

**Guidelines for translating RECAP
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:		
a. Fluent in the language POEM is being translated into and English.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
b. Familiar with the locality where the outcome measure will be used.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2. 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'):		
a. Local doctors.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
b. People with eczema (or their parents).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3. The translated version has been translated back into English by an independent translator.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
4. The back translation has been approved as being appropriate by a native English speaker with dermatology experience.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
5. I have proofread the final document.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	