



Jot It Down! Notetaking for Medical Interpreters

Wednesday, October 19, 2016

Location: UMASS Center Springfield - 1500 Main Street, Springfield, MA & ONLINE

Time: **Registration:** 5:30 pm **Program:** 6:00 pm to 9:15 pm

Regular Fee: \$ 30.00

CEU Fee: \$20.00 (includes certificate of completion: 3.00 CCHI or 0.3 IMIA)

Education Level: Intermediate to Advanced

Agenda

5:30PM – 6:00PM Registration & Sign In

6:00PM – 7:15PM Program

7:15PM – 7:30PM Break

7:30PM – 9:15PM Program

9:15PM Evaluation & Sign Out

Description:

This 3-hour workshop focuses on notetaking theory and practice for medical interpreters. We will start with the basics and move beyond to help interpreters begin to develop their own system that fits their context and needs. Participants will become familiar with the principles of notetaking and learn about helpful symbols for the healthcare context. Next, we will work on applying this knowledge through exercises and guided work. Interpreters will work on developing a list of their own symbols and abbreviations, as well as an overall notetaking strategy. Finally, we will practice in small groups and in front of all with healthcare-based dialogues. Before the end of the workshop, all participants will prepare a plan for further practice and study.

Required material: A steno pad (8.5 x 5 notebook with a spiral at the top) and working pens/pencils

Recommended reading: *Note-taking for Consecutive Interpreting: A Short Course*, by Andrew Gillies (Routledge, 2014)

Learning Objectives: Medical interpreters participating in this training program will be able to:

1. Identify the basic principles of notetaking for the healthcare context;
2. Summarize the advantages and need for notetaking;
3. Understand the nuances and possible risks of notetaking in the healthcare context;
4. Identify and practice notetaking techniques that work on an individual basis;
5. Prepare a plan to further their notetaking practice.

About the Trainer:

Elena Langdon, CT, M.A., CoreCHI, has worked as an interpreter and translator for over 15 years. She is certified by the American Translators Association (ATA) as a translator (PT>EN) and by the Certification Commission for Healthcare Interpreters as an interpreter. She holds a Masters in Translation Studies from the University of Massachusetts Amherst and has been teaching interpreting and translation since 2005 at college-level institutions. Elena volunteers on committees for the National Council on Interpreting in Healthcare and the Portuguese Language Division (PLD) of the ATA and has helped organize the New England Translators Association annual conference for the last three years. She is a past administrator and treasurer of the PLD, and was the second chair of the National Board of Certification for Medical Interpreters. Elena recently left a full-time job supervising a group of 50+ medical interpreters at Baystate Medical Center to once again explore the joys and challenges of working for herself.

Please register by using one of the following methods:

Online: www.berkshireahec.org

Calling Berkshire AHEC at 413-447-2417

Registration:

Berkshire AHEC provides on-line registration for its continuing education programs. Please visit www.berkshireahec.org to register for this and all upcoming programs. Payment can be made with all major credit cards or check. If you are unable to register electronically, Berkshire AHEC staff would be pleased to register you by phone. Please call us at (413) 447-2417 between 8 a.m. and 4 p.m., Monday through Friday.

Certificates & Completion Requirements: Participants are expected to sign-in and out, attend the entire program, and complete an evaluation. Certificates will be distributed to participants at the end of the program. Participants will not receive a certificate of completion until payment has been received and if the certificate cannot be presented at the event, the participant will be expected to pick up their certificate from Berkshire AHEC.

Refunds:

Berkshire AHEC does not provide refunds after 10 full calendar days prior to the date of the program. If an individual requests a refund after that due to illness a partial credit towards a conference occurring in the same fiscal year may be issued if Berkshire AHEC is notified before the close of business the day prior to the conference. Credits for cancellation due to illness will only be issued once per fiscal year per learner.

Special Requests: If you are hearing impaired, or are a person who is differently abled who requires accommodations, please contact Berkshire AHEC 15 days prior to the training.

Information:

Berkshire AHEC: (413) 447-2417

Fax: (413) 499-0370



Supported by Mass Health and the MassAHEC Network,
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