
FACIT Translation Project Procedures and Guidelines

Start: Source Document in English

Step 1:

Forward translation (2):
English → Target language

- Qualifications of translator, reviewer, etc.*
- 2 native speakers of target language:
1 living in US, 1 living in native country (preferred, when possible)
 - 1 translator for each dialect when there are multiple dialects (e.g. continental and Canadian French)
 - knowledge of medical / health / psychological concepts (preferred)
 - college degree (preferred)

Guidelines

- use simple language
- capture the meaning of the item, rather than perform a literal translation
- the translator is strongly encouraged to complete the FACIT instrument for her/himself

Documents to translate, review, etc.

- English FACIT items in item history format

Result: Two independent forward translations

Step 2:

Reconciliation of forward translations

- Qualifications of translator, reviewer, etc.*
- 1 native speaker of target language (preferred)
 - familiar with multiple dialects, if applicable
 - not involved in forward translation (Step 1)
 - previous exposure to the FACIT is OK, but not required
 - knowledge of medical / health / psychological concepts (preferred)
 - college degree (preferred)

- Guidelines*
- resolve any discrepancies
 - provide alternative translation(s), if necessary
 - ensure linguistic compatibility with all dialects, if applicable

- Documents to translate, review, etc.*
- English FACIT
 - 2 forward translations

Result: Reconciled version that includes input from both forward translations

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<u>Step 3:</u>	<i>Qualifications of translator, reviewer, etc.</i>	<i>Guidelines</i>	<i>Documents to translate, review, etc.</i>
Back translation of reconciled version Target language → English	<ul style="list-style-type: none">• 1 native English speaker• fluent in target language• not involved in previous steps (Steps 1-2)• no previous exposure to the FACIT in English• knowledge of medical / health / psychological concepts (preferred)• college degree (preferred)	<ul style="list-style-type: none">• use simple language• capture the meaning of the item; if there is more than one meaning, list them all	<ul style="list-style-type: none">• list of reconciled translations

Result: *Back translation into English to compare to source document*

FACIT Team must review and approve the back-translation of all FACIT translations in development.

<u>Step 4:</u>			
Independent reviews by 3-4 bilingual experts	<ul style="list-style-type: none">• 3-4 bilingual experts (1 linguist, 1 with knowledge of medical / health / psychological concepts, and 1 language coordinator)• previous exposure to the FACIT is OK, but not required• college degree (preferred)	<ul style="list-style-type: none">• each expert performs an independent review and completes the review forms supplied by the FACIT coordinating team• provide alternative translation(s), if necessary	<ul style="list-style-type: none">• all of the above

Result: *Up to 4 independent language versions based on review of forward, reconciled and back translated items*

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<u>Step 5:</u>	<i>Qualifications of translator, reviewer, etc.</i>	<i>Guidelines</i>	<i>Documents to translate, review, etc.</i>
Finalization by FACIT coordinating team, including consultation with language coordinator as needed	<ul style="list-style-type: none"> • language coordinator: • bilingual expert • previous exposure to the FACT is OK, but not required • college degree (preferred) 	<ul style="list-style-type: none"> • finalize and choose best translations where necessary • develop testing documents 	<ul style="list-style-type: none"> • all of the above

Result: *One translated version based on resolution of discrepancies between reviewers.*

FACIT Team must review and approve finalized translations at this stage of the process.

<u>Step 6:</u>	<i>Qualifications of translator, reviewer, etc.</i>	<i>Guidelines</i>	<i>Documents to translate, review, etc.</i>
Formatting and Proofreading	<ul style="list-style-type: none"> • 1 bilingual expert, usually the language coordinator 	<ul style="list-style-type: none"> • Spelling and grammatical language verification 	<ul style="list-style-type: none"> • translated version from Step 5

Result: *Document in target language ready for pretesting in native country*

<u>Step 7:</u>	<i>Qualifications of translator, reviewer, etc.</i>	<i>Guidelines</i>	<i>Documents to translate, review, etc.</i>
Pilot testing with patients	<ul style="list-style-type: none"> • Health professional who has access to the target patient population and experience conducting interviews. • <i>Please consult the FACIT team for guidance on conducting pretesting of the FACIT questionnaires.</i> 	<ul style="list-style-type: none"> • Patient sample ranging from 15 to 30 with the relevant diagnosis who read and answer questionnaire, provide feedback • Analysis of data as well as comments to refine translation 	<ul style="list-style-type: none"> • Questionnaire • Patient Interview Form • Pre-testing Procedures • FACIT Administration Guidelines

Result: *Final translated FACIT instrument to be used in clinical trials, intervention, etc.*