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**Nurse Family Partnership® (NFP) International**

**Guidance Document - Translation of NFP Materials | 2015.03.11**

**Introduction:**

This guidance is for new non-English speaking societies and draws on the experience of translating NFP materials into Dutch and Spanish.

'NFP materials' covers a number of written resources such as visit-to-visit guidelines, educational materials, manuals for delivery agencies, assessment and data collection tools and communication materials. The focus of this guidance is the translation of the visit-to-visit materials that are used directly with participants by nurse home visitors and supervisors. The same principles apply to the translation of all NFP materials, however, the amount of translation needed will depend on the level of English spoken by nurses and NFP leaders in your society.

Translation of the visit-to-visit guidelines, plus some adaptations, is done before they are used by nurses. Further adaptation will be needed as part of the pilot testing phase. Adaptation and translation is a simultaneous process to make sure that the language and cultural meaning connect with the lives and motivations of expectant mothers and the nurses who support them.

Prior to beginning the translation process, one of the NFP international consultants will provide your team with an orientation that includes an overview of the NFP program model and how the Visit-to-Visit guidelines and other program materials are used by the NFP nurse home visitors and supervisors.

Translation is a continuous process therefore we suggest that, from the beginning, you consider what ongoing mechanisms you will put in place. You will need to review your materials on a regular basis to incorporate findings from the evaluation, the experience of nurses, program innovations, and other relevant materials developed/shared by other NFP societies.

**Practical advice:**

The following tips are based on the experience of our non-English speaking implementing partners and include suggestions that will help with your adaptation process as well as initial translation work.

## Guidance Document - Translation of NFP Materials

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- Translation is about the style of speaking as well as the words themselves
- Have someone with a good understanding of English, the NFP and the local context to oversee the process, liaise with the UCD International Team and be responsible for the quality of the guidelines
- Before contracting translation of the materials, ensure that the spirit and mission of the NFP program are fully understood and that those who translate understand the importance of aiming at the 3<sup>rd</sup> grade level for all materials. Also assess for understanding regarding dialects within the language and the importance of using words most common to the population to be served. .
- If possible have the translation done by someone with experience in translating perinatal, child health and parenting materials for public use
- Bring together a group of people to advise on translation, to be led by the NFP Clinical lead and includes NFP supervisor and nurse home visitors (if in post), relevant clinical experts, interpreters and local community representatives
- Trust the program; the materials have been developed and tested over 30 years in different societies and the goals and methods of NFP connect with universal human qualities and motivations. .One of the goals of your feasibility and acceptability study is to pilot and evaluate the use of the NFP program materials and make recommendations for any further required changes/adaptations.
- Literacy levels vary amongst the NFP client population. All materials are written at a US 3<sup>rd</sup> grade level as much as possible. While it is important to ensure agencies and nurses understand that, written materials are only one element of the nurses communication skills
- Agree on the process for translating and adapting visit-to-visit guidelines with your designated NFP International Team consultant
- Keep an electronic spreadsheet that documents the changes made to each document and the rationale for the change (keep this brief as there are a lot of documents)
- Keeping version numbers will help with managing the process
- Allow plenty of time, around 6 months, as there are over 1000 pages of materials to translate and this is valuable time to get to know the program and understand its methods and approach
- The facilitators are meant to begin/open/facilitate a conversation on the topic – they are not meant as comprehensive informational handouts. If the nurse or client requires further information additional resources will need to be located.
- Crossword puzzles and other word games will need to be revised
- Pilot a few early translations for relevance, literacy level, word choice etc. on people that are similar to the client population
- When translation of materials is undertaken, there is also a need for determining the most appropriate illustrations that are culturally relevant. Messages are conveyed by visual illustrations as well as words.