

[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 |

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

[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)

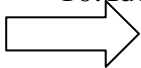
1. Describe role of ergonomics in OT for data entry operators.
2. Describe good working conditions in relationship to productivity.

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



[LE 6165]

FEBRUARY 2014

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)

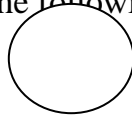
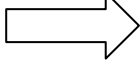
1. Describe applications of ergonomics to various aspects of functional performance
2. Discuss how to manage the clinical therapists and clinical researcher in well equipped OT set up.

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

1. Assessment plan for hand functions
2. Maintenance of department equipments
3. Explain record keeping
4. Work simplification for Low back pain
5. Techniques of work measurement
6. Essentials of department planning
7. Prepare organization chart for 100 bedded rehabilitation setup
8. Teaching methods for OT assistants

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

1. Maintenance of library books
2. Safety measures for epilepsy
3. Factors of good working conditions
4. Budgeting for sports activities to special children
5. Define documentation
6. Define productivity
7. Types of plan
8. Inventory records
9. Annual statistics
10. Identify the following symbols and description



[LF 6165]

AUGUST 2014

Sub. Code : 6165

**FOURTH YEAR BOT EXAM
PAPER I –ORGANISATION ADMINISTRATION IN OT**

Q.P. Code: 786165

Time: Three Hours

Maximum: 100 marks

I. Elaborate on:

(2x20=40)

1. Define Productivity. Describe in detail the factors that influence productivity with special emphasis on good working conditions.
2. Explain the legal aspects related to rehabilitation.

II. Write Notes on:

(8x5=40)

1. Documentation in OT
2. Purposes of records
3. Referrals
4. Care of equipment and materials in OT
5. Annual reports
6. Safety precautions for persons with SCI while using Wheelchair
7. Give some examples for application of ergonomics in OT
8. Space requirement for starting an OT paediatric unit

III. Short Answers on:

(10x2=20)

1. Purpose of staff meeting
2. Teaching methods in OT
3. Cost of a resting hand splint made with Thermoplastic material
4. Capital budget
5. Apply any two ergonomic principles for person with in co-ordination
6. String diagram
7. Vocational assessment
8. Statistics
9. Attendance records
10. Work categories

[LG 6165]

FEBRUARY 2015

Sub.Code: 6165

**FOURTH YEAR BOT EXAMINATION
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. Define work. Write the categories of work. Discuss in detail the purpose and importance of work and identify its relationship to culture.
2. Describe the importance of documentation in OT. Explain in detail the methods of Documentation.

II. Write notes on:

(8 x 5 = 40)

1. Budgeting
2. Maintenance of records
3. Annual report
4. Requirements for starting a new OT school
5. Work simplification and energy conservation techniques
6. Costing of splints / aids in OT
7. Strategies for staff development
8. Fall prevention techniques for people with cerebellar ataxia

III. Short answers on:

(10 x 2 = 20)

1. Maintenance budget
2. Staff-Patient ratio
3. Types of communication
4. Stock
5. Cost of a long handle reacher made with aluminum
6. Problem oriented medical record
7. Ergonomics
8. Define organization
9. Methods of filing
10. Feeding adaptation for in-coordination

[LH 6165]

AUGUST 2015

Sub. Code: 6165

B.O.T. DEGREE EXAMINATION

FOURTH YEAR

PAPER I – ORGANIZATION AND ADMINISTRATION IN O.T.

Q.P. Code: 786165

Time : Three Hours

Maximum : 100 marks

Answer ALL questions

I. Elaborate on:

(2 x 20 = 40)

1. Describe the various Medico Legal Acts applicable to person with disability in India.
2. Describe the application of ergonomic principles in OT.

II. Write notes on:

(8 x 5 = 40)

1. Records.
2. Computer and paper based documentation in OT.
3. Staff development.
4. Store keeping.
5. Equipment requirement for starting a paediatric unit.
6. Sports for people with disability.
7. Standardized hand function tools.
8. Safety precautions for suicidal patients.

III. Short Answers on:

(10 x 2 = 20)

1. Staff management.
2. String diagram.
3. Work categories.
4. Annual statistics.
5. Productivity.
6. Types of leisure.
7. Objectives of Ergonomics.
8. Referral.
9. Pre-vocational assessment.
10. Leadership styles.

[LI 6165]

FEBRUARY 2016

Sub. Code : 6165

**FOURTH YEAR BOT EXAMINATION
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. Define organization and Administration. Discuss considerations for construction of a new OT stroke rehabilitation unit.
2. Explain job analysis.

II. Write notes on:

(8 x 5 = 40)

1. Methods of Documentation.
2. Picnic for people with disability.
3. Staff management.
4. Ideal working condition for an adult neuro-rehab set up.
5. Referrals.
6. Safety precaution in OT elderly care unit.
7. Government benefits available for people with disability.
8. Pre-vocational assessment form.

III. Short answers on:

(10 x 2 = 20)

1. Inventory.
2. Costing of hand splints.
3. Process chart.
4. Types of correspondence.
5. Staff meeting.
6. Vocational assessment.
7. Petty cash.
8. Joint protection techniques.
9. SOAP notes.
10. Capital budget.

[LJ 6165]

AUGUST 2016

Sub.Code : 6165

**FOURTH YEAR BOT EXAMINATION
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. Define Work. Mention the categories of Work. What are the values of work for a person with acquired physical disability? Why learning about work study is important for occupational therapist?
2. What are the considerations for construction of a new occupational therapy department in a 500 bedded, multispecialty hospital?

II. Write notes on:

(8 x 5 = 40)

1. Who is an effective supervisor?
2. Types of budgeting.
3. Types of correspondence used in an institution based rehabilitation setup.
4. Staff meeting.
5. Plan to organize a picnic for a group of 15 schizophrenic clients.
6. Job analysis.
7. What is flow diagram? Explain serving of meals in a general ward.
8. Organizational chart.

III. Short answers on:

(10 x 2 = 20)

1. Ergonomic sitting to prevent back pain.
2. Deputation.
3. Maintenance of sharp tools.
4. Academic concession for disabled.
5. Mention four joint protection techniques.
6. Standing plan.
7. Write about any one teaching methods for OT students.
8. Define productivity.
9. ESI.
10. Scientific method of filing.

**BOT DEGREE EXAMINATION
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. Define Record. Write its purpose. Explain the different types of Records with examples. How Records should be maintained?
2. Define Ergonomics. Describe scope of Ergonomics in occupational therapy. How Ergonomics principles be applied in home making skills for a lady with muscle weakness?

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

1. Care of wooden and metal equipments in OT-neurology unit.
2. What are pre-requisites for vocational evaluation? Plan assessment form for vocational evaluation.
3. Factors to consider while planning for a sports program for 50 children with muscular dystrophy.
4. Safety precaution for a hemiplegic client.
5. Budgeting.
6. What are the causes for decrease in productivity?
7. String diagram.
8. What are the occupational hazards of poor lighting and ventilation? Explain good working condition in lighting and ventilation.

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

1. Casting of splints.
2. Petty cash.
3. List four safety precautions for a paraplegic during therapy.
4. Write four energy conservation techniques.
5. Define organization.
6. SOAP notes.
7. Annual report.
8. Categories of work.
9. List four work behaviors.
10. Scientific method of filing.

[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.

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. Define productivity. Mention factors which influence productivity and causes for decreases in productivity.
2. Plan assessment form for hand function including initial evaluation and progress recording.

II. Write notes on:

(8 x 5 = 40)

1. What should be the physical environment considerations for good productivity at a work place?
2. Purposes of good administration.
3. How clinical teaching enhances professional development?
4. Importance of Inter departmental communication.
5. Components of annual budget.
6. Outline the correct postures to be adopted for lifting and carrying techniques.
7. Application of ergonomics for patients with cardiac disorders.
8. Work simplification techniques.

III. Short answers on:

(10 x 2 = 20)

1. Scalar chain.
2. Define work study.
3. Interview process.
4. Define work flow.
5. Feedback.
6. Career planning.
7. Job description.
8. Case study.
9. Types of co-ordination in organization.
10. Deputation.

BOT DEGREE EXAMINATION
(Regulations for the candidates admitted from 2010-2011 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. Explain in details of Executive responsibilities of an Occupational therapy college Principal.
2. Plan a sports day events for paraplegic patients.

II. Write notes on:

(8 x 5 = 40)

1. Safety precaution of an epileptic patient.
2. Describe methods for care of equipment.
3. Application of ergonomics during meal preparation.
4. What are the supervisory considerations while planning a department?
5. Essentials of a good working condition.
6. Workman's compensation act.
7. Importance of Interdepartmental relationship.
8. Staff development programme.

III. Short answers on:

(10 x 2 = 20)

1. What are the factors which influence productivity?
2. Define string diagram.
3. Purpose of staff meeting.
4. What is decentralized purchasing?
5. What is sick leave?
6. Purchase ordering.
7. Any two causes of decreased productivity.
8. Performance appraisal.
9. List out any two physical environment in work place.
10. Line of Responsibility.

BOT DEGREE EXAMINATION
(Regulations for the candidates admitted from 2010-2011 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. Explain in details about Home modification for a quadriplegic CP patient.
2. Plan and allot space for a sensory integration room in an OT department.

II. Write notes on:

(8 x 5 = 40)

1. Principles of Administration.
2. Staff development programme.
3. Importance of ventilation in a working environment.
4. Stock inventory.
5. Objectives of ergonomics.
6. Shelter workshop.
7. Types of correspondence.
8. Shadow board.

III. Short answers on:

(10 x 2 = 20)

1. Define record.
2. Types of ADL.
3. Name four rehabilitation team members.
4. Categories of work.
5. Differentiate between a record and a report.
6. Fiscal year.
7. Define work.
8. Types of referral.
9. Petty cash accounting.
10. Uses of string diagram.

BOT DEGREE EXAMINATION
(Regulations for the candidates admitted from 2010-2011 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. Plan a new library for Occupational Therapy College.
2. Explain in details about a good working condition and how it affects productivity?

II. Write notes on:

(8 x 5 = 40)

1. Importance of record keeping.
2. Qualities of a good Leader.
3. Safety precaution of a visually impaired person.
4. Inter staff relationship.
5. Types of decision making.
6. Steps involved in motion analysis.
7. Techniques of work measurement.
8. Essentials of departmental planning.

III. Short answers on:

(10 x 2 = 20)

1. Types of plan.
2. Annual statistics.
3. Job description.
4. Feedback.
5. Performance appraisal.
6. Career planning.
7. Define Stock.
8. Types of leadership styles.
9. Deputation.
10. Capital budget.

BOT DEGREE EXAMINATION
(Regulations for the candidates admitted from 2010-2011 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. Define ergonomics. Describe various work simplification and energy saving techniques.
2. How would you organise a sports programme for a group of C.P children?

II. Write notes on:

(8 x 5 = 40)

1. Explain the purpose of job analysis.
2. Outline legal aspects related to rehabilitation.
3. Purpose of staff meeting.
4. Stock inventory.
5. Statistical graphs.
6. Line of responsibility.
7. Costing of splints.
8. Sound working condition – explain.

III. Short answers on:

(10 x 2 = 20)

1. Petty cash.
2. Flow diagram.
3. Medical records.
4. Referrals – types.
5. Define organization.
6. Financial benefits available for the disabled.
7. Staff patient ratio.
8. Components of work evaluation.
9. Reports.
10. Organogram.

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

[LR 6165]

DECEMBER 2020
(AUGUST 2020 EXAM SESSION)

Sub.Code : 6165

BOT DEGREE EXAMINATION
(Regulation from 2010-2011 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. Analyse the job of a school teacher.
2. How would you modify an old paediatric OT department into an adult OT neurology unit?

II. Write notes on:

(8 x 5 = 40)

1. Objectives of Ergonomics.
2. Causes of decreased productivity.
3. Categories of Work.
4. String diagram.
5. Initial evaluation and progress recording in OT department.
6. Staff development.
7. Plan an ADL assessment form.
8. General safety precautions in OT department for a Hemiplegic patient.

III. Short answers on:

(10 x 2 = 20)

1. Medico legal cases.
2. Suicide prevention.
3. Purpose of Referrals.
4. Adaptation.
5. Define Stress.
6. Work routine.
7. Recreation.
8. Clinical Teaching.
9. Patient Therapist Relationship.
10. Behaviour.

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

[BOT 0122]

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

Sub. Code: 6165

**BACHELOR OF OCCUPATIONAL THERAPY DEGREE COURSE
FOURTH YEAR - (Regulations for the candidates admitted on or before the A.Y. 2013-2014)
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT
*Q.P. Code : 786165***

Time : Three hours

Answer ALL Questions

Maximum : 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Discuss in detail with diagram considerations for construction of a new occupational therapy department.
2. Home modification for a wheelchair bound spinal cord injury patient with motor and sensory loss in both the legs.

II. Write notes on:

(8 x 5 = 40)

1. Joint protection techniques.
2. Workmen's compensation act.
3. Maintenance and storing of occupational therapy materials.
4. Work pressure.
5. Plan a higher function assessment form.
6. General safety precautions in OT department for an in-coordination patient.
7. Documentation.
8. Application of ergonomics principles to muscle weakness.

III. Short answers on:

(10 x 2 = 20)

1. Occupational health.
2. Training program.
3. Maximum task time.
4. Process chart.
5. Productivity.
6. Splint materials costing.
7. Annual reports.
8. Assistive device.
9. Scope of ergonomics.
10. Job analysis.

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

[BOT 0622]

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

Sub. Code: 6165

**BACHELOR OF OCCUPATIONAL THERAPY DEGREE COURSE
FOURTH YEAR - (Regulations for the candidates admitted on or before the A.Y. 2013-2014)
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT
*Q.P. Code : 786165***

Time : Three hours

Answer ALL Questions

Maximum : 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Define Work. Explain the purpose, needs and importance of work. How work study is important to Occupational therapist?
2. Discuss about organizing sports for a patient with physically disabled children.

II. Write notes on:

(8 x 5 = 40)

1. Method, types and functions of Supervision.
2. Methods of care of equipment and material.
3. Confidentiality in documentation.
4. RUMBA.
5. String diagram.
6. Job analysis.
7. Use of computer in Occupational therapy.
8. Joint protection techniques.

III. Short answers on:

(10 x 2 = 20)

1. Define Productivity.
2. Performance appraisal.
3. Purchase ordering.
4. Safety precautions for patients with Intellectual disability.
5. Work classification.
6. Unity of command.
7. Master Budget.
8. Types of Plan.
9. Aspects of working condition.
10. Allotment of rooms in Occupational therapy department.

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

[BOT 1022]

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

Sub. Code: 6165

**BACHELOR OF OCCUPATIONAL THERAPY DEGREE COURSE
FOURTH YEAR - (Regulations for the candidates admitted on or before the A.Y. 2013-2014)
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT
*Q.P. Code : 786165***

Time : Three hours

Answer ALL Questions

Maximum : 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Define Organization and Administration. Discuss in detail on maintenance of records in an OT department in a multi-speciality hospital.
2. Plan a pre-vocational assessment for Alcohol Dependence Syndrome clients.

II. Write notes on:

(8 x 5 = 40)

1. Discuss about staff management and development.
2. Explain the various ergonomic principles for visual impairment.
3. What is the Importance of work? Add a note on principles of work study.
4. Discuss on different teaching methods for students in OT department.
5. Describe in detail the application of ergonomics in home making.
6. Mention the importance of good working conditions.
7. General maintenance of equipment's and furniture's in OT department.
8. Note on Work simplification techniques.

III. Short answers on:

(10 x 2 = 20)

1. Line of responsibility.
2. What are the types of referrals?
3. What is Attendance record?
4. Safety measures to be considered for paraplegia clients.
5. Define work.
6. What is Budgeting?
7. Define Purchase order.
8. Filing methods.
9. Explain String diagram.
10. Define Maximum task time.
