Steps for Processing a New Volunteer Interpreter

Typically the process for someone who wants to join ICI as a Spanish interpreter is as follows:

1) A 45 min PowerPoint presentation that counts as the mandatory Training Session

2) A one-on-one meeting with me where I personally conduct the verbal Language Proficiency Exam (about 30-45 mins). It is not a written exam because we don't actually have interpreters do any written translations at clinic; it is only verbal interpretation.

3) If they pass the proficiency exam and are interested in becoming regular volunteers at our clinic, I then formally request 20 minute appointments for each volunteer to go to Human Resources at RFUMS to fill out some legal paperwork and request D2L access. **THIS STEP IS SKIPPED IF THEY ARE RFU STUDENTS WITH ACCESS TO D2L.**

4) A few days after the HR appointment, they will receive a D2L login and password and will have to complete online modules related to **HIPPA and Blood Borne Pathogens. Passing two online quizzes with 100% is required. REQ 801**

5) All volunteers have to have proof of a negative PPD test within the last 12 months and documentation of this year's flu shot before Oct. 1st (typically, or whenever the RFUHC sets a deadline).

6) Next, I schedule each future interpreter for a shadowing shift where he/she gets the opportunity to tour the clinic and shadow an appointment in **each** of our specialties (med, psych, physical therapy). This usually takes an entire clinic shift on a Thursday from 4-8 PM. And I can only schedule, at most, 2 shadows per Thursday.

7) When he/she feels comfortable about interpreting on his/her own, we set up a time for me to shadow him/her while they interpret for an appointment and if there are no problems during the appointment, I approve them as an interpreter for clinic. They are then allowed to sign up for shifts and will added to the Master Schedule.

- The first half of the verbal [proficiency exam is here](), the other is out of a workbook I got during my Medical Interpreting course.

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