



INACSL TRANSLATION PROCESS

BACKGROUND:

The INACSL Standards of Best Practice: SimulationSM are a living document designed to advance the science of simulation, share best practices, and provide evidence-based guidelines for implementation and training. Updated every few years, the INACSL Standards of Best Practice: SimulationSM are currently only published in English. They are available to download from the INACSL website (www.inacsl.org/inacslstandards) free of charge in a pdf format. A hard copy is also available for purchase from INACSL.

As these standards are freely available to the international community. Translator's express interest in translating the standard(s) or simfographics into languages that will support local implementation. In order to enable broader international uptake of these valuable evidence-based resources, INACSL has established a process for translation by interested international partners and an agreement to protect both parties.

TRANSLATION PROCESS & RESPONSIBILITIES:

1. Translator, identifies the standard(s) and/or simfographic(s) that they are interested in translating to a language that will support local uptake and notifies INACSL, in writing, of their interest in translating the identified standard(s) and/or simfographic(s). This notification request is sent to the attention of [Jalene Bowersmith, Executive Director](#).
2. INACSL will review all requests and respond within 2 weeks.
3. Based on interest and conversations INACSL will initiate an Agreement that summarizes the requirements for translation, establishes a timeline, and sets parameters for the work. This Agreement will outline the responsibilities of both Translator, and INACSL in relation to the translation process.
4. These responsibilities are outlined in the following steps:
 - a. Translator, will translate the standard(s) and/or simfographic(s) into their chosen language(s), using their own resources.
 - b. Translator, will provide reviews of the translation, including comparative translations and review by multiple subject matter experts to confirm that the meaning of the document(s) is accurate in the chosen language(s), using their own resources.
 - c. Once Translators subject matter experts agree that the translation accurately represent the standard(s) and/or simfographic(s) they will submit the final translation.
 - d. INACSL will provide Translator with a sample design and layout of the translated standards and/or simfographic(s) to ensure consistency with INACSL branding. Translator is responsible for making sure the design and layout is accurate and for funding these expenses.
 - e. Translator and INACSL shall participate in the proof-reading process once the translated standard(s) and/or simfographic(s) are in the design phase to validate that the translation has been correctly formatted and interpreted in the final document format. This step may take several communications back and forth between INACSL and Translator.

- f. For standard(s): An acknowledgement of the translation teams work may be provided on the right side of the first page footer for each standards document. Additionally, the logo or visual identification of Translator or a statement of acknowledgement, as desired, may be provided on the left side of the first page footer of each standard. INACSL will provide acceptable wording if acknowledgements are requested.
 - g. For simfographic(s): An acknowledgement of the translation teams work may be provided at the bottom of each simfographic. Additionally, the logo or visual identification of Translator or a statement of acknowledgement, as desired, may be provided at the bottom of each simfographic. INACSL will provide acceptable wording if acknowledgements are requested.
 - h. Once the translation has been approved by both parties the Translator will provide individual pdf. versions of the documents.
 - i. Once final pdf versions have been approved by both parties, an optional introductory letter may be developed for the translated standard(s) by both INACSL and Translator. This provides an opportunity to acknowledge the contribution of Translator, (in collaboration with INACSL) for translating the guideline(s) to the extent that both agree upon.
 - j. The final translated standard(s) will be published on the INACSL website and on the website (or equivalent) of Translator. It is the intent that the translated version be made available electronically, free of charge, to the international nursing and healthcare community.
 - k. The final translated simfographics will be published on the INACSL website and on the website (or equivalent) of Translator. INACSL and Translator will determine price sharing for sales of any physical materials created using the simfographics (flipbooks, banners, posters, t-shirts, mouse pads, etc.) in their agreement.
 - l. Both INACSL and Translator will include the translated standards in their dissemination programs.
 - m. Since the standards and simfographics are living documents and updated approximately every four years INACSL will notify Translator, in writing, when this regularly schedule review/update of the standard(s) is taking place. This written notification will allow Translator an opportunity to participate in translating future iterations of the standards to ensure that all translated standards are current.
 - n. If Translator does not wish to participate in translating future iterations of the standards and/or simfographics, the translated version will remain available on the INACSL website until they are deemed outmoded or an updated translated version is available. However, a statement will be added to the electronic documents indicating that the translation is not current.
 - o. If the document(s) have been deemed outdated by INACSL, both organizations will remove the document(s) from their websites and dissemination programs within 30 days of a notification in writing.
5. If Translator decides to participate in translating future iterations of the standards or translations in other languages, a new contract, or an addendum will be negotiated between INACSL and Translator for that work.

INTELLECTUAL PROPERTY:

INACSL is copyright owner of the INACSL Standards of Best Practice: SimulationSM as well as the INACSL Simfographics. It is understood that the intellectual property rights, including the right of commercial sales for all original material, will be retained by INACSL.