

## **Protocol for new translations of the Psychiatric Assessment Guide**

It is hoped that this Psychiatric Assessment Guide will be reproduced into different languages in order to facilitate a clearer, consistent interpretation of the key elements contained within a mental health assessment. The tool can also be used in order to raise awareness among a wider community including language-speaking professionals, interpreters, service users, carers, advocates, etc.

This protocol provides clarity of the processes involved in order to maintain the quality and structure of the original document.

It is recommended that the process of translating the tables of the guide should involve a native speaker of the language concerned and a medical professional, preferably a psychiatrist, who has at least some knowledge of the language. If this proves impossible then a clear account should be given of what alternative process is to be followed.

The tables must be produced as a Microsoft Office Word document using Roman characters where this is appropriate. If other fonts are used which are not released in the standard version of Word then these fonts should be submitted along with the translated tables.

Any organisations wishing to translate the guide into another language(s) should make a written request to Professor Curtis or the Interpreting and Translation Manager. The process will continue in the following stages.

1. Initial submission of an application stating the language to be used, the process and individuals who will be involved in producing the translation and confirmation that the copyright of the resulting document will be transferred to Professor Curtis and the East London NHS Foundation Trust with the condition that the translating organisation will be free to distribute their own copies.
2. The tables to be translated will be sent out.
3. The translating organisation will produce translations of all tables using the named individuals. It is advised that these translations should then be checked more widely, for example with other professionals, interpreters, service users, carers and community leaders. It is hoped that this will minimise translation errors and will capture the best representation of the meaning to be conveyed taking into consideration dialect and language nuances. A written account of the process used to produce translated tables and the consultations which took place. The translated tables are then returned as a Word file along with an account of the process which has been followed.
4. The translated tables will be incorporated into the full document which will be sent to the translating organisation as a PDF file for checking. This document

will also include adequate acknowledgement of the contribution of the organisation and the individuals involved in producing the new translation.

5. Once the document has been checked it will be made freely available for distribution by the East London NHS Foundation Trust and the translating organisation will also be free to distribute the document as they see fit.
6. Any feedback about the new document should be reported both to the East London NHS Foundation Trust and to the translating organisation.