

JOT IT DOWN: NOTE TAKING FOR MEDICAL INTERPRETERS

REGISTER NOW!

www.berkshireahec.org

Credits/Contact Hours

CCHI: 3.00 - Application has been made to the Certification Commission for Healthcare Interpreters (CCHI) for approval of CE hours.

IMIA: 0.3 - Application has been made to the International Medical Interpreter Association (IMIA) for approval of CE hours.

Education Level: Intermediate to Advanced

OBJECTIVES

This 3-hour workshop focuses on note taking 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 note taking 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 MATERIALS

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)



Berkshire AHEC

forHealth
CONSULTING

at UMass Chan
Medical School



LIVESTREAMING
VIA ZOOM MEETING
DATE:

Wednesday, June 19, 2024

TIME:

5:45 pm 9:00 PM

FEE:

\$35.00



**ELENA LANGDON,
CT, M.A.**

LEARNING OBJECTIVES

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

1. Identify the basic principles of note-taking for the healthcare context;
2. Summarize the advantages and need for notetaking;
3. Recognize 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 note-taking practice

ABOUT THE TRAINER

Elena Langdon is a certified Portuguese-English translator, conference and community interpreter, and interpreter trainer with over 20 years of experience. She has a Master of Arts in Translation Studies from the University of Massachusetts Amherst and took the first Train the Trainer course at the Middlebury Institute for International Studies at Monterey that was offered for healthcare interpreter trainers. She currently teaches healthcare interpreting in the Master of Arts in Conference Interpreting (MCI) program at Glendon College, York University. Elena delivers workshops around the country and abroad and pulls from experience interpreting and translating, managing interpreters, and teaching for programs at the University of Chicago, Boston University, UMass Amherst, and Glendon College.

Elena has volunteered and served on the Board of Directors for the American Translators Association, the New England Translators Association, the National Council on Interpreting in Health Care (NCIHC), and the National Board of Certification for Medical Interpreters. Elena continues to support the production of bimonthly webinars for interpreter trainers for the NCIHC.

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 413-842-5160 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 413-842-5160

Website: www.berkshireahec.org