

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

[LN 6185]

AUGUST 2018

Sub.Code : 6185

**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 Job analysis steps and its importance related to occupational therapy practice.
2. Define Administration, explain the principles of administration as relevant to Occupational therapy Department.

**II. Write notes on:**

**(8 x 5 = 40)**

1. What are the legal purposes of keeping records?
2. Role of a Manager.
3. Work hardening.
4. Methods of managing work pressure.
5. Application of ergonomics in cardiac conditions.
6. Importance of Recreation in working environment.
7. Mandatory sanitary facilities in an occupational therapy department.
8. Mentoring.

**III. Short answers on:**

**(10 x 2 = 20)**

1. List out physical environment in a working place.
2. Symbols used in a process chart.
3. Store management.
4. Staff patient ratio.
5. Inventory check.
6. Types of Plan.
7. Universal precaution.
8. SOAP notes.
9. Content of Referrals.
10. Measurement of productivity.

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