

# Medical Interpreter Job Description

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## **Duties and Responsibilities:**

- Conduct general and medical interpretation to staff, patients, and their families
- Assess patients and monitor them to ensure they understand information being conveyed
- Relay information regarding patient's cultural issues to professionals
- Note down and monitor interpretation activities according to hospital standards
- May be asked to translate written documents
- Always give reports to a manager or supervisor
- Observe, obtain, and receive information from all relevant sources
- Audit, Compile, calculate, code, tabulate, or verify information or data.

## **Medical Interpreter Requirements – Skills, Knowledge, and Abilities**

- 1-3 years of related experience
- Possess Bilingual fluency in English and a translation certificate
- Should be aware of the social, linguistic, and cultural influences which affect healthcare
- Excellent knowledge of the psychological and physiological implications of health care
- Be fully aware of the much health care approaches (e.g. holistic, Chinese, Ayurvedic)
- Understanding the multiple healthcare delivery systems and their roles
- Sharing information and resources through education, advocacy, and education
- Knowledge of policies and laws related to health care settings
- Obedience to the Registry of Interpreters codes of ethics and conducts
- Showcase flexibility and empathy in a professional manner
- Ability to pay undivided attention to what other people are saying
- Should have an eye for creativity and open to new ideas

- Be willing to learn forever through workshops, books, videos, or more education
- Must be true, honest, and punctual to meetings, and the hospital
- Possess multitasking skills to enable work in stressful situations
- Must be a good active listener and detail-oriented individual
- Be professional in everyday dealings with patients and possess excellent social skills
- Be in total control of their emotions
- Ability to remain patient and calm in disturbing moments
- Have interpersonal skills in order to work harmoniously with other professionals
- Be able to build trust between doctor and patient
- Requires familiarity with medical terminology
- Requires fluency in one or more languages; English included
- Be able to work under moderate supervision.