



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
School of Computing & Academic Studies

Program: Medical Radiography

Course Outline Part A

COMM 1372

Communication for Medical Radiographers

Course Starts January 1, 2002

Course Ends April 30, 2002

Credits: 2

Hours Per Week: Lecture/Lab: 2

Number of Weeks: 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. 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

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 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. It also supports your project work in level three at BCIT.

The course consists of two 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: 100%

se Record

Course Record

Developed by: Jean Scribner
Communication Department

Date: December 15, 2001

Approved by:
Communication Department

January 3, 2002



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
School of Computing & Academic Studies
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Course Outline Part B

COMM 1372

Communication for Medical Radiographers

Instructor: Jean Scribner 451-6977 jean_scribner@bcit.ca

Office: SW2 260

Hours

Mondays
10:30-1:30

Thursdays
12:30-2:30

Text and Materials

Required:

- access to word processing and presentation software
- three ring binder for materials
- acetate transparencies & marker pens for class exercises
- dictionary

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, 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 lab unless otherwise stated. Word-process all "take-home" assignments. Assignments submitted after the deadline will be penalized 10% per day. Assignments must include checklists stapled to the front of the assignment (if supplied).

BCIT is committed to providing the best people for the workplace. Office protocol for courteous behaviour is expected and followed.

If the course activities, sequencing or evaluation should need to be changed to accommodate unforeseeable circumstances, students will receive adequate notice of the changes.

COMM 1372
 Communication for Medical Radiographers

WEEK #	TOPIC	ASSIGNMENTS
1	Introduction	
2	Workplace Writing: Audience & Purpose	
3	Organizing Technical Information	
4	Document Design for Quick Reading: Headings, Lists, & Layout	
5	Writing Procedures	Choice of Procedures or Exhibit Component 20%
6	Researching New Techniques in Imaging	
7	Professional Presentations	
8	Preparing Professional Visuals	Outline of Presentation & List of References 10%
9	Presentations	
10	Presentations	Oral 20% Visuals 10%
	Spring Break!	
11	Presentations Preparing a Professional Portfolio: Resumes	Oral Video Critique Memo 10%
12	Letters of Application	

13	Easter Monday & Open House	Resume & Letter Draft
14	Interviews & Draft Checks	Resume 15% Letter 15%
15	Review & Assessment	
	Exam Week	

ASSIGNMENT DUE DATES

ASSIGNMENT	DUE
Procedure or Exhibit Component (20)	February 4
Oral Outline & List of References (10)	February 18
Oral Report (20) Visuals (10)	February 25-March 18
Video Critique Memo (10)	March 25
Resume (15) & Letter (15)	April 15