

B.O.T. DEGREE EXAMINATION.**(Revised Regulations/Modified Regulations)****Sixth Semester****Part I — O.T. ORGANISATION, ADMINISTRATION
AND WORK STUDY****Time : Three hours****Maximum : 100 marks**

1. Write any ONE of the following : (20)
 - (a) Explain the departmental annual report of the institution.
 - (b) How insurance preserve the disabled patient's job in occupational therapy?
2. Write short note on any SIX of the following : (6 × 5 = 30)
 - (a) Care of carpentry tools.
 - (b) Methods of explain occupational therapy.
 - (c) A.D.L.S. in Leprosy.
 - (d) Work man's compensation Act and its benefits.
 - (e) Job Technics.
 - (f) Sheltered workshop (SHELTERED).
 - (g) Stress.
 - (h) Occupational Health.

3. Answer any ONE of the following : (20)

(a) Explain the job analysis with reference to painting.

(b) What is the relationship of O.T. activities with work hardening?

4. Write short note an any SIX of the following : (6 × 5 = 30)

- (a) Hand function.
- (b) Nursing.
- (c) Work relation with the miplegics.
- (d) Job environmental conditions.
- (e) Architectural barriers.
- (f) Essential records.
- (g) Care about paints.
- (h) O.T. Workshop.

[KE 954]

B.O.T. DEGREE EXAMINATION.

(Revised Regulations/Modified Regulations)

Sixth Semester/Eighth Semester

Part I — O.T. ORGANISATION, ADMINISTRATION
AND WORK STUDY

Time : Three hours

Maximum : 100 marks

SECTION A

1. Write an essay on any ONE of the following :

(a) What is C.B.R.? How it can be rehabilitated in the Epileptics?

(b) Give a list of equipments for opening a Neurological set up in a General Hospital. (20)

2. Write short notes on any SIX of the following :

(6 × 5 = 30)

(a) Work hardness with relationship of Therapeutic activities

(b) Statics

(c) I.B.R.

(d) Orthotics Maintenance

(e) Precautions of a Vocational activities

(f) Stock entry of equipments

(g) Planning of O.T. Department

(h) Essential record maintenance.

SECTION B

3. Answer any ONE of the following :

(a) Explain the work and its application to paraplegics.

(b) Explain briefly about O.T. workshop in relationship to a small Tailoring works. (20)

4. Write short notes on any SIX of the following :

(6 × 5 = 30)

(a) Graps

(b) Ergotherapy

(c) Effects of Ergonomics in Schooling

(d) Essentials of a case sheet

(e) Benefits of Handicapped people

(f) Department Budget

(g) Filings

(h) Groupings.

MARCH - 2002

[KG 954]

Sub. Code : 5607

B.O.T. DEGREE EXAMINATION.

(Revised Regulations/Modified Regulations)

Sixth Semester/Eighth Semester

**Paper I — O.T. ORGANISATION, ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

1. Write an essay on any ONE of the following : (20)

(a) Plan an assessment form for evaluation of Higher cortical functions for a rehabilitation center for patients with Head injury

(b) Discuss how you would organize a sports meet for physically disabled children.

2. Write short notes on any SIX : (6 × 5 = 30)

(a) Inventory records

(b) Safety precautions in relation to patients with incoordination

(c) Purpose of Staff Meetings

(d) Types of Correspondence

(e) Referrals

(f) Purposes of records

(g) Methods of filing

(h) Annual Reports.

3. Write an essay on any ONE of the following : (20)

(a) Distinguish categories of work and outline the importance of work study to an Occupational therapist.

(b) Explain the purpose of job analysis. Analyse the job of a bus driver and its suitability for a unilateral below knee amputee.

4. Write short notes on any SIX : (6 × 5 = 30)

(a) Work simplification techniques

(b) Application of Ergonomics to home making

(c) Flow diagram

(d) Factors causing decrease in productivity

(e) Work measurement

(f) Ergonomic principles for a person with Muscular dystrophy

(g) Organisational environment

(h) Joint protection techniques.

MARCH - 2002

[KG 993]

Sub. Code : 5905

B.O.T. DEGREE EXAMINATION.

Eighth Semester

(New Modified Regulations)

**Paper I — OT ORGANISATION, ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

1. Write an essay on any ONE of the following : (20)

(a) Outline in detail safety precautions in Occupational Therapy department

(b) Describe methods of care of equipments and materials

2. Write short notes on any SIX of the following :

(6 × 5 = 30)

(a) Budget

(b) Higher cortical assessment

(c) Home modification for a T₁₀ paraplegic patient

(d) Energy conservation techniques

(e) Application of ergonomics in functional performance of self-care

(f) Process chart

(g) Inter and Intra staff problems

(h) Petty cash.

3. Answer any ONE of the following : (20)

(a) Discuss in detail the Rehabilitation of a patient with C₅ incomplete cord injury

(b) Outline in detail methods of writing O.T. department annual reports.

4. Write short notes on any SIX of the following :

(6 × 5 = 30)

(a) Explain job analysis

(b) Objectives of Ergonomics

(c) Define productivity

(d) Staff meetings

(e) Safety precautions for patients with in-coordination

(f) Define organisation

(g) Care of typewriter

(h) Use of computers in occupational therapy department.

SEPTEMBER - 2002

[KH 954]

Sub. Code : 5607

B.O.T. DEGREE EXAMINATION.

(Revised/Modified Regulations)

Sixth/Eighth Semester

**Paper I — O.T. ORGANISATION, ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

1. Write an essay on any ONE of the following : (20)

(a) Specify importance of good working conditions and their importance to productivity. Analyse the working conditions of a cashier in a Hospital canteen.

(b) Discuss how you will design the kitchen of a patient from middle socio economic status having paraplegia (thoracic level — twelve) who is in a wheel chair.

2. Write short notes on any SIX : (6 × 5 = 30)

(a) String diagram

(b) Causes for decline in productivity

(c) Joint protection techniques

(d) Methods of filing

(e) Petty cash

(f) Safety precautions in relation to patients with paraplegia

(g) Staff development

(h) Records.

3. Write an essay on any ONE of the following : (20)

(a) Plan an assessment format for prevocational evaluation for adolescents with cerebral palsy.

(b) Discuss how you will organize a picnic for visually impaired children.

4. Write short notes on any SIX : (6 × 5 = 30)

(a) Types of correspondence

(b) Financial benefits available for the disabled

(c) Annual reports

(d) Costing of splints

SEPTEMBER - 2002

- (e) Objectives of Ergonomics
 - (f) Care of equipment and materials
 - (g) Budgetting
 - (h) Clinical Education.
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APRIL - 2003

KI 954

Sub Code: 5607

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION.**

Eighth Semester

(Modified Regulations)

Paper I – OT ORGANISATION, ADMINISTRATION AND WORK STUDY

Time: Three hours

Maximum:100 marks

1. Write essay on any ONE of the followings: (20)
 - a) Discuss the considerations for starting a new Occupational Therapy Department in a childrens' Hospital.
 - b) Describe the various aspects to be considered in carrying out a job analysis for a bus driver.
2. Write short notes on any SIX (6 X 5 = 30)
 - a) Joint protection techniques.
 - b) Application of ergonomics for a housewife with incoordination
 - c) Petty cash
 - d) Annual and monthly report
 - e) Staff patient ratio
 - f) Application of Ergonomics to Occupation
 - g) Outline basic procedures of work study
 - h) Safety precautions to be followed in Occupational Therapy for a person with back injury

APRIL - 2003

3. Write essay on any ONE of the followings: (20)

- a) List and describe the various aspects of working conditions and their relationship to productivity.**
- b) Discuss how you would plan and organize a picnic for physically handicapped adult patients.**

4. Write short notes on any SIX (6 X 5 = 30)

- a) Legal aspects related to rehabilitation**
- b) Productivity**
- c) Distinguish various categories of work**
- d) Safety aspects for patients with suicidal ideation in an Occupational Therapy department**
- e) Costing of splints**
- f) Budgeting**
- g) Administrative records**
- h) Energy saving techniques.**

APRIL - 2003

[KI 993]

Sub. Code : 5905

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION.**

Eighth Semester

(New Modified Regulations)

**Paper I — OT ORGANISATION, ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

1. Write essay on any ONE of the following : (20)

(a) Outline the principles of administration as relevant to an Occupational Therapy Department.

(b) Describe the various types of records relevant to an Occupational Therapy Department.

2. Write short notes on any SIX : (6 × 5 = 30)

(a) Safety precautions for patients with incoordination

(b) Causes for decrease in productivity

(c) Work simplification and energy conservation techniques

(d) Distinguish various categories of work

(e) Care of material and equipment

(f) Budgeting

(g) Staff development

(h) Application of ergonomics for a housewife with limited range of motion.

3. Write essay on any ONE of the following : (20)

(a) Describe how you would plan and organize for a picnic for children in a residential cerebral palsy centre.

(b) Plan an assessment format for recording higher cortical functions.

4. Write short notes on any SIX : (6 × 5 = 30)

(a) Outline the basic procedures of work study

(b) Costing of splints

(c) Legal aspects related to rehabilitation

(d) Monthly and annual statistics

(e) Importance of work to the disabled

(f) Referrals

(g) Productivity

(h) Methods of filing.

OCTOBER - 2003

[KJ 963]

Sub. Code : 5607

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION.**

Eighth Semester

(Modified Regulations)

**Paper I — OT ORGANISATION, ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

Theory : Two hours and

Theory : 80 marks

forty minutes

M.C.Q. : Twenty minutes

M.C.Q. : 20 marks

**M.C.Q. must be answered SEPARATELY on the
answer sheet provided as per the instructions on
the first page of M.C.Q. Booklet.**

Answer ALL questions.

Draw suitable diagrams wherever necessary.

I. Write any TWO Essay questions : (2 × 15 = 30)

**1. Home modification for a wheelchair bound
paraplegic patient with motor and sensory loss in both
the legs.**

**2. Write in detail role of ergonomic in relation to
back pain.**

**3. Write the safety precautions in relation to the
patients with epilepsy.**

**4. Explain the purpose of job analysis, explain the
aspects of analysis.**

II. Write any TEN short notes : (10 × 5 = 50)

(a) Sheltered workshop

(b) Records

(c) Energy conservation techniques

(d) Explain job analysis

(e) Petty cash

(f) Productivity

(g) Various categories of work

(h) Staff meetings

(i) Budget

(j) Define organisation

(k) Record

(l) Purchase ordering.

OCTOBER - 2003

[KJ 993]

Sub. Code : 5905

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION.**

Eighth Semester

(New Modified Regulations)

**Paper I — OT ORGANISATION, ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

**Theory : Two hours and
forty minutes**

Theory : 80 marks

M.C.Q. : Twenty minutes

M.C.Q. : 20 marks

**M.C.Q. must be answered SEPARATELY on the
answer sheet provided as per the instructions
on the first page of the M.C.Q. Booklet.**

Answer ALL questions.

Draw suitable diagrams wherever necessary.

I. Write any TWO : (Essay Questions) (2 × 15 = 30)

**1. Define Ergonomics and describe scope of
ergonomics in occupational therapy.**

**2. Write energy conservation and work simplification
techniques.**

**3. Outline the legal aspects related to rehabilitation
and the financial benefits available for the disabled.**

**4. Discuss the construction of a new department and
modification of an old department.**

II. Write any TEN : (Short Notes) (10 × 5 = 50)

(a) Referrals.

(b) Joint protection techniques.

(c) Core of hand tools.

(d) Budget.

(e) Plan an assessment form for hand functions.

(f) Components of ADL.

(g) Causes of decreased productivity.

(h) Prevocational evaluation.

(i) Staff meeting.

(j) ADL assessment in Arthritis.

(k) Picnic patients.

(l) Assessment form for functional testing.

AUGUST - 2004

[KL 963]

Sub. Code : 5607

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION.**

Eighth Semester

(Modified Regulations)

**Paper I — OT ORGANISATION, ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

**Theory : Two hours and
forty minutes**

Theory : 80 marks

M.C.Q. : Twenty minutes

M.C.Q. : 20 marks

Answer ALL questions.

Draw suitable diagrams wherever necessary.

I. Write an Essay on any TWO of the following :

(2 × 15 = 30)

(1) Define administration, outline the principles of administration as a relevant to an OT Dept. of a Rehabilitation Hospital.

(2) Define Sports. Describe how you would plan and organize sports for Physically Disabled children.

(3) Describe Job analysis. Explain the purpose of Job analysis. Analyse the job of a bus Driver and its suitability for a unilateral B.K. Amputee.

(4) Define workhardening. What is the relationship of O.T. activities with workhardening?

II. Short notes : (any TEN)

(10 × 5 = 50)

(a) Work measurement

(b) Components of ADL

(c) C.B.R.

(d) Work relation with the hemiplegics

(e) Application of ergonomics to Self care

(f) Care of equipments and Material

(g) Working Conditions

(h) Flow Diagram

(i) Plan an assessment form for functional testing

(j) Safety precaution to be followed in OT for a Back Injury Person

(k) Sheltered workshop

(l) OT workshop.

AUGUST - 2004

[KL 993]

Sub. Code : 5905

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION.**

Eighth Semester

(New Modified Regulations)

**Paper I — OT ORGANISATION, ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

**Theory : Two hours and
forty minutes**

Theory : 80 marks

M.C.Q. : Twenty minutes

M.C.Q. : 20 marks

Answer ALL questions.

Draw suitable diagrams wherever necessary.

**I. Write an essay on any TWO of the following :
(2 × 15 = 30)**

(1) Define Productivity. Explain in detail how the working conditions influence the productivity of an O.T. dept. of a general hospital.

(2) Define Occupational therapy. Explain in detail the values of Industrial O.T.

(3) Explain the role of O.T. in a Neuro-Rehabilitation centre. And list the (name) equipments for opening of a O.T. unit in a General hospital specifically for rehabilitation of Neurological cases.

(4) Define Job analysis. Analyse the job of a secretary to assess its suitability for a Rheumatoid arthritis patient.

II. Short notes (any TEN) : (10 × 5 = 50)

(a) String Diagram.

(b) Joint Protection Programme.

(c) Referrals.

(d) Staff meeting.

(e) Clinical Education.

(f) Categories of work.

(g) Safety precaution in relation to patient with in-co ordination.

(h) Financial benefits available for disabled.

AUGUST - 2004

- (i) Workmen's compensation act.**
 - (j) Costing of a splint.**
 - (k) Importance of work to the Disabled.**
 - (l) Prime programme for spinal cord injury patient.**
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FEBRUARY - 2005

[KM 993]

Sub. Code : 5905

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION.**

Eighth Semester

(New Modified Regulations)

**Paper I — OT ORGANISATION, ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

**Theory : Two hours and
forty minutes**

Theory : 80 marks

M.C.Q. : Twenty minutes

M.C.Q. : 20 marks

Answer ALL questions.

Draw suitable diagrams wherever necessary.

I Essay :

(2 × 15 = 30)

(1) Describe an access for a bank employee walking with bilateral HKAFO and a pair of elbow crutches and points to be considered for work place organization.

(2) Describe safety precautions to be taken by an occupational therapist while handling the patient.

II. Short notes :

(10 × 5 = 50)

- (a) Documentation in O.T.
- (b) Joint protective techniques.
- (c) Reach.
- (d) Work-place organization.
- (e) Equipment maintenance.
- (f) Stock keeping.
- (g) Service-planning in O.T. Dept.
- (h) Budgeting.
- (i) Energy conservation techniques.
- (j) Expansion/capacity building of the O.T. dept.

AUGUST - 2005

[KN 963]

Sub. Code : 5607

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION.**

Eighth Semester

(Modified Regulations)

**Paper I — OT ORGANISATION, ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

**Theory : Two hours and
forty minutes**

Theory : 80 marks

M.C.Q. : Twenty minutes

M.C.Q. : 20 marks

Answer ALL questions.

Draw suitable diagrams wherever necessary.

I. Essay : (2 × 15 = 30)

(1) Plan and organize picnic for Psychiatric patients.

(2) What are different working conditions and their relationship to productivity?

II. Short notes : (10 × 5 = 50)

(a) Define ergonomics, scope of ergonomics in OT.

(b) Define referrals, types of referrals.

(c) Explain what are the safety procedures to be followed while giving activities for psychiatric patients.

(d) Define work, importance of work to handicapped person.

(e) Define Job analysis, purpose of Job analysis.

(f) What is records and explain types of records?

(g) Define supervision, what are the elements of supervision?

(h) Ten Commandments of good Communication.

(i) Joint protection techniques.

(j) Define filing, Explain types of filing.

AUGUST - 2005

[KN 993]

Sub. Code : 5905

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION.**

Eighth Semester

(New Modified Regulations)

**Paper I — OT ORGANISATION, ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

**Theory : Two hours and
forty minutes**

Theory : 80 marks

M.C.Q. : Twenty minutes

M.C.Q. : 20 marks

Answer ALL questions.

Draw suitable diagrams wherever necessary.

I. Essay :

(2 × 15 = 30)

**(1) How will you organise occupational therapy
department in a Paediatric institution?**

**(2) What do you mean by 'Job Analysis'? Explain
job analysis steps and its importance in relation to
occupational therapy practice.**

II. Write Short Notes :

(10 × 5 = 50)

- (a) Store management**
- (b) Evaluation of Hand functions**
- (c) General Safety in O.T.**
- (d) Staff development in O.T.**
- (e) Work classification**
- (f) Factors influence productivity**
- (g) Ergonomic environment at work place**
- (h) Work simplification**
- (i) Recreation**
- (j) Access.**

FEBRUARY - 2006

[KO 993]

Sub. Code : 5905

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION**

Eighth Semester

(New Modified Regulations)

**Paper I — OT ORGANISATION, ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

**Theory : Two hours and
forty minutes**

Theory : 80 marks

M.C.Q. : Twenty minutes

M.C.Q. : 20 marks

Answer ALL questions.

Draw suitable diagrams wherever necessary.

I. Write essay on : (2 × 15 = 30)

(1) What are the important criterias to be considered for budgeting? Write the proposal for annual budget for O.T. depts. in General Hospital.

(2) Discuss the different safety precautions are required to be taken for spinal cord injured and probable complications.

II. Write short notes : (10 × 5 = 50)

(a) Home making

(b) Work study principles

- (c) Joint protection technique**
 - (d) Objectives of ergonomics**
 - (e) Prevocational assessment**
 - (f) Inventory management**
 - (g) Administration in O.T.**
 - (h) Workman's compensation**
 - (i) Epilepsy safely**
 - (j) Ergonomic principles in cardiac conditions**
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AUGUST - 2006

[KP 993]

Sub. Code : 5905

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION.**

Eighth Semester

(New Modified Regulations)

**Paper I — OT ORGANIZATION ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

**Theory : Two hours and
forty minutes**

Theory : 80 marks

M.C.Q. : Twenty minutes

M.C.Q. : 20 marks

Answer ALL questions.

Draw suitable diagrams wherever necessary.

I. Write an Essay on :

1. Define Ergonomics. Describe scope of ergonomics in occupational therapy. Describe how you would apply ergonomics. For meal preparation and kitchen modification for a paraplegic lady on wheel chair. (20)

2. Outline the principles of administration. (15)

3. Plan an assessment form for activities of daily living. (15)

II. Write short notes on :

(6 × 5 = 30)

(a) Safety precautions for patients with leprosy in the department.

(b) String diagram.

(c) Records.

(d) Annual reports.

(e) Categories of work

(f) Referrals.

FEBRUARY - 2007

[KQ 993]

Sub. Code : 5905

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION.**

Eighth Semester

(New Modified Regulations)

**Paper I — OT ORGANIZATION ADMINISTRATION
AND WORK STUDY**

Time : Three hours

Maximum : 100 marks

**Theory : Two hours and
forty minutes**

Theory : 80 marks

M.C.Q. : Twenty minutes

M.C.Q. : 20 marks

Answer ALL questions.

Draw suitable diagrams wherever necessary.

I. Essay questions :

(1) Describe how will you organize sports and picnic for the disabled. (20)

(2) Explain the socio legal aspects in Rehabilitation. (15)

(3) Explain the methods of filing and the types of correspondence. (15)

II. Short notes on the following :

(6 × 5 = 30)

(a) Management styles.

(b) Process flow chart.

(c) Working conditions.

(d) Staff meetings.

(e) Energy conservation.

(f) Costing of splints.

FEBRUARY 2008

[KS 993]

Sub. Code : 5905

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION.**

Eighth Semester

(New Modified Regulations)

**Paper I — OT ORGANIZATION, ADMINISTRATION
AND WORK STUDY**

Q.P. Code : 785905

Time : Three hours

Maximum : 100 marks

**Theory : Two hours and
forty minutes**

Theory : 80 marks

M.C.Q. : Twenty minutes

M.C.Q. : 20 marks

Answer ALL questions.

Draw suitable diagrams wherever necessary.

I. Essay questions :

**1. Write in detail role of ergonomic in relation to
Rheumatoid Arthritis. (15)**

**2. Home modification for a wheel chair bound
paraplegic patient with motor and sensory loss in both
the legs. (15)**

II. Short notes on the following : (10 × 5 = 50)

- 1. Work measurement.**
- 2. Method of string diagram.**
- 3. Workman Compensation Act and its benefits.**
- 4. Sheltered workshop.**
- 5. Productivity.**
- 6. Values of occupational therapy.**
- 7. Picnic.**
- 8. Referral.**
- 9. Budget.**
- 10. Hand function assessment.**

AUGUST 2008

[KT 993]

Sub. Code : 5905

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION.**

**Fourth Year — Non–Semester Regulations and
Eighth Semester
(New Modified Regulations)**

**OT ORGANIZATION, ADMINISTRATION AND WORK
STUDY**

Q.P. Code : 785905

Time : Three hours

Maximum : 100 marks

Answer ALL questions.

Draw suitable diagrams wherever necessary.

I. Essay : (2 × 15 = 30)

1. Define organization and administration, outline principles of administration. Plan to organise occupational therapy department in a multi speciality hospital. (15)

2. Define productivity. Mention factors which influences productivity in detail.

AUGUST 2008

II. Short notes : (10 × 5 = 50)

1. String diagram.
2. Principles of Administration.
3. Principles of Ergonomics.
4. Inventory records.
5. Petty cash Accounting.
6. Job analysis.
7. Maintenance of records.
8. Shadow board.
9. Principles of splinting.
10. Assistive devices for hemiplegia.

III. Write short answers : (10 × 2 = 20)

1. Describe methods of administration in O.T. Department.
2. Maintenance of equipment.
3. Describe the types of correspondence.
4. Importance of statistics in O.T.

5. Categories of work.
 6. Purpose of job analysis.
 7. Symbols used in a process chart.
 8. Objectives of Ergonomics.
 9. Joint protection techniques.
 10. Name any four adaptive devices.
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February 2009

[KU 993]

Sub. Code: 5905

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION
Fourth Year Non-Semester
Eighth Semester - New Modified Regulations
O.T. IN ORGANIZATION, ADMINISTRATION AND WORK STUDY
Q.P. Code : 785905**

Time : Three hours

Maximum : 100 marks

Answer All questions.

Draw suitable diagrams wherever necessary

I. Essays : **(2 x 15 = 30)**

1. Discuss the process involved in starting a department of occupational therapy in a paediatric Hospital.
2. Outline an assessment form for prevocational evaluation.

II. Short Notes on : **(10 x 5 = 50)**

1. Referrals.
2. Safety precautions for patients with incoordination.
3. Categories of work.
4. Joint protection techniques.
5. Scope of ergonomics in occupational therapy.
6. Process chart flow diagram.
7. Aspects of working conditions.
8. Factors which influence productivity.
9. Care of electrical equipments.
10. Annual and monthly statistics.

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

1. Define organization.
2. Types of referrals.
3. Petty cash.
4. Inventory records.
5. Staff patient ratio for individual and group therapy.
6. List different types of budgets.
7. Describe any two adaptive devices for injury prevention in patients with leprosy.
8. Define productivity.
9. Differentiate between a record and a report.
10. List different types of correspondence.

August 2009

[KV 993]

Sub. Code: 5905

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION
Fourth Year Non-Semester
Eighth Semester - New Modified Regulations
O.T. IN ORGANIZATION, ADMINISTRATION AND WORK STUDY
Q.P. Code : 785905**

Time : Three hours

Maximum : 100 marks

Answer All questions.

Draw suitable diagrams wherever necessary

I. Essays : **(2 x 15 = 30)**

1. Explain the purpose of job analysis. Analyse the job of a bus driver.
2. Define records. What is the importance of record keeping for a psychiatry O.T. department?

II. Short Notes on : **(10 x 5 = 50)**

1. Work measurement.
2. Management style.
3. Flow diagram.
4. Types of budget.
5. Inventory check.
6. Process chart flow diagram.
7. Importance of work for patients with disability.
8. Staff development.
9. Sheltered workshop.
10. Costing of splints.

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

1. Store keeping.
2. Purpose of string diagram.
3. Define ergonomics.
4. Annual report.
5. pressure ulcers.
6. Types of plan.
7. Petty cash.
8. Soap notes.
9. Assistive device.
10. Fiscal year.

February 2010

[KW 993]

Sub. Code: 5905

**BACHELOR OF OCCUPATIONAL THERAPY
DEGREE EXAMINATION
Fourth Year Non-Semester
Eighth Semester - New Modified Regulations
O.T. IN ORGANIZATION, ADMINISTRATION AND WORK STUDY
Q.P. Code : 785905**

Time : Three hours

Maximum : 100 marks

Answer All questions.

Draw suitable diagrams wherever necessary

I. Essays : (2 x 15 = 30)

1. Discuss considerations for construction of a new O.T. department including:
a) Space required b) Suitability of access c) Ventilation d) Noise.
2. Define Ergonomics. Objectives of motion economy and explain different symbols used in a process chart.

II. Short Notes on : (10 x 5 = 50)

1. Principles of administration.
2. Maintenance of records.
3. Purchasing.
4. Filing.
5. Pre vocational assessment.
6. Financial benefits for the disabled.
7. Safety precautions.
8. Working Aids.
9. Motion economy.
10. Working conditions.

III. Short Answer: (10 x 2 = 20)

1. Types of referral.
2. Stock – Define.
3. What is universal precaution?
4. Components of hand functions.
5. Define string diagram.
6. Purpose of job analysis.
7. Work study principles.
8. Aspects of working conditions.
9. Lighting in a work environment.
10. What is community based rehabilitation?

August 2010

[KX 993]

Sub. Code : 5905

**BACHELOR OF OCCUPATIONAL THERAPY DEGREE
EXAMINATION**

**Fourth Year Non – Semester and
Eighth Semester New Modified Regulations
O.T. IN ORGANIZATION, ADMINISTRATION AND WORK STUDY
Q.P. Code : 785905**

Time : Three hours

Maximum : 100 marks

ANSWER ALL QUESTIONS

Draw suitable diagrams wherever necessary

I. Essays: (2X15=30)

1. Define categories of Work. Explain various aspects of working condition.
2. Describe the steps involved in planning and organizing a Paediatric unit in an Occupational Therapy Department.

II. Short Notes: (10X5=50)

1. Petty Cash Accounting.
2. Work Measurement.
3. Teaching methods for students in the Clinical area.
4. Types of Correspondence.
5. Process Chart flow diagram.
6. Importance of work for patients with Disability.
7. Safety precautions for Suicidal patients.
8. Maintenance of Equipments.
9. Application of Ergonomics to a home making.
10. Staff meeting.

III. Short Answers: (10X2=20)

1. Soap notes.
2. Any two causes for decrease in Productivity.
3. List energy Conservation principle.
4. Space allocation for OT department.
5. Store Keeping.
6. Staff patient ratio.
7. Filing method.
8. Purchase ordering.
9. Line of Responsibility.
10. Pressure ulcers.
