

## 40-HOUR MEDICAL INTERPRETER AND TERMINOLOGY TRAINING SYLLABUS

<b>DAY 1 – FOUNDATIONS OF INTERPRETATION</b>	
1. <b>Introductions</b> (program goals, rules, attendance, individual performance feedback, testing)	30 min
2. <b>Modes and roles of interpretation</b> (consecutive/simultaneous/etc., conduit/cultural broker/etc.)	30 min
3. <b>Interpreter success factors</b> (accuracy/customer service, practice/glossary, personal tips, etc.)	1 hour
<b>BREAK – 15 MIN</b>	15 min
4. <b>Interpretation strategies</b> (active listening, focus on meaning, short term memory and retention, visualization, chunking, note-taking, and knowledge of terminology, etc.)	1 hour
5. <b>Effective note-taking techniques</b> (balancing writing and listening, chunking and writing only key words, using concise and visual methods such as abbreviations and symbols, etc.)	1 hour
<b>BREAK – 45 MIN</b>	45 min
6. <b>Chunking exercise</b> (identifying main ideas, dividing content into logical parts, and assigning key words to each part, etc.)	1 hour
7. <b>Note-taking and chunking exercises</b> with individual feedback + self-study	2 hours
<b>TOTAL</b>	<b>8 HOURS</b>

<b>DAY 2 – FOUNDATIONS OF MEDICAL INTERPRETATION (ETHICS, PROTOCOLS)</b>	
1. <b>Medical terminology quiz</b> (core glossary provided two weeks prior to the training)	1 hour
2. <b>Interpreter Code of Ethics</b> (confidentiality, accuracy, impartiality, conflict of interest, etc.)	1 hour
3. <b>Cultural competence</b> (health practices and beliefs, familial/relational structures, etc.)	30 min
<b>BREAK – 15 MIN</b>	15 min
4. <b>Interpreter tools</b> (repetition, clarification, verification, shorter segments, etc.)	30 min
5. <b>Protocols for medical calls</b> (accuracy, 1 <sup>st</sup> vs 3 <sup>rd</sup> person, use of tools, call flow, register, etc.)	1 hour
6. <b>Practice medical scenarios</b> (common illnesses, symptoms, procedures, etc.) with feedback	1 hour
<b>BREAK – 45 MIN</b>	45 min
7. <b>Role-play exercises</b> (common illnesses, symptoms, tests, etc.) with feedback + self-study	2 hours
<b>TOTAL</b>	<b>8 HOURS</b>

<b>DAY 3 – MEDICAL EMERGENCY AND PROCEDURES</b>	
1. <b>Medical terminology quiz</b> (study of core glossary continued)	1 hour
2. <b>ER vs urgent care</b> (main stages and procedures, triage questions, testing, discharge, etc.)	30 min
3. <b>Practice sight translation</b> (intake forms, consent forms, discharge instructions) and feedback	1 hour
<b>BREAK – 15 MIN</b>	15 min
4. <b>Practice consecutive interpretation</b> (medical scenarios) with individual feedback	1 hour
5. <b>US health care &amp; insurance system</b> (overview, Title VI, ACA, public/private insurance, etc.)	1 hour
<b>BREAK – 45 MIN</b>	45 min
6. <b>Practice scenarios</b> (common illnesses, symptoms, treatment, etc.) with feedback + self-study	2 hours
<b>TOTAL</b>	<b>8 HOURS</b>

<b>DAY 4 – MASTERING MEDICAL LANGUAGE AND BODY SYSTEMS</b>	
1. Medical terminology quiz (study of core glossary continued)	1 hour
2. 12 human body systems (respiratory, reproductive, digestive, cardiovascular, immune, etc.)	1 hour
BREAK – 15 MIN	15 min
3. Internal and external body organs (e.g., lungs, bladder, pancreas, abdomen, back, toes, etc.)	45 min
4. Decoding medical terms (prefix+root+suffix, e.g., hypotension, gastritis, mastectomy, etc.)	45 min
5. 911 emergency medical calls (nature of calls and effective handling techniques, etc.)	30 min
6. Practice scenarios (90% consecutive, 10% simultaneous) with individual feedback	1 hour
BREAK – 45 MIN	45 min
7. Role-play exercises (common diseases, symptoms, treatment, etc.) + self-study	2 hours
<b>TOTAL</b>	<b>8 HOURS</b>

<b>DAY 5 – FINAL PREPARATIONS AND EVALUATION</b>	
1. HIPAA compliance training (security rule, privacy rule, enforcement rule, final quiz, etc.)	2 hours
BREAK – 15 MIN	15 min
2. Medical terminology quiz (focus on the most frequently used medical terms)	1 hour
3. Practice medical scenarios (100 % consecutive) with individual feedback	2 hours
BREAK – 45 MIN	45 min
4. Final exam instructions and QA session (preparation for the test, useful exam tips, etc.)	30 min
5. Final Interpreter Assessment Exam (computerized test with one medical scenario)	1 hour
6. Circle of trust (instructor's individual feedback and participants' feedback about the course)	30 min
<b>TOTAL</b>	<b>8 HOURS</b>