



TRANSLATION OF ISNCC DOCUMENTS

POLICY TITLE: TRANSLATION OF ISNCC DOCUMENTS

DATE DRAFTED: JULY 2008

REVIEWED: SEPTEMBER 2012

NEXT REVIEW: SEPTEMBER 2018

Purpose

The purpose of this policy is to provide a consistent approach to the translation of relevant documents of ISNCC.

All Committees are responsible for recommending documents for translation. The ISNCC Head Office is responsible for managing the translation process.

The document is translated and developed in a manner that makes the content relevant to the country(ies) in which it is intended to be used. The characteristics of the translators should include:

- Fluent in English and in the related language
- Background in health care
- Prepared to do the work for a small honorarium, if funding is available, or volunteer-basis

The process includes two independent translators working on the document; comparing the translation on completion of the draft; and engaging a third independent translator to confirm the final translation.

Once the translation is complete, a hard copy of the translation is forwarded to the ISNCC Head Office for circulation. Circulation lists for the countries where the language is dominant are forwarded to the ISNCC Head Office by an ISNCC leader from the relevant region. The list should include organizations such as schools of nursing, cancer nursing society, health care agencies, cancer centers, and ministries of health. Board of Directors members may seek other methods of dissemination such as local nursing or health policy journals.

In addition to the abovementioned process, translation will be conducted for externally funded projects and grants, as defined in the project outline.