

## Checklist for Interpreter Services in Forensic Settings

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

<p>self-care needs arise related to secondary/vicarious trauma.</p> <ol style="list-style-type: none"> <li>5. Follow the code of ethics for interpreters.</li> <li>6. Remain cognizant of your role as an interpreter.</li> </ol>	<p><b>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.</b></p>
<p><b><u>After the Session:</u></b></p> <ol style="list-style-type: none"> <li>1. Debrief</li> <li>2. Practice Self-Care (short term &amp; long term)</li> </ol>	<p><b><u>After the Session:</u></b></p> <ol style="list-style-type: none"> <li>1. Debrief</li> <li>2. Support and encourage the interpreter's Self-Care.</li> </ol>