

Translation of RNAO best practice guidelines by international partners

RNAO is the voice of registered nurses, nurse practitioners and nursing students in Ontario, Canada, with the mandate of speaking out for nursing, health, and quality health care. Our mission is to pursue healthy public policy and promote the full participation of nurses in shaping and delivering health services now and in the future. We believe health is a resource for everyday living and health care a universal human right. We cultivate knowledge-based nursing practices, promote quality of work life, and promise excellence in professional development services.

The RNAO's nursing best practice guideline program was launched in November 1999¹ and has, to date, produced 53 clinical and system and healthy work environments guidelines; a tool kit² to aid in the implementation of the guidelines in practice settings; an educator's resource³ to facilitate guideline implementation in the nursing curriculum and a myriad of educational programs offered across Canada and internationally. The uptake of the published guidelines is supported using a multi-pronged approach that includes a focus on individual capacity development, through the Best Practice Champion Network⁴ and RNAO institutes; organizational implementation through the Best Practice Spotlight Organization program; and health-system wide implementation. The guidelines, related resources, and implementation resources are available on the RNAO web site at <http://www.RNAO.ca/bestpractices>

As these guidelines are freely available to the international nursing community, many countries have expressed an interest in translating the RNAO clinical and/or system and healthy work environment best practice guidelines into languages that will support local implementation. In order to enable broader international uptake of these valuable evidence-based resources, the RNAO has established a process for translation by international partners. This process involves the following steps:

1. The international partner identifies the guideline(s) that they are interested in translating to a language that will support local uptake.
2. The international partner is required to notify the RNAO, in writing, of their interest in translating the identified guideline(s). This notification is to be sent to the attention of the Director of the International Affairs and Best Practice Guidelines Program at vgrdisa@RNAO.ca.
3. Based on this notification of interest, RNAO will initiate a letter of agreement that summarizes the requirements for translation. This will outline the responsibilities of both the international partner and RNAO in relation to the translation process. These responsibilities are outlined in the following steps.

¹ Grinspun, D., Virani, T., & Bajnok, I. (2002). Nursing best practice guidelines: The RNAO (Registered Nurses Association of Ontario) project. *Hospital Quarterly*, 5(2), 56-60.

² Registered Nurses' Association of Ontario. (2002). *Toolkit: Implementation of clinical practice guidelines*. Toronto, Canada: Registered Nurses' Association of Ontario.

³ Registered Nurses Association of Ontario, (2005) *Educator's Resource: Integration of Best Practice Guidelines*. Toronto, Canada: Registered Nurses' Association of Ontario.

⁴ Ploeg, J., Skelly, J., Rowan, M., Edwards, N, Davies, B, Grinspun, D., Bajnok, I. Downey, A. (2010) The Role of Nursing Best Practice Champions in Diffusing Practice Guidelines: A Mixed Methods Study. *Worldviews on Evidence-Based Nursing* [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1741-6787/earlyview](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1741-6787/earlyview)

4. The international partner will translate the guideline(s) into their chosen language, using their own resources.
5. The international partner will forward the translated guideline to RNAO for review and verification of the content. This step is essential to ensure that the translated document reflects the intent of the guideline recommendations, and the evidence that supports the recommendations.
6. RNAO will validate the draft translation, using language and content experts. Normally the costs for this process are the responsibility of the international translating partner, however, depending on the situation RNAO can assist with the costing of this phase.
7. Once the translation has been validated and approved by both parties, an introductory letter will be developed for the guideline by both RNAO and the international partner. This provides an opportunity to acknowledge the contribution of the international partner, in collaborating to translate the guideline.
8. RNAO will be responsible for and fund the design and layout of the translated guideline to ensure consistency with the IABPG program branding. The logo or visual identify of the international partner will be included in the final version in order to acknowledge their contribution.
9. The international partner is to be available, as required, to participate in the proof-reading process once the guideline is in the design phase (validate that the translation has been correctly interpreted in the final document format).
10. The final translated guideline will be published on RNAO's website and on the website (or equivalent) of the partnering organization. It is the intent that the translated version will be made available, free of charge, to the international nursing and health care community.
11. RNAO will include the translated guideline in their dissemination program.
12. RNAO will notify the international partner when the translated guideline is due for a regularly scheduled review/update. This will ensure that all translated guidelines are current.