



A POLYTECHNIC INSTITUTION

School of Computing & Academic Studies

Program: Medical Radiography

Option:

COMM 1372**Communication for Medical Radiographers****Start Date:** January 3, 2005**End Date:** April 30, 2005**Total Hours:** 32 **Total Weeks:** 16**Term/Level:** 3 **Course Credits:** 2**Hours/Week:** 2 **Lecture:** **Lab:** 2**Prerequisites:**

English 12

Course Description

Medical Radiographers spend time each day communicating with patients, supervisors, and radiologists. As students and professionals, you will need to assess a variety of communication needs and respond appropriately. You will often act as a translator of technical information for patients who rely on you to give them instructions and explanations about imaging technology and exams. You will also share techniques and technical information with colleagues and contribute as a member of the Imaging Department's team in making suggestions for improving patient care and departmental efficiency. This course gives you some practice in the skills needed to be an effective workplace communicator. It also supports your project work in level three at BCIT.

The course consists of two hours of lab each week. Course materials and discussions provide the basic theory and demonstrations; the labs provide opportunities to discuss and apply the theory and practise your communication skills.

Evaluation

Assignments 100%

Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

1. identify the varying communication needs of patients, co-workers, and radiologists.
2. select, organize, and present information to meet the needs of a defined audience.
3. use a style and tone appropriate for the workplace.
4. write clear, correct, concise sentences and paragraphs for charts and reports.
5. write and deliver clear technical instructions for co-workers and patients.
6. find and summarize journal articles on new techniques in imaging.
7. present research on new techniques in imaging to peers in an effective oral presentation.
8. write an effective resume and letter of application for an imaging position.


■ **Verification**

I verify that the content of this course outline is current.

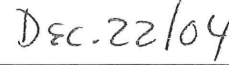
Authoring Instructor

Date

I verify that this course outline has been reviewed.

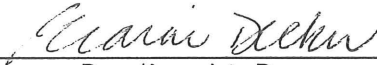


Program Head/Chief Instructor

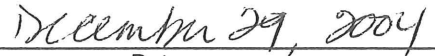


Date

I verify that this course outline complies with BCIT policy.



Dean/Associate Dean



Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

Instructor(s)

Jean Scribner

Office Location: SW2-260
Office Hrs.: Mondays
10:30–12:30

Thursdays
10:30–1:30

Office Phone: (604)451-6977
E-mail Address: jean_scribner@bcit.ca

Learning Resources

Required:

- access to word processing and presentation software
- acetate transparencies and marker pens for class exercises
- dictionary

Information for Students

Assignments: All assignments must be word processed and **submitted in print form**. Assignments must include **checklists stapled to the front of the assignment (if supplied)**. The student's last name and set must be on the top of the checklist.

Assignments are due at the beginning of the lab unless otherwise stated. Any assignment received after the lab has begun is considered one day late and is subject to the late penalty. Late assignments will receive a 10% per day penalty.

Assignments must be done on an individual basis unless otherwise specified by the instructor. You must complete all assignments and attend at least 90% of classes to receive a grade in this course. In accordance with BCIT policy, students who miss three labs or more (>10%) in the term for other than "substantiated illness" will not receive a final grade for the course.

Illness: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attempts: Students must successfully complete the course within a maximum of three attempts at the course. Students with two attempts in a single course must have written permission from the Associate Dean to register in the course.. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

Course Outline Changes: The instructor may change the material or schedule specified in this course outline but if changes are required, the instructor will announce them in class.

Schedule

Week Beginning	Topic	Assignments/Reading	Due Dates
Jan. 4	Orientation		
Jan. 10	Introduction & Approach to Communicating at Work Identifying Audience Needs Creating Appropriate Style & Tone	Class Exercises Chapter 1	
Jan. 17	Organizing Technical Information Document Design for Quick Reading: Headings, Lists, & Layout	Class Exercises Chapters 1 & 2	
Jan. 24	Technical Writing: Instructions /Procedures Using Graphics	Email/Memo 10% Chapter 3	Jan. 24/27
Jan. 31	Technical Writing: Instructions/Procedures Technical Writing: Short Reports	Class Exercises Chapters 3 & 4	
Feb. 7	Writing Short Reports	Class Exercises Chapter 4	
Feb. 14	Preparing a Professional Portfolio: Resumes	Procedures or Short Report 10% Chapter 6	Feb. 14/17
Feb. 21	Preparing a Professional Portfolio: Letters of Application	Resume (Draft) Chapter 6	
Feb. 28	Researching New Techniques in Imaging	Resume 15% Letter 15% Chapter 5	Feb. 28/Mar.3
Mar. 7	Researching New Techniques in Imaging	Library Research Chapter 5	
Mar. 14	Spring Break		
Mar. 21	Preparing Professional Presentations Illustrating Technical Presentations	Topic Memo re with List of References & Plan for Presentation 10% Chapter 5	March 21* All Sets
Mar. 28	Easter Monday /Presentation Preparation	Visuals Preparation	
April 4	Presentations	Oral 20 % Visuals 10%	According to Class Schedule
April 11	Presentations	Oral Video Critique Memo 10%	Within one week of presentation
April 18	Presentations		
April 25	Exam Week		