

Checklist for Interpreter Services in Forensic Settings

Interpreter	Provider
<p><u>Planning for the session:</u></p> <ol style="list-style-type: none"> 1. Ask for logistical details for the session. 2. Become familiar with the process and protocols for the session. 3. Become familiar with all personal safety precautions. 4. Request to schedule a Pre-Session with the provider. 5. Plan for self-care. <p><u>Pre-session:</u></p> <ol style="list-style-type: none"> 1. During pre-session with provider, confirm assignment details. 2. Inform the provider communication management guidelines, including breaks. 	<p><u>Planning for the session:</u></p> <ol style="list-style-type: none"> 1. Service providers need to determine if linguistic assistance is needed or desired and know the process to request an interpreter. 2. Inform the interpreter about the nature of the proceeding. 3. Request a Pre-Session with the interpreter. <p><u>Pre-session:</u></p> <ol style="list-style-type: none"> 1. Introductions to the interpreter and confirmation that the interpreter's information matches the request. 2. Confirm with the interpreter the topic and nature of the session.
<p><u>During the Session:</u></p> <ol style="list-style-type: none"> 1. Professional Introduction (bilingually addressing the client/patient first in their language and then the service provider). 2. Physical positioning for the session (use location identified in pre-session). 3. Use a modulated tone of voice that reflects the intent of the speaker. 4. Request a break in the agreed upon method, if the session takes longer than an hour (consecutive), or for 	<p><u>During the Session:</u></p> <ol style="list-style-type: none"> 1. Allow the interpreter time to conduct their professional introduction in both languages. 2. Check with the client/patient for their understanding from time to time if using very technical language. 3. Monitor interpreter's performance, behavior and reactions. 4. Ask the interpreter to provide sight translation of any written forms or materials or interpret a verbal summary of written contents as provided by the service provider. 5. Monitor for possible communication barriers between the parties and the interpreter.

<p>self-care needs arise related to secondary/vicarious trauma.</p> <ol style="list-style-type: none"> 5. Follow the code of ethics for interpreters. 6. Remain cognizant of your role as an interpreter. 	<p>If you are having trouble communicating <u>through</u> the interpreter attempt to clarify what issues may be present. If after doing so, you are still having trouble communicating through the interpreter, stop the session and request a different interpreter if possible.</p>
<p><u>After the Session:</u></p> <ol style="list-style-type: none"> 1. Debrief 2. Practice Self-Care (short term & long term) 	<p><u>After the Session:</u></p> <ol style="list-style-type: none"> 1. Debrief 2. Support and encourage the interpreter's Self-Care.