



February 11, 2008

**Dear Health Care Interpreter Program Candidate—LINCOLN CITY WEEKENDS:**

Thank you for your interest and inquiry into the Oregon AHEC Spanish Health Care Interpreter Training Program. The Oregon Area Health Education Centers Program will be offering the classroom portion of this Certificate Program on 4 weekends. (see attached Schedule). The classes will be held on weekends once a month beginning on Friday, April 18<sup>th</sup>. Classes will be held at Samaritan Health Services –Lincoln City. To be eligible to start classes, you must pass a bi-lingual Spanish-English Language pre-assessment which includes written and oral components. Assessment tests will be scheduled in March 2008. The course is open to those residing in Coastal, Willamette valley or southern Oregon communities (no Portland metro area applicants will be considered).

Students who successfully complete the classroom portion of the program will be able to move on to take the written comprehensive exam and will be scheduled for clinical practicum experiences in Bend for 4 days (32 hours) in August or September 2008. We anticipate having funds to offset your travel expenses to stay in Bend, however you will need to work out arrangements with your employer for the time off to attend. We cannot guarantee dates for clinical experiences prior to the start of the class, however we anticipate the ability to offer you some choice in the week of your clinical practicum experience. We will begin starting to schedule these in June.

Program description and scheduled dates (see attachment A-- Schedule):

The health care interpreter program consists of:

1. **Introduction to Health Care Interpreting Basics – 8 hours** –There will be homework assignments to complete via distance learning prior to the first class for this unit. This unit is fundamental to interpreting practice and covers national standards, codes of ethics, and elements of interpreting. There will be a unit test for Health Care Interpreter Basics given on Sunday, April
2. **Integrated Anatomy & Physiology, Medical Terminology and Interpreting Practice. –60 hours** --Application of healthcare interpreting principles will be integrated into this course where you will focus on the anatomy, medical terminology, standard tests and procedures. This course includes 30 hours of class with 30 hours of self study modules and assignments. You should anticipate a minimum of 3-4 hours spent outside of class for each unit in the Integrated Course. There will be a mid-term and final exam for the Integrated Course, each covering 6 units of the curriculum. You will be required to complete unit ethics homework assignments and unit quizzes each week via distance learning –even on weeks you will not meet for class. Assignments will have due dates and assignments not completed by assigned due dates will be scored as a zero.
3. **Language and Interpreting Skills Lab – 24 hours**--independent study, self-paced with two hours per unit equaling 24 hours throughout the course. These 2-3 hours per unit to complete the language and interpreting skills lab outside class are in addition to the hours you should be devoting to study of each unit. You will be required to complete skills lab assignments via distance learning each week –even on weeks you do not meet for class.

4. A **Comprehensive final written examination** of the whole course work including Interpreter Basics and Integrated Course material will be given a week after you have completed the Integrated Course. You must pass this comprehensive written exam prior to starting your clinical experience practicum.
5. **Clinical Experience Practicum – 32 hours.** Course work and final comprehensive exam must be successfully completed before proceeding to the clinical experience with a trained Clinical Preceptor. You will also be required to attend a 2 hour Healthcare Orientation prior to the Clinical Experience Practicum. Students will also be required to complete background checks to receive student identification badges required for the clinicals.
6. **Final oral examination.** The Clinical Experience must be successfully completed before proceeding to the oral final.

Participants will receive a **Certificate of Completion** upon successful completion of the classes, passing the final written examination, completing the Clinical Experience and Final Oral Exam. A transcript of coursework will be provided for your use in documenting the material completed in the courses.

**Costs: The \$30 non-refundable language assessment fee must be submitted with the application.** Due to special funding available for this course, the cost of the class will be heavily subsidized for participants. The course normally costs \$1000 per student. **For this 2008 class, students will be required to pay the cost of books and language materials which = \$270.** Students will be responsible for travel costs to attend the Lincoln City weekend classes as well. A payment schedule can be arranged for those with financial hardship. Details are still be worked out to cover as much of travel expenses for the Clinical Experience in Bend as possible through grants and other funding sources. More information will be provided at the assessment session.

In order to be accepted into the program, you will be required to successfully complete a bilingual interview and assessment (English and Spanish). **Please refer to the attached information about the application process.**

Send all completed application materials and fees to: **Cascades East AHEC , 2500 NE Neff Rd., Bend, OR 97701** or by e-mail to [jvalenti@cascadehealthcare.org](mailto:jvalenti@cascadehealthcare.org). Application materials must arrive by Monday, March 10, 2008, 5 pm.

**We will be conducting interviews for all candidates during March 17-19, 2008** Calls will be made from our office to schedule an interview appointment with all applicants who have turned in completed materials by the deadline of March 10, 2008. We will be unable to schedule appointments prior to receiving completed application materials. **The complete interview process will take 1 1/2 hours.** If you will not be able to meet for an in-person interview, when you send in your application materials let us know of the barriers that prevent you from coming in the office for your interview. Students who do not complete the interview process will not be selected for the program.

Please be sure to read the instructions carefully and follow directions on the attached documents. If you have any questions, contact **Jennifer** at **541-617-2603** or [jvalenti@cascadehealthcare.org](mailto:jvalenti@cascadehealthcare.org).

Sincerely,



**Jennifer Valentine, Executive Director**  
**Cascades East AHEC on behalf of Oregon Area Health Education Centers**

**Enclosures:** Letter of introduction, Pre- Assessment Application, Confidential Reference Information Form, Attachments A and B.

## **Oregon AHEC Spanish Language Health Care Interpreter Program**

### **Pre-Entry Oral and Written Assessment for Language Proficiency**

In an effort to ensure that applicants have the appropriate language skills to succeed in the Oregon AHEC Spanish Health Care Interpreter Training Program offered in Oregon Communities, oral interviews will be conducted with each applicant. In addition to the interview, applicants will complete assessment questions, pace measurement, English to Spanish translation, Spanish to English translation and reading comprehension assessments. The interview/assessment process will take approximately 1 1/2 hours to complete.

**Any questions may be addressed to Jennifer Valentine at 541-617-2603.**

#### **Instructions and information for the applicant:**

1. Complete the application form. Please **print** clearly, so we can contact you regarding an interview appointment and process your application information.
2. The passing level for the interview/assessment and written translation is **85%** and the criteria, which will be evaluated are: grammar, appropriate word usage, clarity of speech, appropriate pronunciation in both languages, reading comprehension, pace, and proper accent marks and punctuation on the translation. Interview scoring is as follow: Interview questions in English – 20 points, Interview questions in Spanish – 20 points, site translation of short form – 14 points, reading comprehension – 10 points and paragraph translations – 36 points.
3. All application materials must be received in our office by **Monday, March 10, 2008** including the **\$30 non-refundable application fee**.
4. The interview will be bilingual and will cover such subjects as reasons for wanting to practice health care interpreting, background, education and experiences that will contribute to being a successful health care interpreter.
5. For assessment score below 80%, we highly recommend that the candidate take formal classes in Spanish or English depending on scores. Assessments may be repeated after 6 months with an additional application fee.
6. If accepted into the program the candidate will be asked to complete additional paperwork to register for classes and to authorize release of information to AHEC.
7. Incomplete pre-application materials will remove a candidate from consideration in the Healthcare Interpreter Program. Please contact us if you need assistance in understanding the application materials.
8. Students selected for the program will be required to obtain or submit current documentation for PPD (tuberculin) skin test prior to beginning clinical experience.

#### **Criteria for HCI Applicants:**

- Be fluent in English and Spanish, ability to change languages back and forth easily, and maintain a fast and smooth pace
- Have some experience in interpreting
- Have an interest in becoming a health care interpreter
- Be 19 years of age or older
- Minimum education: High School Diploma or GED
- Have knowledge of or work experience in with Spanish speaking populations

## Oregon AHEC Spanish Health Care Interpreter Program

### ATTACHMENT A:

### 2008 Oregon AHEC Spanish Healthcare Interpreter Training Program Class Schedule Regional Weekend Classes (Coast)

**LOCATION: Samaritan Health Services –Lincoln City**

Date (24hr)	Content Covered	Location	Time
February 11, 2008	Applications Available	E-mail, Web, AHEC Offices	
Monday, March 10, 2008	Applications and \$30 Testing Fee due to Cascades East AHEC Office	N/A	
Monday March 17th through Wed. March 19th	Class Pre-Assessment and selection process/  <u>Start Homework Assignments for Class Weekend One</u>	TBD/Assessment Time & Location will be assigned –expect phone call on March 13 <sup>th</sup> to verify time and location	3 days
Friday <b>APRIL 18, 2008</b> EVENING	Introductions Interpreter Basics Course	Samaritan Health Services – Lincoln City	1700 - 2000
Saturday <b>APRIL 19, 2008</b> ALL DAY	Interpreter Basics Course Continued	Samaritan Health Services – Lincoln City	09-1700
Sunday <b>APRIL 20, 2008</b> MORNING	Integrated Course: Unit I	Samaritan Health Services – Lincoln City	09-1200
Friday <b>MAY 16, 2008</b> EVENING	Integrated Course: Unit II	Samaritan Health Services – Lincoln City	1700-2000
Saturday <b>MAY 17, 2008</b> ALL DAY	Integrated Course: Unit III, Unit IV	Samaritan Health Services – Lincoln City	09-1630
Sunday <b>MAY 18, 2008</b> MORNING	Integrated Course: Unit V	Samaritan Health Services – Lincoln City	09-1200
Friday <b>JUNE 20, 2008</b> EVENING	Integrated Course: Unit VI & Review	Samaritan Health Services – Lincoln City	1700-2000
Saturday <b>JUNE 21, 2008</b>	Integrated Course: Midterm Test & Units VI & VII	Samaritan Health Services –	09-1700

<b>ALL DAY</b>		<b>Lincoln City</b>	
<b>Sunday</b> <b>JUNE 22, 2008</b> <b>MORNING</b>	<b>Integrated Course: Unit IX</b>	<b>Samaritan Health Services – Lincoln City</b>	<b>09-1200</b>
<b>Friday</b> <b>JULY 18, 2008</b> <b>EVENING</b>	<b>Integrated Course: Unit X</b>	<b>Samaritan Health Services – Lincoln City</b>	<b>1700-2000</b>
<b>Saturday</b> <b>JULY 19, 2008</b> <b>ALL DAY</b>	<b>Integrated Course: Unit XI &amp; XII and review</b>	<b>Samaritan Health Services – Lincoln City</b>	<b>09-1700</b>
<b>Sunday</b> <b>JULY 20, 2008</b> <b>MORNING</b>	<b>End of course final test</b>	<b>Samaritan Health Services – Lincoln City</b>	<b>09-1100</b>
<b>SATURDAY</b> <b>July 26, 2008</b>	<b>Written Final Comprehensive Exam (covers all courses)</b>	<b>Proctored Location(s) TBD</b>	<b>09-1200</b>
<b>August-Sept. 08</b>	<b>Clinical Experience for 15 students</b>	<b>Bend</b>	<b>32 Hours Per Student Pre-Arranged</b>
<b>Sept.-Oct. 08</b>	<b>Final Oral Exams</b>	<b>Locations &amp; Dates TBD</b>	

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## Attachment B

### Program Claim Status/Project Preference Information/Definition for Participants

This information is used for documenting Oregon AHEC program statistics and will not be shared with other participants or the instructor.

“**Disadvantaged**” means an individual who:

- (1) Comes from an environment that has inhibited them from obtaining the knowledge, skills, and abilities required to enroll in and graduate from a high school or college (**Educationally Disadvantaged**). The following are provided as examples of “Educationally Disadvantaged” for guidance only and are not intended to be all-inclusive.

Examples:

1. Person from high school with low average SAT/ACT scores or below the average State test results.
2. Person from a school district where 50% or less of graduates go to college.
3. Person who has a diagnosed physical or mental impairment that substantially limits participation in educational experiences.
4. Person for whom English is not their primary language and for whom language is still a barrier to their academic performance.
5. Person who is first generation to attend college.
6. Person from a high school where at least 30% of enrolled students are eligible for free or reduced price lunches.

**or**

- (2) Comes from a family with an annual income below a level based on low-income thresholds according to family size published by the U.S. Bureau of Census, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary for use in all health professions programs (**Economically Disadvantaged**). The figures used to determine low-income are:

Size of Family*	Income Level**
1	\$17,960
2	24,240
3	30,520
4	36,800
5	43,080
6	49,360
7	55,640
8	61,920

\*Includes only dependents listed on Federal income tax forms

\*\*Adjusted gross income for calendar year 2002