

**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.

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