

Medical Interpreter Training Course

An online, 70-hour, one-semester course

(Developed in partnership with Vanderbilt Interpreter Services)

Overview:

This 70-hour program provides thorough training for those looking to become medical interpreters, while also preparing them for the national certification exams. Over the course of one semester, students will complete 52 hours of theory and 18 hours of hands-on simulated practice. At the end of the semester, they will demonstrate their knowledge and skills through both written and oral exams.

1. MAJOR COURSE LEARNING OBJECTIVES:

Upon successful completion of this course, the student will be expected to:

- Understand the role, ethics, and standards of practice for medical interpreters, including legal aspects and professional responsibilities.
- Gain knowledge of the U.S. healthcare system, patient rights, and commonly treated medical conditions and terminology.
- Demonstrate interpreting skills in consecutive and simultaneous modes, along with sight translation, in various healthcare settings.
- Show cultural competency and understand the importance of effective communication within the healthcare team.
- Be aware of professional development opportunities, self-care strategies, and how to pursue certification as a medical interpreter.

2. RECOMMENDED READING:

- The Art of Medical Interpretation, Edition Three. By Cross Cultural Communication Systems, Inc., ISBN-13: 978-0-9817236-4-8 (*Not required, but a very useful manual. Can be obtained here:* <https://embracingculture.com/product-category/manuals/>).
- The Interpreter's Rx, by Holly Mikkelson (ASIN: B008UYLX9U) - Spanish only

3. SUBJECTS COVERED:

- Introduction to Medical Interpretation
- Roles of the Medical Interpreter
- Consecutive Skill Building
- Simultaneous Interpreting
- Sight Translation
- Medical Interpreter Code of Ethics
- Culture of Medicine
- Video Remote and Phone Interpreting
- Standards of Practice
- Anatomy and Physiology
 - Introduction
 - Cardiovascular System
 - Nervous System
 - Endocrine System
 - Immune System
 - Digestive System
 - Urinary System
 - Reproductive System
 - Respiratory System
- Building Glossaries
- Note-Taking for Medical Interpreters
- Professional Development + Resume Best Practices
- Medical Interpreter Certification
- Strategic Mediation
- Interpreting for Mental Health Encounters

4. POLICIES

a. Attendance:

- i. Students are allowed up to five (5) excused absences per semester (for theory classes). An excused absence is an absence that you alert us of in advance.
- ii. An absence is unexcused if you do not alert us in advance. An unexcused absence could affect your final grade and your ability to continue the course.

- iii. Students should attend each 2-hour session in its entirety. A student may be counted as absent for arriving late or leaving early.

b. Technical Platforms:

i. Matrix:

1. This course utilized the training platform, Matrix, to organize the class. Matrix keeps track of all aspects of the course, including but not limited to making payments, housing course modules and materials, tracking student attendance and uploading homework assignments.
2. The dates for each class will appear alongside the respective module on Matrix. The semester syllabus is subject to change, and any date changes will be adjusted accordingly on Matrix.
3. Matrix can be used to communicate with instructors and course managers in addition to communication via email and phone.
4. All class materials, including PowerPoint presentations, handouts and homework assignments will be available on Matrix under the appropriate module.

ii. Zoom:

1. All classes will take place on Zoom. The Zoom link will be the same for every class, and can be found on the “Welcome” section of Matrix.
2. Cameras must be on at all times. Students who keep their cameras off will be considered absent, unless the student is driving or has technical difficulties.
3. Please be courteous and silence your microphones when you are not speaking.

c. Behavior:

- i. Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed.
- ii. The following specific rules will apply throughout the course:
 1. Be on time, be professional, be prepared, be respectful and courteous, and be helpful.
 2. Actively participate during lectures, and simulated practice and observation sessions.
 3. Be willing to provide constructive feedback to colleagues and be willing and open to receive constructive feedback from colleagues.
 4. Acknowledge that all participants are present to learn and develop skills as interpreters.

5. CONTACTING INSTRUCTORS

- a. Students may contact course staff via email at cipd@tennessee.edu or by sending a message through Matrix.

6. GRADING:

- a. GRADING BREAKDOWN
 - i. Simulations: 20%
 - ii. Homework & Quizzes: 20%
 - iii. Oral Exam: 20%
 - iv. Written Exam: 20%
 - v. Classroom Attendance: 20%
- b. OVERALL COURSE GRADING SCALE
 - i. A: 90–100 (Excellent)
 - ii. B: 80–89 (Good)
 - iii. C: 70–79 (Average)
 - iv. D: 0–69 (Fail)

7. COPYRIGHT STATEMENT:

Students must comply with all laws regarding the use of copyrighted materials. They are responsible for ensuring their activities align with fair use guidelines and do not infringe on the copyrights or proprietary rights of others