



A POLYTECHNIC INSTITUTION

School of Computing & Academic Studies
Program: Medical Radiography
Option:

COMM 1372
Communication for Medical Radiographers

Start Date: January 5, 2004**End Date:** April 30, 2004**Total Hours:** 32 **Total Weeks:** 16**Term/Level:** 3 **Course Credits:** 2**Hours/Week:** 2 **Lecture:** **Lab:** 2**Prerequisites:**

English 12

■ Course Description (required)

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. 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.

Jean Siubner
Authoring Instructor

December 17, 2003
Date

I verify that this course outline has been reviewed.

Patricia Murray
Program Head/Chief Instructor

December 17, 2003
Date

I verify that this course outline complies with BCIT policy.

Susan Robertson
for Dean/Associate Dean

Dec 17/03
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 Phone: (604)451-6977

Office Hrs.: Mondays

E-mail Address: jean_scribner@bcit.ca

10:30–1:30

Thursdays

12:30–2:30

■ Learning Resources

Required:

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

■ Information for Students

Assignments: Assignments are due at the beginning of the lab unless otherwise stated. All assignments must be word processed and submitted in print form. Assignments must include **checklists stapled to the front of the assignment (if supplied)**.

Late assignments, lab reports or projects will **not** be accepted for marking. 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.

Makeup Tests, Exams or Quizzes: There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

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.

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.

Attempts: Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. 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 material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

Schedule

Week Number	Topic	Assignments	Due Dates
Jan. 5/8	Introduction & Approach to Communicating at Work		
Jan. 12/15	Organizing Technical Information & Document Design for Quick Reading: Headings, Lists, & Layout	Class Exercises	
Jan. 19/22	Workplace Writing: Style & Tone	Class Exercises	
Jan. 26/29	Writing Procedures & Using Graphics	Email/Memo Assignment	Jan. 26/29
Feb. 2/5	Editing the Procedures (Draft & Team Edits)		
Feb. 9/12	Preparing a Professional Portfolio: Resumes	Choice of Procedures or Exhibit Component 20%	Feb.9/12
Feb. 16/19	Preparing a Professional Portfolio: Letters of Application & Interviews	Resume (Draft)	
Feb. 23/26	Researching New Techniques in Imaging	Resume 15% Letter 15%	March 1/4
March 1/4	Preparing Professional Presentations		
March 8/11	Illustrating Technical Presentations	Topic Memo: Plan for Presentation & List of References 10%	March 8
March 15/18	Spring Break		
March 22/25	Presentations	Oral 20 % Visuals 10%	March 23- April 15
March 29/April 1	Presentations/ Open House		
April 5/8	Presentations		
April 12	Easter Monday/ Review and Feedback	Oral Video Critique Memo 10%	Within one week of presentation
April 19	Exam Week		