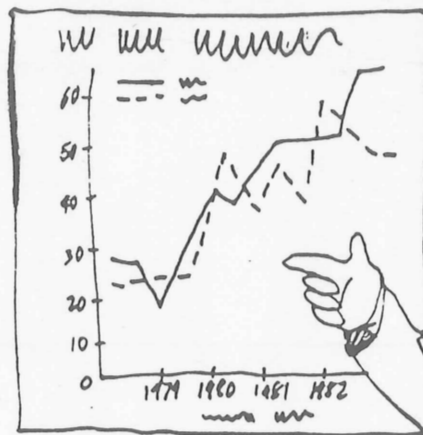


BCIT COMMUNICATION DEPARTMENT

COURSE OUTLINE

COMM 3172



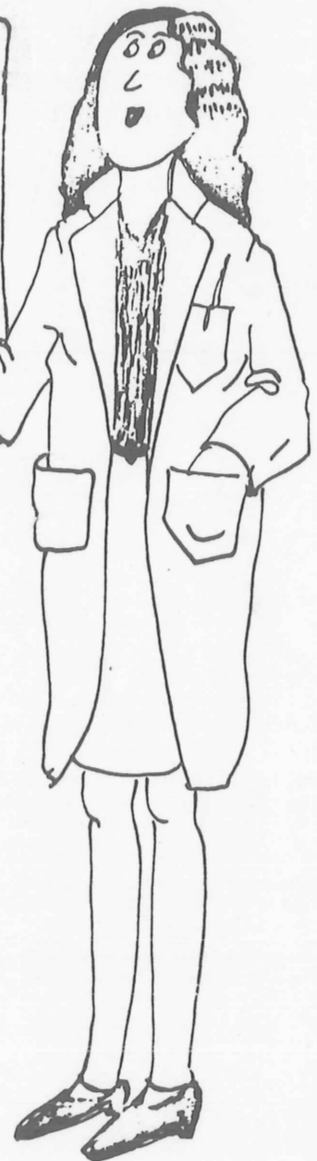
Prepared by

Jean Scribner

for

Medical Radiography Technology

January, 1996



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME	Communication for Medical Radiographers		
COURSE NUMBER	COMM 3172	DATE	January 1996
PREPARED BY	Jean Scribner	TERM	3
PROGRAM	Communication	WEEKS	7
SCHOOL	Computing & Academic Studies	HOURS	4
PREREQUISITE	English 12	CREDITS	3

INSTRUCTOR	Jean Scribner	OFFICE	SW2 260
OFFICE HOURS	Mondays 10:30-1:30 Thursdays 12:30-2:30	PHONE	451-6977

COURSE OUTCOMES

When you have successfully completed this course, you should be able to

1. determine the varying communication needs of patients, co-workers, and radiologists.
2. select, organize and present information to meet the needs of the defined audience
3. use a style and tone appropriate for the workplace.
4. practise effective teamwork skills to solve a QC problem and communicate the solution tactfully to other staff.
5. write clear, correct, concise sentences and paragraphs for requisitions, chartwork and incident reports.
6. write technical instructions.
7. find and summarize a journal article on a new technique in imaging.
8. present research on new techniques in imaging to peers in an effective oral presentation.
9. write an effective resume and letter of application for an imaging position.

EVALUATION

Assignments 100

REQUIRED EQUIPMENT

- 3-ring binder
- two acetate overhead transparency sheets and 1 overhead transparency marker
- 1 DS/DD 5 1/4" or 3 1/2" disk

REFERENCE TEXT

A Canadian pocket dictionary

COURSE SUMMARY

Medical Radiography Technologists and students spend time each day communicating with patients, peers, 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 as patients rely on you to give them instructions and explanations about imaging technology and exams. You are also expected to 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.

ASSIGNMENT POLICY

1. You must complete all assignments to be eligible to pass the course.
2. Sloppy assignments with a number of spelling and mechanical errors will not be accepted. Assignments should be wordprocessed. Your resume and application letter must be wordprocessed.
3. Late assignments will not be accepted unless you have discussed the reasons with your instructor before the due date.
4. You may be asked to rewrite or do extra assignments.

NOTE: If you miss more than 10% of the classes, you may be ineligible to complete this course.

COURSE SCHEDULE

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>	<u>VALUE</u>
<u>WORKPLACE WRITING</u>			
1	Introduction to Workplace Writing		
	Organizing and Presenting Technical Information Using Lists & Headings	Exercises	Credit
2	Giving Instructions Writing Clear Requisitions	Instructions	15
3 & 4	Style & tone for Workplace Communications Teamwork Problem Solving	Suggestion: Oral Written	5 10
<u>CAREER PORTFOLIO</u>			
5	Resumes Application Letters	Application Letter & Resume	15 15
<u>PRESENTATIONS</u>			
	Researching New Techniques in Radiography	Oral Topic— Library Exercise	10
6	Oral Preparation Preparing Professional Visuals Report Delivery	Video Summary	10
7	Oral Reports	Oral Visuals	10 10