**Guidelines for translating POEM
into other languages – checklist**

**If your translation is not being performed by a translation company, please fill in this form and send to CEBD@nottingham.ac.uk**

|  |  |  |
| --- | --- | --- |
| **Translation step** | **Completed?** | **If no, please state why not** |
| 1. The text has been translated by 2 or more people who are:
 |  |  |
| * 1. ­Fluent in the language POEM is being translated into and English.
 | Yes [ ]  No [ ]  |  |
| * 1. ­Familiar with the locality where the outcome measure will be used.
 | Yes [ ]  No [ ]  |  |
| 1. I have asked the following people about the words they use to describe terms within POEM which may be difficult to translate (e.g. ‘oozing clear fluid’ and ‘flaking off’):
 |  |  |
| * 1. Local doctors.
 | Yes [ ]  No [ ]  |  |
| * 1. People with eczema (or their parents).
 | Yes [ ]  No [ ]  |  |
| 1. The translated version has been translated back into English by an independent translator.
 | Yes [ ]  No [ ]  |  |
| 1. The back translation has been approved as being appropriate by a native English speaker with dermatology experience.
 | Yes [ ]  No [ ]  |  |
| 1. I have proofread the final document.
 | Yes [ ]  No [ ]  |  |