

## Information on the 60-Hour Web-based Medical Interpreter Certificate Course

For More Information/Specific Questions Contact: [jfontes@interpretersassociates.com](mailto:jfontes@interpretersassociates.com)

**LENGTH OF COURSE:** This course is an intensive 10-week course. The course consists of required readings, discussion board postings, quizzes, written assignments and a final exam. You should plan on at least 6-8 hours per week of schoolwork to complete this course successfully. Your schedule of when you study and do the online activities is up to you but we do have certain deadlines. Each week starts on a Tuesday. In general your first discussion board posting needs to be done by Thursday, your weekly quiz by Saturday and follow up discussion board postings and any assignments due by Monday midnight.

**INSTRUCTORS:** All our instructors are current medical interpreters with no less than 10 years experience. The chapters on body systems is taught by a medical doctor so you gain a full knowledge of body systems during this course. Our instructors are nationally certified to the extent possible for that specific language.

**GRADES:** This course will cover a wide range of topics and a lot of information will be disseminated. One of the tools we use in this course is the exam or quiz. This is one way we can track your learning, and, you yourself can see what you are missing or perhaps have to pay more attention to. The exams are a 'means to an end' and are not the ultimate deciding factor in determining your success. Please do your best on all tests. All exams are collected and are the property of Interpreters Associates, Inc. No exams will be given back to the student. However, grades obtained will clearly be shared with individual students. In addition to exams and quizzes you will also be graded on your class participation and involvement in the class. Our goal is for all to have an active participation in group discussions and debates. Remember, we learn from each other and as students you can use each other's qualities to sharpen yourself. The final exam will include a written exam plus a series of short role plays. Your oral test will be graded on: accuracy of the interpretation, clarity for which the interpretation is given and if interpreter standards of practice and ethics are being employed in the encounter. Some things you should strive for:

Correct Medical Vocabulary - The correct medical terminology instead of slang

Accuracy of Interpretation - Without omission/additions

Clarity - The interpreter speaks clearly, enunciating his message

Interpreter Skills - All protocols observed and professional demeanor displayed

**MANUAL:** We will ship your manual to you in time for the start of the class. We also HIGHLY recommend you purchase the book, “The Human Body Book” by Steve Parker. ISBN: 9781405316255. This book can be purchased at Amazon, Barnes and Nobles or even E-bay.

**PAYMENT:** This course is fast paced and intensive. Upon payment of deposit you may request dropping out of course; if you request this with more than 30 days notice you will receive a full refund. Less than 30 days and you forfeit your deposit. Once the course begins there is no refund of any monies paid.

**WHAT IS NEEDED:** To complete this course successfully you will need

- 1) A mind ready to learn quickly.
- 2) Conditions in your life that will allow you to study 6-8 hours a week.
- 3) A computer that has a sound card, video viewing capabilities such as Windows Media Player as well as Microsoft Word, any edition.

### QUESTIONS AND ANSWERS:

1. What will I be able to do upon completion of this course?

**Answer:** In order to obtain work as a medical interpreter, all bilingual persons must pass a certificate course such as this one. Upon successful completion you will be issued a certificate of completion as well as a transcript of your grades both on your performance in the class as well as your oral evaluation which is part of the final exam. The completion of this course does not guarantee work but it is a necessary first step.

2. What is the difference between a “certificate course” and being “certified”?

**Answer:** You might think of it this way. To become a lawyer you need to study law. After you study law, this does not automatically make you a lawyer, you need to pass the bar exam. Medical interpreting is similar. This certificate course is the first step in starting out as a medical interpreter. Very few places, whether hospitals or agencies, hire or contract individuals with at least a medical interpreter certificate course. Once you obtain this certificate, you can go on and become “certified” by taking the national board exams through either one of two nationally recognized boards. We help you during this course to let you know what it takes to pass national exams.

### 3. Do you offer internship programs?

**Answer:** If you live in the state of Massachusetts we do offer an internship program which is separate from the certificate class. If you live outside of the state of Massachusetts, we can recommend ways to get experience. Please contact us.

### 4. What kind of accreditation does Interpreters Associates, Inc. have?

**Answer:** As corporate members and supporters of the IMIA (International Medical Interpreters Association) our course is recognized by them and our certificate is valid internationally. Although there are no accreditation protocols for this type of class, we strive to provide the very best of instructors who are leaders in the field.

### 5. How do I know if I will succeed in this class?

**Answer:** To succeed in this class you have to be completely bilingual and fluent in two languages. You should be able to express yourself without hesitation or difficulty in both languages. One thing we stress during this course is that the career of medical interpreting is a continuous process of learning. Nobody, after studying even a year in a university, is going to be the best he can be without years of experience behind him. This course is the start of a long road ahead in which you get better and better. We do not offer testing beforehand to tell you if you are a good candidate or not and leave it up to you to judge yourself.

### 6. Can I take this course in more than one language?

**Answer:** The course in itself is non-language specific until we get to the end of the course when we pair you up with a language coach in your target language. At the end of the course there is a written and oral exam. If you would like to take the oral exam in more than one language, this is possible, and as a result you will receive a grade for that additional language as well. Each additional language is an additional \$200.00 which will be billed toward the end of the course once you are sure you want to proceed with this additional testing.

# Syllabus

The online program runs on a weekly schedule. Students are expected to complete the following work each week as it pertains to the week's particular areas of study: weekly reading (out of manual), online quiz, discussion forum participation (2 topics per week) and the weekly research paper. Students are free to complete the work any time they wish during the week as long as work is submitted before the specified deadline. Students should expect to invest between 6 and 8 hours of study each week.

## Week 1- Introduction to Medical Interpreting

Instructor: Arthur Liebl

Synopsis: A brief introduction to the history of medical interpreting along with an overview of organizations important to the profession. This section also covers some of the more common myths and realities that surround medical interpreting.

## Week 2- The Mechanics of Medical Interpreting

Instructor: John-Michael Fontes

Synopsis: A full overview of the most important aspects of medical interpreting including: the pre-session, the four chief roles of medical interpreters, the 6 ethical principles and ethical dilemmas/decision making.

## Week 3- Laws and Regulations and Vocabulary as a Tool of the Trade

Instructor: John-Michael Fontes

Synopsis: A detailed explanation of the pertinent laws involved with medical interpreting including: HIPAA, executive order 13166 and the Massachusetts emergency room interpreter bill among others. This section also covers a comprehensive list of Latin and Greek prefixes/suffixes that pertain to medical terminology.

#### [Week 4- Mental Retention I & II](#)

Instructor: Arthur Liebl

Synopsis: A one of a kind training module that teaches interpreters *how* to use their brain rather than simply *what* they need to know. This section delves into intriguing topics and methodology including: mental retention skills and best practices, mind mapping techniques, healthy brain dieting and improving upon memory skills.

#### [Week 5- Body Systems I](#)

Instructor: Gerald Paul

Synopsis: A detailed explanation of the anatomy and physiology of the major body systems and how they pertain to medical interpreting. Body systems I covers the following topics: the circulatory system, the heart, the nervous system and the skeletal system. This section not only discusses the functionality of these systems but also the most common problems and diseases related to each of them.

#### [Week 6- Body Systems II](#)

Instructor: Gerald Paul

Synopsis: A detailed explanation of the anatomy and physiology of the major body systems and how they pertain to medical interpreting. Body systems II covers the following topics: the reproductive system (male and female), the urinary system and the endocrine system. This section not only discusses the functionality of these systems but also the most common problems and diseases related to each of them.

#### [Week 7-Body Systems III](#)

Instructor: Instructor: Gerald Paul

Synopsis: A detailed explanation of the anatomy and physiology of the major body systems and how they pertain to medical interpreting. Body systems III covers the following topics: the respiratory system, the muscular system, the integumentary system and the digestive system. This section not only discusses the functionality of these systems but also the most common problems and diseases related to each of them.

### Week 8- Medical Specialties

Instructor: Gerald Paul

Synopsis: A review of the wide variety of medical specialties with which medical interpreters must work. This section covers the various sub specialties that pertain to the main areas of medicine as well as the terminology involved with each of the specialties.

### Week 9- The Interpreter Encounter (Video Exercises)

Instructor: John-Michael Fontes

Synopsis: A detailed explanation of how all the previous sections come together in full circle and create a “successful interpretation encounter”. This section ties all major concepts together in order to “paint a picture” for students of how the interpretation encounter will come to fruition. Also included in this section are 22 training videos that present 11 common interpreter errors as well as 11 positive interpreter encounters. For many students, this is the first actual visualization of medical interpreting in action.

### Week 10- Final Exams

Instructor: John-Michael Fontes and Language Coaches

Synopsis: Students will need to successfully complete two separate exams. The first exam is written which will cover all of the material presented throughout the program. Students will also need to provide labeling/translation of various diagrams pertaining to body systems and anatomy and physiology. The second exam is the oral

evaluation. Students will need to successfully complete a number of role play scenarios. These scenarios vary in subject from pediatrics to dermatology. The oral exam role plays are conducted over the phone with the assistance of language coaches. Each student will work with a language coach who is a highly experienced interpreter for that specific language. Minimum passing score for both the program and the final exams is 70.

## Instructor profiles

### Arthur Liebl

#### **Vice President**

Arthur has been an interpreter since 1995 while working in Brazil for Rockwell International of Chicago. His medical interpreter experience has been since 2003. Arthur also holds a degree in Hospital Administration.

Years of experience: Since 1995

### John-Michael Fontes

#### **Director of Interpreter Education**

John-Michael Fontes comes to us from a medical, legal, and business interpreting background. As a native English speaker he was born and raised in Massachusetts and began learning Portuguese at the age of 15. John has been working with Interpreters Associates since 2012 and has a true passion in sharing everything that he has learned through his experiences. He currently also provides interpretation services to the Immigration Court in Boston.

Years of experience: Since 2005

**Gerald Paul**

**Qualified Medical Interpreter/Instructor**

Gerald is an experienced medical doctor from Haiti who works here in the United States as a medical interpreter as well as being at the tail end of obtaining his license to practice medicine here in the United States. Gerald has extensive experience both as a medical doctor and as an interpreter.

Years of experience: Since 2007

For more information:

**I**nterpreters **A**ssociates, **I**nc.

529 Main St. | Charlestown, MA 02129

Office Phone: 617-886-5110 | FAX: 781-629-2699

[jfontes@interpretersassociates.com](mailto:jfontes@interpretersassociates.com)