



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

School of Computing & Academic Studies

Program: Medical Radiography

Course Outline Part A

COMM 1372

Communication for Medical Radiographers

Hours/Week:		Total Hours:	4	Term/Level:	Spring
Lecture:	0	Total Weeks:	7.5	Credits:	3
Lab:	4		(15)		

Prerequisites

English 12

Course Goals

Upon successful completion of this course, you 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. Practise effective teamwork to solve and QC problem and communicate the solution tactfully to other staff
 5. Write clear, correct, concise sentences and paragraphs for requisitions, charts, and incident reports
 6. Write and deliver clear technical instructions
 7. Find and summarize journal articles on new techniques 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
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Course Description

Medical Radiographers and students 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 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.

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

Evaluation

Assignments	<u>100%</u>
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Course Record

Developed by: Jean Scribner Date: **December 10, 1998**

Approved by: Jean Scribner Start: **January 4, 1999**
Communication Department

Approved by: Curriculum Review Team, for
Medical Radiography Technology



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

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Program: Medical Radiography

Course Outline **Part B**

COMM 1372

Communication for Medical Radiographers

Instructor(s)

Jean Scribner

Office
SW2-260

451-6977

jscribne@bcit.bc.ca

Office Hours Mondays
10:30-1:30

Thursdays
12:30-2:30

Text and Materials

Required:

- access to wordprocessing software and printing
- three ring binder for materials & acetate transparencies & marker pens for class exercises

Recommended:


- a college level dictionary and grammar reference book
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Course Notes (Policies and Procedures)

You must **complete all assignments** and **attend at least 90% of classes** to receive a grade in this course. In accordance with BCIT policy (page 3 of the 1998-99 calendar), 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.

Assignments are due at the beginning of the two-hour lab unless otherwise stated. Word-process all "take-home" assignments. Assignments submitted after the deadline will be penalized 10% per day.

In all that you do, **be professional**: complete work on time, show up to class on time, complete all activities and practice assignments, and treat your colleagues and instructors appropriately. BCIT is committed to developing the best people for the workplace; your classroom is your workplace.

WEEK #	TOPIC	ASSIGNMENT (value)
1	 Introduction to Workplace Writing	Class Exercises
	Organizing and Presenting Technical Information	
2	Writing Technical Procedures	Class Exercise
	Using Lists, Headings & Page Design	Assignment: Procedure (15%)
3	Style & Tone for Workplace Writing	
	Making Suggestions at Work	Assignment: Suggestion (15%)
4	Resumes, Letters of Application, & Interviews	Assignment: Resume (15%) & Letter (15%)
5	Researching New Techniques in Imaging	Library Exercise Assignment: Presentation Plan (10%)
6	Guidelines for Oral Presentations	Assignment: Oral Report (10%) & Visuals (10%)
7	Oral Presentations	Assignment: Video Critique Memo (10%)

ASSIGNMENT DUE DATES--SETS B & D	
Procedure	February 15
Suggestion	February 25
Resume & Letter	March 22
Presentation Plan	March 29
Oral Report & Visuals	April 1 or April 12
Memo re Video Critique	April 15