FLORIDA HOSPITAL

Interpreter Services Guide for Researchers

Scenario	Who can interpret?	Explanation
Subject and <Research Personnel> both speak and read the same language. Consent is available in their language.	• Interpreter is not needed	Both individuals can speak and read the same language and the document is available in that language; therefore, interpretation and sight translation are not necessary.
<Research Personnel> and subject speak a different language. <Research Personnel> wants to communicate with subject to inform them of a potential study. An IRB approved consent is available in the subject's language.	• Qualified Bilingual Staff • Qualified Medical Interpreter in person, Stratus iPad, or via phone.	Since the IRB approved consent is already in the subject's language, QBS and/or Qualified Medical Interpreter can be used since they are qualified to interpret the conversation that will take place between <Research Personnel> and subject.
Subject speaks a different language and from records reviewed, subject might qualify for the study. An IRB approved consent is not available in the subject's language. <Research Personnel> would like to enroll the subject with the short-form consent.	• Qualified Bilingual Staff • Qualified Medical Interpreter in person, Stratus iPad, or via phone.	QBS and/or Qualified Medical Interpreter can be used since they are both qualified to interpret the information in the subject's language.
Subject is enrolled on a study; however, the subject does not speak the same language and communication is needed since the study involves follow-up visits and questions to the subject. Subject does not need to fill out any forms, such as questionnaires.	• Qualified Bilingual Staff • Qualified Medical Interpreter in person, Stratus iPad, or via phone.	QBS and/or Qualified Medical Interpreter can be used since both are qualified to interpret the information in the subject's language.
A non-English speaking subject is enrolled on a study that requires questionnaires to be completed by the subject at each study visit; however, these forms are not in the subject's language.	• Qualified Medical Interpreter Only in person.	Since the questionnaire is in English, it needs to be sight translated in the subject's language. This requires a Qualified Medical Interpreter.

NOTE: <Research Personnel> who carry out these activities must be listed on the HRP-201: Research Personnel log.

Definitions

Term	Definition
Bilingual Staff	Members of FH Staff who speak other language(s) and converse with subjects in the same language. They may communicate with the subject; however, they may not interpret for other staff unless they are a qualified bilingual staff.
Qualified Bilingual Staff (QBS)	Interpret for another staff member or physician but cannot sight translate* a document.
Qualified Medical Interpreters (includes Sign Language interpreter)	Interpret in all modes of communication (oral, conversational, and sight translation*.)
Sight Translation*	When a form/document that is not in the subject's language is interpreted to the subject in their language, this cannot be done by a Qualified Bilingual Staff. Must be performed by a Qualified Medical interpreter.