

Job Action Sheet: Translator

Version: 10/26/2009

Position Summary

Interpret clinical and instructional information for patients who request English/Spanish interpretation. Maintain confidentiality regarding information that is interpreted on behalf of patients.

Supervised by

Patient Movement Leader

Qualifications

Able to communicate clearly verbally and read written documents in Spanish and English. Able to follow directions and communicate instructions and directions in English and Spanish as needed. Able to stand on feet or walk for extended periods of time.

Responsibilities

Prior to assigned clinic

1. Review this Job Action Sheet and the following references prior to your first shift.
 - a. Review and understand the [Overview of Mass Vaccination Clinic](#). You will be involved in every step of the process.
 - b. Carefully read and understand the Vaccine Information Statements for each type of flu vaccine. Spanish versions: [H1N1 Inactivated-Spanish](#), [H1N1 Live/attenuated-Spanish](#); English versions: [H1N1 Inactivated](#), [H1N1 Live/attenuated](#)/
 - c. Familiarize yourself with the clinic [Registration Form](#).
 - d. Clinic Layout ([The Ranch](#), [Lincoln Middle School](#), [Thompson Valley High School](#))
2. Other useful background information:
 - a. CDC's "[Key Facts About 2009 H1N1 Flu Vaccine](#)"
3. If unfamiliar with the Incident Command System, we recommend you take the on-line FEMA training course ICS 100.a (<http://training.fema.gov/emiweb/is/is100a.asp>).
4. If you have to cancel or change your shift, contact Jen Ramsey at 530-2738.
5. Arrive at the clinic site on time. The first hour will include check-in and briefing by your supervisor.

During clinic

1. Receive on-site briefing from supervisor.

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2. Provide assistance to monolingual Spanish speaking clients throughout their clinic process.
 - Assist clients in completing forms
 - Direct clients to appropriate areas
 - Assist staff by distributing appropriate Vaccine Information Statements (VIS) form
 - Assist with translation as needed (Spanish Speaking Clients)
 - Assist Patient Movement Leader as requested
3. Report any security/safety issues immediately to your supervisor or security staff. Document incidents appropriately.
4. Inform your supervisor if you need additional forms or other supplies.
5. Your supervisor will provide rest periods and relief for you and other staff.

After clinic

Return your vest, name badge and equipment or materials you were issued and check out at the staffing check-in/check-out area before leaving the clinic.