



64-Hour Health Care Interpreter Training Syllabus

Spring 2017 – OHSU School of Nursing 1st Floor Auditorium

3455 SW US Veterans Hospital Rd., Portland, OR

Saturdays from April to June, 8:30 AM to 5:30 PM

Schedule

Instructor: Amanda Wheeler-Kay

April

1: Introduction to Health Care Interpreting I

8: Introduction to Health Care Interpreting II – with Toc Soneoulay-Gillespie

22: Health Care Interpreting Ethics & HIPAA

29: Medical Terminology for Interpreting I

May

6: Anatomy and Physiology for Interpreting

13: Advanced Health Care Interpreting Concepts

20: Logistics of Interpreter Profession & Job Fair

June

3: Medical Terminology II & Integrating Key Concepts – with Toc Soneoulay-Gillespie

Course Objectives (what you will be able to do/know at the end of this course):

1. Identify and practice necessary skills for providing quality interpreting.
2. Have the opportunity to receive feedback from your peers regarding specific interpreting skills.
3. Understand health care interpreter ethics, standards of practice, and be able to apply ethical principles in interpreting situations.
4. Be familiar with the modes of interpreting and be able to evaluate when it is appropriate to use each mode.
5. Explore the specific technique of note-taking for consecutive interpreting and practice using it.
6. Have a working knowledge of the human body systems, and common medical terminology associated with each system including symptoms, diseases/problems, and providers.
7. Be familiar with the Oregon requirements for qualification and certification (for applicable languages).
8. Practice converting messages accurately to and from English and your other language(s), maintaining the content and spirit of the original message.
9. Understand how the interpreter profession functions in Oregon.
10. Understand the importance of a pre-session conference and develop your personal pre-conference "script."
11. Be familiar with common vocabulary used in the interpreting profession.
12. Understand the role of advocacy in the interpreting profession.
13. Share experiences and ask/answer questions related to interpreting as a means of learning from each other.

Course Details and Expectations

- **Come Ready to Participate:** Expect interactive modules. Ask questions. Step outside your comfort zone.
- **Class Website:** This site is for enrolled students only: www.ohcia.org2017springclass
- **Class Facebook Page:** www.facebook.com/groups/2017springinterpreters
- **Food & Drink Policy:** No food or drinks are allowed in the auditorium, except water. Pastries will be available every morning (courtesy of Shriners Hospital for Children). Please bring your own tea/coffee.
- **Attendance:** Arrive by 8:15 AM to check in. Those showing up after 8:30 without an excuse will be turned away. Plan to stay for the duration of the workshop. You will receive a certificate of completion at the end of the course.
- **Passing Each Module:** Attendance the whole day is required. Additionally, each workshop has specific assessments that must be passed.
- **Notebook:** You are provided a binder with relevant course materials. A replacement costs \$20.
- **Feedback Surveys:** In each class you will be asked to complete a brief anonymous survey in order to give your feedback about the class. We want to hear what you loved and what could be improved!
- **Lunch:** Lunch is 1 hour. Bring your own food or \$\$ for the cafeteria (ten minute walk).
- **Transfers and Refunds:** Paid modules are transferrable. No refunds.
- **Questions:** Contact Austin McRobbie, Program Manager: 503-893-9660 support@ohcia.org

Workshop Descriptions

Sat, 4/1 and 4/8 - Introduction to Health Care Interpreting I & II

Description: These two modules explore interpreter basics such as modes of interpreting, roles of the interpreter, pre-session conferences (CIFE), essential interpreter skills (LUARD and “Bilingual+”), Oregon certification and qualification for healthcare interpreters, and a broad overview of the interpreter profession. Additionally, we will discuss course expectations, including participation, self-assessment, and how to respectfully give and receive feedback.

Assessment: Individual participation in group activity. Pass a short quiz at the end of the day at 75% or higher.

Sat, 4/22 - Health Care Interpreting Ethics & HIPAA

Description: This module will explore the principles of ethics and standards of practice for healthcare interpreting as outlined by the National Council on Interpreting in Healthcare (NCIHC). HIPAA will also be included (and a separate HIPAA certificate will be given at the end of the day). Activities include group projects and practice using the principles of ethics to guide decision-making in difficult scenarios.

Assessment: Individual participation in group projects.

Sat, 4/29: Medical Terminology for Interpreting I

Description: This workshop will focus on Latin and Greek roots, prefixes, and suffixes of medical terminology. Participants will learn how to utilize these basic word components to decipher unfamiliar medical terms, and will have time to work in groups to learn these terms and to develop glossaries of medical terms in their other languages. The importance of maintaining the register of the original message will be discussed.

Assessment: Pass a short quiz at the end of the day at 75% or higher.

Sat, 5/6: Anatomy and Physiology for Interpreting

Description: This module will introduce the main components, organs, and structures of the human body systems, and other common related vocabulary (e.g. diseases, procedures, processes).

Assessment: Individual participation in group project and complete in-class worksheets.

Sat, 5/13: Advanced Health Care Interpreting Concepts

Description: This module will be 4 hours of memory skills and 4 hours of note-taking for consecutive interpreting. Participants will have the opportunity to explore individual memory recall, and to apply different memory skills. Participants will practice the note-taking technique.

Assessment: Demonstrate evidence of note-taking practice and pass a short quiz at the end of the day at 75% or higher.

Sat, 5/20: Logistics of Interpreting Professionally

Description: This module will cover some basic aspects of the “business side” of working as an independent contractor interpreter. In addition to continued practice with interpreter scenarios there will be a question and answer time with a panel of experienced interpreters, and a job fair of interpreter agencies and other organizations that work with interpreters.

Assessment: Pass a short quiz at the end of the day at 75% or higher.

Sat, 6/3: Medical Terminology II & Integrating Key Concepts

Description: This module is a continuation of Medical Terminology; the focus will be on continuing to expand individual word glossaries, including additional common medical terminology concepts, and a significant review of course concepts and practice.

Assessment: Pass a short quiz at the end of the day at 75% or higher.