

**Fourth Year Bachelor of Occupational Therapy Regular Examinations
November 2024****Organisation and Administration in Occupational Therapy****Time: 3 Hours****Total Marks: 100**

- *Answer all questions to the point neatly and legibly • Do not leave any blank pages between answers • Indicate the question number correctly for the answer in the margin space*
- *Answer all parts of a single question together • Leave sufficient space between answers*
- *Draw table/diagrams/flow charts wherever necessary*

Elaborate on**(2x20=40)**

1. What are Activity Related Soft Tissues Disorders (ASTD" S). Outline the risk factors of ASTD's and workplace ergonomics for computer professionals.
2. Describe four major functions of management: Planning, Organizing and Staffing, Directing, and Controlling. Provide examples relevant to Occupational Therapy Department.

Write notes on**(8x5=40)**

3. List the different types of budgets and the purpose of petty cash accounting in an OT department
4. What are the methods for minimizing the effects of shift work on worker health and safety
5. What is meant by work programs
6. Explain the considerations for construction of a new OT department, including space and suitability for access.
7. Describe the maintenance requirements for equipment and materials in an OT department
8. Define ergonomics and its scope in Occupational Therapy.
9. Discuss the importance of financial management in an OT department, including budgeting.
10. What is manual materials handling

Short Answers**(10x2=20)**

11. Mention two techniques of work measurement.
12. Describe the importance of good working conditions for productivity
13. What is performance appraisal
14. What is the Workmen's Compensation Act, and how does it relate to OT practice
15. Define work simplification in the context of ergonomics.
16. Types of Plan.
17. Types of Correspondence.
18. Mention two aspects of functional capacity evaluation
19. Job Description.
20. Importance of Staff Meetings
