Academy of Interpretation

The Professional Medical Interpreter: A Comprehensive 40-Hour Medical Interpreting Course

Course Syllabus

GENERAL INFORMATION

Description

This self-paced online course is for aspiring medical interpreters who are looking for a comprehensive training program that will prepare them to work as professional interpreters in medical and healthcare settings.

In this course, students will learn the standards of practice and code of ethics from both the International Medical Interpreters Association (**IMIA**) and the National Council on Interpreting in Health Care (**NCIHC**).

Required Materials

Technology:

- Desktop computer or laptop (this course cannot be completed on a tablet or mobile phone)
- Internet connection
- Headset with microphone (to complete Oral Language Proficiency Tests)

Textbooks (see Amazon links below):

- The Professional Medical Interpreter: A Comprehensive 40-Hour Medical Interpreting Course Bundle

Course Goals

After successful completion of the course, participants will be able to do the following:

- Perform the necessary basic mediation techniques for successful interpreting;
- Use the necessary basic techniques to interpret in real-life situations;
- Use the consecutive mode to interpret during routine medical assignments;
- Perform basic simultaneous interpretation;
- Provide accurate sight translation of a document;
- Understand anatomical, diagnostic, and treatment terminology; and
- Understand interpreter codes of ethics, ethical decision-making and use that understanding to interpret ethically.

Course Objectives

Using the above goals as a guide, participants should also be able to do the following upon successful completion of the course:

- Perform a successful pre-session, with both the provider and patient;

- Use the necessary basic interpreting techniques in common medical interpreting encounters and settings such as:
    - New patient visits
    - Wellness visits and annual exams
    - Pediatric visits
    - OB/GYN and urology visits
    - Informed consent for surgery
    - Physical therapy
    - Occupational therapy
    - Palliative care
    - Behavioral health

- Interpret 25 or more words at a time in the consecutive mode;
- Perform simultaneous interpretation for a distressed patient at an acceptable level of accuracy and completeness;
- Sight translate one to two pages of a medical document;
- Explain the interpreting profession to a layperson;
- Explain interpreter code of ethics to a provider and patient

Attendance

Participants should plan to complete the whole online course and final exams during the allotted time they are given access to the online course. This course will be intensive, and students should be prepared to allocate the necessary hours needed to study for the course.

Please e-mail the instructor at the Academy of Interpretation in advance if you are unable to finish the course for any reasons or if you would like to postpone the course and you have the right to resume once you are ready to finish on time. For students who fail to complete more than ten percent of the course, the Academy of Interpretation reserves the right not to grant the students their program certificates until the student retakes the missing part/s of the training at no extra cost.

Homework

Students will have to answer quizzes or practice some interpreting exercises at the end of the material learned. Participants must complete the quizzes and exercises for each section or group of sections prior to the start of another section.

Exams

Although some students hate tests, we promote the use of tests to help encourage students to practice, do their homework, and pay closer attention to all the recorded videos.

The course will have one final test for the 40-hour medical interpreter foundation training and one final test for the medical terminology section.

The exams will consist of true-false and multiple choice questions (A to D). Participants must score a minimum of 80% on each of the exams to receive a course completion certificate. Students who did not pass but attended 90% or more of the course will receive a course attendance certificate.

Students can best prepare for the tests by answering all course quizzes (questions are very similar), studying hard and retaining the material through practices, and reviewing all course materials / content before taking the exams.

Timing of the Final Exams

You will have 90 minutes to complete the final exam for the 40-hour medical interpreter foundation training and 40 minutes to complete the final exam for the medical terminology portion. The tests will be administered at the end of each corresponding section.

COURSE MATERIALS

There are two textbooks that supplement the online course material:

1. **The Professional Medical Interpreter: A Comprehensive 40-Hour Course**, and
2. **The Medical Terminology for Interpreters**.

When purchasing the textbooks, students will have the option to choose between:

1. Paperback edition (physical copies), and
2. eBook edition

Students can purchase the Paperback edition through the Academy (included in course tuition) or on their own through Amazon. For e-Book copies, students will only be able to purchase this edition on their own through Amazon.

The Professional Medical Interpreter: A Comprehensive 40-Hour Medical Interpreting Course Bundle

These two textbooks will include all the testable information and all the sections covered within the pre-recorded presentations.

Students are encouraged to read ahead in the textbooks before watching the recorded videos.

Practice and Exercise

Remember, this is a skill-based course, not a traditional academic course. You will spend a lot of time practicing to meet the goals outlined at the beginning of this syllabus.

There are quizzes after some sections to assess your understanding, as well as some exercises and roleplays.

Course Materials Copyrights

Course materials and slides cannot be shared due to copyright protection. Please take good notes and refer to your Course materials for all information. Your instructor and our Education Team will be available to answer any questions you may have via email or phone.

LANGUAGE PROFICIENCY TESTING

Students who enroll in The Professional Medical Interpreter will also be given access to the Academy's medical oral language proficiency tests. Students must take the proficiency test for English and for their target language(s) if the Academy offers testing for their particular non-English language.

The proficiency tests are accessible through a separate course in the Academy's online education platform. Course participants will be given an enrollment key to access the proficiency tests for free. Students are *highly encouraged* to complete the Academy's medical oral language proficiency tests BEFORE starting The Professional Medical Interpreter course. This is to help ensure that your spoken language skills are at a high enough fluency level to work as a professional interpreter.

Test Format & Grading

Both the proficiency tests for English and non-English languages are 10-11 questions. Each proficiency test must be completed within 30 minutes.

The Acadmey of Interpretation's proficiency tests only test for speaking ability and listening comprehension. It does not test for reading or writing ability. There are multiple types of questions in the proficiency tests:

(1) **Open-Ended Question and Answer** – Students will hear an open-ended question in English and record their own answer either in English or the target language (depending on which test they are taking)
(2) **Oral Interpretation** – Students will hear a phrase spoken in English and will record their interpretation of the phrase in their target (non-English) language. (The rendition must be accurate and communicate all the information mentioned in the original phrase.)
(3) **Spoken Passage and Multiple Choice** – Students will listen to a spoken passage in English and answer a multiple choice question testing the student on their listening comprehension.

The oral proficiency tests do not need to be scheduled because they are not administered live. Students can take the tests anytime and their recorded answers will be sent automatically to the grader for that specific language. Graders will evaluate the student's speaking ability, grammar, use of vocabulary, and accuracy of interpretation. Students will be notified of their proficiency test scores within 3-4 business days.

Students must pass the proficiency test with a score of 80% or higher in order to receive their certificate.

Proficiency Test Certificate

The oral language proficiency test certificate that the Academy provides will state the student's name, the name of the language tested and the student's percentage score. Students can use this certificate as proof of fluency for their spoken language.

However, please note that some interpreter agencies and employers may request for language proficiency test scores in correspondence with the Interagency Language Roundtable (ILR) grading scale or other industry specific grading scales. The Academy's proficiency tests **DO NOT** correspond with the ILR scale or other scales, so students must complete a different proficiency test if they need proof of oral language proficiency that match these grading scales.

Note for Students Applying to Work with the Academy

All students of The Professional Medical Interpeter that apply to work with the Academy of Interpretation must pass the medical oral language proficiency tests for English and their target language(s). In the event that the Academy does not test for a student's particular non-English language, the student must provide their own proof of fluency with a third-party proficiency test or a high school diploma/college degree from a country that speaks that language.

COURSE STRUCTURE

The online 40-hour foundation training for medical interpreting is covered in five (5) units.

Each unit of the course is divided into numbered sections of approximately one hour each, for a total of eight (8) hours of class time per unit. At the end of each section, participants should understand the main points listed on the Section Review, answer all the corresponding quizzes, and practice the available exercises. Some exercises will give students a special look into interpreting for specific settings.

The medical terminology portion is covered in thirteen (13) sections. It also has corresponding quizzes that students can complete after each section or group of sections.

Participants are free to ask questions anytime during the course or after business hours via email by contacting support@academyofinterpretation.com or sameh@academyofinterpretation.com.

40-Hour Foundation Training Outline

The following is an outline of the course. However, this syllabus is subject to change without notice. Units one through five will be part of the 40-hour foundation training.

Unit One

SECTION 1: Interpreting

SECTION 2: The Difference Between Translation and Interpretation

SECTION 3: Specializations and Fields of Interpreting

SECTION 4: Modality of Interpreting

SECTION 5: Ways in which Interpreters are Employed

SECTION 6: The Roles of Interpreters

SECTION 7: Conversion

Unit Two

SECTION 8: The Four Modes of Interpreting

SECTION 9: The Code of Ethics for Interpreters in Health Care

SECTION 10: The IMIA and NCIHC Codes of Ethics

SECTION 11: Intervention

Unit Three

SECTION 12: Incremental Intervention

SECTION 13: Problem Solving

SECTION 14: Ensuring Understanding

SECTION 15: Register

SECTION 16: Managing the flow of the session

SECTION 17: Memory Development and Note-Taking

SECTION 18: Basic Note-Taking for Interpreters

Unit Four

SECTION 19: Expanded Note-Taking Skills

SECTION 20: Using Symbols when Note-Taking

SECTION 21: Basic Skills in Sight Translation

SECTION 22: Special Problems with Sight Translation

SECTION 23: Culture

SECTION 24: Body Language and Culture

SECTION 25: Swear-Words, Obscenities, Body Parts, and Modesty

Unit Five

SECTION 26: US Healthcare System

SECTION 27: Summarization

SECTION 28: Self-Care

SECTION 29: Identifying Secondary Trauma (Vicarious Trauma)

SECTION 30: Working with Trauma Survivors

SECTION 31: Resources and Associations for Professional Development

SECTION 32: The Importance of Becoming Certified

SECTION 33: Liability Insurance

SECTION 34: Self-Monitoring and Self-Assessment

Medical Terminology Outline

The following is an outline of the medical terminology section. However, this syllabus is subject to change without notice.

SECTION 1: Understanding Medical Terminology

SECTION 2: Introduction to Body Systems

SECTION 3: The Cardiovascular System

SECTION 4: The Digestive System

SECTION 5: The Musculoskeletal System

SECTION 6: The Nervous System

SECTION 7: The Respiratory System

SECTION 8: The Endocrine System

SECTION 9: The Female Reproductive System

SECTION 10: The Male Reproductive System

SECTION 11: The Renal (Urinary) System

SECTION 12: The Skin (Integumentary) System

SECTION 13: Lymphatic System

Important Miscellaneous Terms, Acronyms, and Memory Tricks