



## IPDAS Translation Approval Process for Translating the IPDAS Checklist or Instrument

1. Use a formal translation process to translate the IPDAS checklist or instrument to a new language version. According to Beaton et al., (2000), the stages for cross-cultural adaptation are:
  - a) Two translations into target language using 2 independent translators (T1 & T2)
  - b) Synthesis of T1 & T2 into T12 by resolving any discrepancies with translator versions
  - c) Two back translations of T12 to English (BT1 & BT2)
  - d) Expert committee review of translations forward and back, reach consensus on discrepancies and produce a pre-final version.
  - e) Pre-testing of the pre-final version to assess for understanding of items.
  - f) Expert committee review of the results from pre-testing, reach consensus on discrepancies, and produce the final version
2. The final translated version includes reference to the original English version (with date of the publication and version number) from which the translation was made, names of translators, contact information, and date on the final translated version.
3. Provide the final translated version and the process used for translation to the IPDAS Steering Committee.
4. Review of the process and approval of the submitted translated version by the IPDAS Steering Committee.
5. Place the approved final translated version on the IPDAS website. If the translated version is available on another website, a link to this website will be provided on the IPDAS website for additional information.

Reference: Beaton DE, Bombardier C, Guillemin F, Bosi Ferraz M. Guidelines for the process of cross-cultural adaptation of self-report measures. *SPINE* 2000; 25(24), 3186-91.

Approved by the IPDAS Steering Committee: February 11, 2018 (by email vote)