

**Fourth Year Bachelor of Occupational Therapy Supplementary
Examinations March 2025****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. Discuss the quantitative and qualitative methods of assessment of workplace risk for activity related soft tissue disorders and its prevention.
2. Critically analyze the interrelationship between administration, management, and organization in enhancing the effectiveness of OT services.

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

3. Draw a figure to explain the various reach at a workstation
4. Principles of Administration.
5. Explain the role of productivity in OT and factors that influence it
6. What are the supervisory considerations while planning a department
7. Importance of fire and safety in occupational therapy department.
8. Principles of work design space.
9. Relationship between culture and work.
10. Psychosocial factors affecting work

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

11. Define the term 'management' in the context of OT
12. Explain the concept of mentoring in staff supervision.
13. What is centralized purchasing
14. What is narrative notes in OT documentation
15. What is work conditioning in the context of work programs
16. What is TOWER
17. Define work simulation
18. Define Deputation
19. Mention two applications of ergonomics in self-care activities
20. Shoulder overexertion
