To be used in conjunction with the Carer Support Needs Assessment Tool (CSNAT) and CSNAT INTERVENTION SUPPORT PLAN Translation Licence Agreement

The CSNAT Intervention (CSNAT-I) is a healthcare intervention to enable person-centred support for family carers. CSNAT-I has two components: (1) an evidence based, comprehensive tool (the CSNAT) to enable carers to identify their support needs, which is integrated into (2) a five stage person centred process enabling carers to express and prioritise their support needs which can then be addressed. The carer’s individual needs and actions taken to meet those needs are documented on the CSNAT INTERVENTION Support Plan.

The CSNAT and CSNAT INTERVENTION SUPPORT PLAN were developed in a UK context, in English**.** Translation into another language requires translation of the following two documents:

(1) the CSNAT (the assessment tool);

(2) the CSNAT INTERVENTION SUPPORT PLAN

Translation of the following documents is optional but preferable for teams delivering CSNAT-I in practice:

(3) the CSNAT Intervention overview (which outlines the five stage person-centred process used to deliver CSNAT-I)

(4) the CSNAT-I Implementation Plan (guidance and blank template)

(5) the CSNAT licence summary for users

**Steps of the translation process**

1. Obtain a licence from the CSNAT-I team to complete the translation. The licence will be for one year to enable the translation process to be completed.

2. You will then be sent (by the CSNAT-I team) templates for translation of (1) the CSNAT and (2) the CSNAT INTERVENTION SUPPORT PLAN

3. **Translating the CSNAT**

(i) Complete a process of forward and backward translation following good practice guidance such as ISPOR translation guidelines.

(ii) The translation licence includes seeking feedback from carers on readability and comprehensibility, e.g. through ‘think-aloud’ interviews, only as part of the translation process.

(iii) Provide the CSNAT-I team with a copy of the backward translation to English of the CSNAT using the Template for Translation Review which is provided at the end of this document.

(iv) The CSNAT-I team will review the translated tool and advise on any adjustments needed.

(v) Make adjustments to the translated version following review by the CSNAT team.

(vi) Using the template for the translated CSNAT, provide the CSNAT-I team with the final translation.

(vii) Ensure details of the translator(s) are added to the copyright statement on the translation.

(viii) Provide the CSNAT-I team with a certificate of accuracy for the translated CSNAT. This can be done by a commercial translation company or freelance translator that is a member of the country’s professional body equivalent to the UK’s Chartered Institute of Linguists or the Institute of Translation and Interpreting: these organisations provide a certificate of accuracy. If such a “certified translation” from an accredited translation company or freelance translator is not available, the researcher as translator can provide the Universities with a certificate of accuracy. which says the translation was carried out to their best knowledge and ability. The Template for Self-Certification is provided at the end of this document.

4. **Translating the CSNAT-I SUPPORT PLAN**

(i) complete a forward translation (only).

(ii) using the template for the Support Plan, provide the CSNAT-I team with the final translated version of the CSNAT-I Support Plan.

(iii) ensure details of the translator(s) are added to the copyright statement on the translation.

**5. Translation of the optional documents:** (3) the CSNAT Intervention overview, (4) the CSNAT-I Implementation Plan and (5) the CSNAT licence summary for users,

(i) complete a forward translation (only).

(ii) provide the CSNAT-I team with the final translated version of the three documents.

(iii) provide details of the translator(s) to be added to the copyright statement on the translation.

**6. Copyright notices to be included**

**The CSNAT** (the assessment tool only)

The following credit line and copyright notice, in English only, must appear at the bottom of the translated CSNAT.

***Translated in full with permission of the University of Cambridge, The University of Manchester and the University of East Anglia by [name] of the [company, city and country]. Sole responsibility for the accuracy of the translation rests with the translator.***

***Copyright © [year of first publication of translation]. University of Cambridge / The University of Manchester / University of East Anglia. All rights reserved. The original Carer Support Needs Assessment Tool (CSNAT) in the English language is Copyright © 2020 (version 3.0) Gail Ewing (Cambridge) and Gunn Grande (Manchester) have asserted their moral rights to be identified as authors of the CSNAT version 3.0 and Morag Farquhar and Kerry Micklewright (UEA) their moral rights to be identified as authors of CSNAT version 3.0: domain 7.***

***Please do not remove this notice from the CSNAT or any copies. Use of CSNAT is subject to licensing: see http://csnat.org.***

The CSNAT-I SUPPORT PLAN, the CSNAT Intervention overview and the CSNAT-I Implementation Plan

The following credit line, in English only, must appear at the bottom of the translated documents above

***Translated in full with permission of the University of Cambridge, The University of Manchester and the University of East Anglia by [name] of the [company, city and country]. Sole responsibility for the accuracy of the translation rests with the translator.***

The translation team must ensure that the translated CSNAT INTERVENTION SUPPORT PLAN and translated CSNAT Intervention overview keeps intact the copyright notice as on the supplied copy.

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**7. Template for self-certification of the translation:** required only for the CSNAT (the assessment tool).

**CERTICATE OF TRANSLATION**

I, , hereby certify that I translated the attached document from English into [language] and certify that the translation of the Carer Support Needs Assessment Tool (CSNAT) v3.0 is true and accurate to the best of my abilities.

Signature:

Date:

Email of translator:

Postal address of translator:

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**Template for Translation Review (CSNAT v3.0)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item |  | Original text in English | Back translation | CSNAT-I team comments |
| 1 | Heading | Your support needs |  |  |
| 2 | Instructions | We would like to know what help you need to enable you to care for your relative or friend and what support you need for yourself. For each statement, please tick the box that best represents your needs at the moment |  |  |
| 3 | Question | Do you need more support with… |  |  |
| 4 | Responses | No; A little more; Quite a bit more; |  |  |
| 5 | Domain 1 | .. understanding your relative’s illness |  |  |
| 6 | Domain 2 | .. having time for yourself in the day |  |  |
| 7 | Domain 3 | .. managing your relative’s symptoms, including giving medicines |  |  |
| 8 | Domain 4 | .. your financial, legal or work issues |  |  |
| 9 | Domain 5 | .. providing personal care for your relative  (eg dressing, washing, toileting) |  |  |
| 10 | Domain 6 | .. dealing with your feelings and worries |  |  |
| 11 | Domain 7 | .. managing relationships |  |  |
| 12 | Domain 8 | .. knowing who to contact if you are concerned about your relative (for a range of needs including at night) |  |  |
| 13 | Domain 9 | .. looking after your own health  (physical problems) |  |  |
| 14 | Domain 10 | .. equipment to help care for your relative |  |  |
| 15 | Domain 11 | .. your beliefs or spiritual concerns |  |  |
| 16 | Domain 12 | .. talking with your relative about his or her illness |  |  |
| 17 | Domain 13 | .. practical help around the home or elsewhere |  |  |
| 18 | Domain 14 | .. knowing what to expect in the future when caring for your relative |  |  |
| 19 | Domain 15 | .. getting a break from caring overnight |  |  |
| 20 | Domain 16 | .. anything else (please write in) |  |  |
| 21 | Prioritisation  statement | Please consider which of the above you **most** need support with at the moment. A practitioner will then be able to discuss these support needs with you. |  |  |

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