|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course title** | **Code** | **Semester** | **Type of course** | **Course volume (Contact hours)** | **ECTS** |
| **Communication skills and academic reporting I** | **MED****1003** | **I** | **Mandatory** | 75 | **4** |
| **Faculty, the educational program and level of education** | * School of Medicine and Health Sciences
* Higher Medical Educational Program “Medicine”
* One cycle 6-year
 |

|  |
| --- |
| **Learning Course Content** |
| * Introduction to the course syllabus
* Philosophy of the effective communication
* The aspects of the effective communication in the medical environment
* Models of communication
* Sensory modality in communication (Group/peer/class discussion (5 points))
* Three diagrams of communication (Group/pair presentation (10 points)
* Importance of cooperative relations between the doctor and the patient;
* Starting the conversation; application of non-verbal and verbal means of communication, eye contact;
* The importance of ensuring the welcoming environment (Role play (10 points)
* Methods of collecting the information (Role Play (10 points))
* Importance and principle of asking different types of questions
* Techniques of asking open and closed questions
* Logical order/flow of the questions ensuring the smooth and continues information collecting process (Role play (10 points)
* Encouragement of the patient (Role play (10 points)
* Silence as one of the aspects of the effective communication;
* Showing empathy towards the patient (Group/peer/class discussion (5 points)
* Communication with the patient relatives or family members
* The basic principles of history taking
* The importance of verbal explanation while physical examination of the patient
* Main principles of academic writing
* Pre-writing step; some effective techniques of generating ideas
* The importance of passing through all steps of the academic writing
* Writing an effective CV and a resume
* Style of academic writing and the requirements of the language: conciseness, accuracy, consistency, completeness
* Effective formulation of the purpose of writing at the beginning
* Principles of constructing an effective sentence for the academic writing: clarity, conciseness, parallel structures
* Writing an effective motivation letter (drafting)
* Writing an effective motivation letter (editing, peer review)
* Writing an effective application letter (drafting, editing, peer review)
* Writing a memo
* Writing an electronic letter
 |
| **Textbooks and Materials** |
| * Grammar and Writing skills for the Health professional;-Doreen Villemaire; Lorraine Villemaire; Delmar Cengage Learning; 2nd. Ed. 2005;
* Skills for Communicating with Patients-Jonathan Silverman, Suzanne Kurtz, Juliet Draper; 3rd.ed; Radcliffe Publishing; 2013;
* Communication Skills for the Health Care Professional; -Concepts, Practice and Evidence; -Van Servellen, Gwen Marram; Jones and Bartlett Publishers; 2nd.ed; 2009;
 |