURTH YEAR / EIGHT SEMESTER BOT EXAM

Paper – I ORGANIZATION AND ADMINISTRATION IN OT

Q.P. Code : 786165

Time: Three Hours  
(180 Min)

Maximum: 100 marks

**I. Elaborate on:**

**(2x20=40)**

- 1 Essential consideration of department planning
- 2 Explain the rehabilitation ergonomic components

**II. Write Notes on:**

**(8x5=40)**

- 1 Energy conservation techniques
- 2 Purposes of documentation
- 3 Professional development
- 4 Interdepartmental relationship
- 5 Components of annual report
- 6 Elements of supervision
- 7 Principles of administration
- 8 Commandments of good communication

**III. Short Answers on:**

**(10x2=20)**

- 1 Scalar chain
- 2 Work study
- 3 Interview process
- 4 Staff meeting
- 5 Feedback
- 6 Career planning
- 7 Job description
- 8 Case study
- 9 Types of coordination in organization
- 10 Deputation

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[LD 6165]

AUGUST 2013

Sub. Code : 6165

**FOURTH YEAR/EIGHTH SEMESTER BOT EXAM**  
**Paper I –ORGANISATION AND ADMINISTRATION IN OT**  
*Q.P. Code: 786165*

**Time: Three hours**

**Maximum : 100 marks**

**I. Elaborate on:** (2x20 = 40)

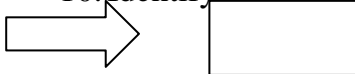
1. Describe role of ergonomics in OT for data entry operators.
2. Describe good working conditions in relationship to productivity.

**II. Write Notes on:** (8x5 = 40)

1. Types of documentation
2. Petty cash accounting
3. Assessment plan for ADL
4. Transportation concession for disabled persons.
5. Safety precautions for in – coordination
6. Causes for decrease productivity
7. Outline principles of administration
8. Steps involved in motion analysis

**III. Short Answers on:** (10x2 = 20)

1. Types of referral
2. Filing
3. Annual statistics
4. Workman's compensation act
5. Flow chart diagram
6. Energy conservation techniques
7. Maintenance of splinting materials
8. Job description
9. Types of communication
10. Identify the following symbols and description



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