

### Course Specification of Management in Radiology Department

Faculty: Medicine and Health sciences

Department: Health sciences

Program: Bachelor in Radiologic Technology and Medical Imaging

#### I. General information about the course instructor:

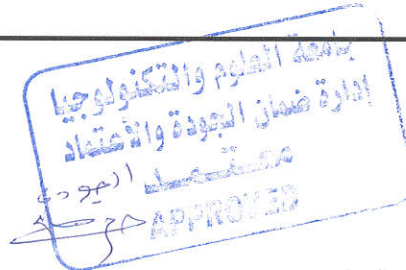
Name	Saddam Alzofi	Office Hours (3 Hours Weekly)					
Location & phone number	UST- 775031101	Sat	Sun	Mon	Tue	Wed	Thu
Email	S.alzofi @gmail.com	1		1		1	

#### II. General information about the course:

1	Course Title:	Management in Radiology Department				
2	Course Code and Number	BMI415				
3	Credit Hours:	Lecture	Seminar/Tutorial/Practical	Training	Total	
		2	-	-	2	
4	Study Level and Semester:	4 <sup>th</sup> year / 1 <sup>st</sup> semester				
5	Pre-requisites:	None				
6	Co-requisites:	None				
7	Program in which the course is offered	Bachelor in Radiologic Technology and Medical Imaging				
8	Teaching Language:	English				
9	Instruction location:	University of Science and Technology, Sana'a, Yemen				

#### III. Course Description:

This course is an introductory course to management in general included some aspect of managing radiology department specially. This course also provides students skills to manage radiology stuff and formulate solutions of problems. Communication skills with stuff and another manger also included in this course. The teaching will include, lectures with seminars, field visit, collaborative learning, dialogue and discussion. The students will be evaluated through reports, quiz, assignment and written exam.



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عميد الكلية:  
د. عبدالله المخلافي

رئيس القسم:  
د. عبد الحبيب القباطي

المراجع:  
د. أمين الفلاحي  
د. مجاهد نصار

الموصف:  
د. صدام الزوفي

#### IV. Course objectives: This course is aimed to

1. Learn the student the basic principles of management.
2. Provide the student skills of communication with staff and another's managers.
3. Enable the student to identify supervisory problems and solution's.
4. Enhance managing and problem-solving skills.

#### V. Course Intended Learning Outcomes (CILOs):

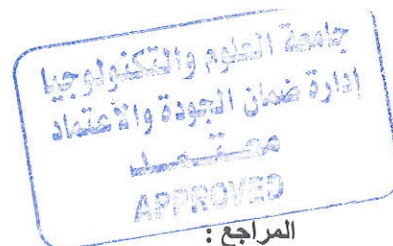
1. Outline skills required to manage radiology department.
2. Specify basic concepts in radiology departments planning .
3. Motivate employee according to the motivation theory.
4. Distinguish the concept of interviewing parameters of employee selection.
5. Framing suitable solutions after correctly evaluation of problem.
6. Evaluate work process according to QA standards including reject film analysis.
7. Schedule staff tasks according to their skills, experience and abilities .
8. Measure productivity of radiology staff.
9. Professionally interact with staff members and other medical staff and manager.
10. Effectively manage of accessories and other elements in radiology department.

#### VI. Course content:

Topics/Units of Course Contents				
First: Theoretical Aspects				
No.	Course Topics/Units	Sub-topics	Week due	Contact Hours
1	<b>Introduction</b>	Introduction to management. Types of manager	1 <sup>st</sup>	2
2	<b>Styles of management</b>	Main styles of management	2 <sup>nd</sup>	2
2	<b>The job</b>	Planning of the job. Organization of the job. The Job description.	3,4,5 <sup>th</sup>	6
3	<b>Planning of radiology department</b>	Reception planning Waiting area planning x-ray room planning	6 <sup>th</sup>	2
4	<b>Policy</b>	Policy making.	7 <sup>th</sup>	2
5	<b>Mid-term exam</b>		8 <sup>th</sup>	2
6	<b>Motivation &amp; employee</b>	Motivation and motivation theory, type of motivation.	9 <sup>th</sup>	2

	<b>selection</b>			
7	<b>Interviewing</b>	Preparation of interviewing Types of interviewing	10 <sup>th</sup>	2
8	<b>productivity</b>	Measurement of the productivity	11 <sup>th</sup>	2
9	<b>Reject film analysis</b>	Causes of reject Limit of reject	12 <sup>th</sup>	2
10	<b>Quality</b>	Quality management	13 <sup>th</sup>	2
11	<b>Revision</b>	General revision	14 <sup>th</sup>	2
12	<b>Final exam</b>		15 <sup>th</sup>	2
	<b>Total number of weeks and hours</b>		15	30

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المراجع :  
د. أمين الفلاحي  
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