**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**

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| **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 |  |