

CMLA Policy Requirements for English Translation of Documents

Policy

All application materials submitted for accreditation from the Commission for Motion Laboratory Accreditation must be translated into English.

The Commission for Motion Laboratory Accreditation, Inc. (CMLA) is a nonprofit organization organized and operated to enhance the clinical care of persons with disorders of human motion by evaluating and accrediting clinical motion laboratories by a set of standard criteria. The guidelines provided below are to assist motion analysis laboratories whose supporting documentation is in a language other than English.

It is important to first differentiate interpretation and translation. Interpretation and translation are two closely related linguistic disciplines. Yet they are rarely performed by the same people. The difference in skills, training, aptitude, and language knowledge are so substantial that few people can do both successfully on a professional level.

Translation identifies the deciphering of the meaning of written content from a source language into the language that is targeted while interpretation focuses on paraphrasing the content that the speaker is trying to convey. Therefore, in our context, we are restricted to the concept of translation.

All references in this policy are to the criteria definitions found in the *CMLA Applicant Manual*. The appendices listed below refer to the CMLA application appendices.

Procedures

1. It is the responsibility of the applicant laboratory to secure a registered/credentialed English translator, who will provide evidence, e.g., a certificate, of their expertise. The CMLA requires formal documentation of this verification process at the beginning of the main body of the application. A copy (translated into English) of the translator's credentials should be placed in Appendix B.
2. To comply with Part 1, Question 2, Appendix B, licenses/certifications/diplomas from all laboratory personnel who have patient contact must be translated into English.
 - a. All those listed in the Table of Laboratory personnel who perform clinical assessments, evaluations, and/or invasive procedures (including but not limited to fine wire placement) must be conducted by or under the supervision of a clinician whose licensure/credentials include such procedures within the scope of their clinical practice. **The official scope of clinical practice, as described by law within the state, province, or country, for each clinician providing those procedures must be provided in full and translated into English.**

Note: We cannot assume that applications from outside of the United States have agencies

similar to the Joint Commission which may also examine policies and procedures related to Part I, Question 8a, Criterion#34. Therefore, we must be diligent in asking for translations of said policies, but within reason given the cost of printed English translations; we know that many of the appendices provided by labs within the United States can contain up to, or more, than 100 pages.

3. To comply with Part 1, Question 8a, Appendices K, L, M, N, and O (i.e., Criterion#34) the following must be provided:
 - a. Local Building Safety Codes (Appendix K). The full set of institutional policies and procedures will **not** need English translation. In English, the lab must provide a detailed face sheet summary and table of contents of their institution's policies and procedures.
 - b. Hazards Communication Program (Appendix L). The full set of institutional policies and procedures will **not** need English translation. In English, the lab must provide sufficient documentation regarding where hazardous materials are stored, the location of all relevant Material Safety Data Sheets, and laboratory-specific procedures in the case of an adverse event.
 - c. Emergency Medical Provisions & First Aid Procedures (Appendix M). The full set of institutional policies and procedures will need English translation.
 - d. Age-Specific Patient Care Services Program (Appendix N). The full set of institutional policies and procedures will need English translation.
 - e. Hospital (or related or free-standing clinic) and Department Infection Control Policies (Appendix O). The full set of institutional policies and procedures will need English translation.
4. To comply with Part 1, Question 8b (Criterion#35) (Appendix P) – An English translation for a full accounting of the annual training for all laboratory personnel for all items listed in Criterion#34 is required.
5. To comply with Part I, Question 9 (Appendix Q). In addition to the description of requirements provided in the Applicant Manual: if the applying laboratory's institution is accredited by the Joint Commission or a similar agency, CMLA will require an English translation of a table of contents summary of that agency's review of the specific items listed in Criterion#34 (referenced above).

Appendix*
Checklist of Items to Complete Related to Translation

1. Retain translation expert, i.e., certified, and documentation of certification (copy of the certificate in English) in Appendix B of the accreditation application.
2. English translation of all licenses/certifications/diplomas from all laboratory personnel who have patient contact is placed in Appendix B.
3. English translation of the official scope of clinical practice for each clinician provided in full in an appropriate location within the main body of the application.
4. Appendix K – Local Building Safety Codes - English translation of a detailed face sheet and table of contents of institutional policies and procedures.
5. Appendix L – Hazards Communication Program – English translation of documentation regarding where hazardous materials are stored, the location of all relevant material safety data sheets, and laboratory-specific procedures in the case of an adverse event.
6. Appendix M – Emergency Medical Provisions & First Aid Procedures – English translation of the full set of institutional policies and procedures.
7. Appendix N – Age-Specific Patient Care Services Program – English translation of the full set of institutional policies and procedures.
8. Appendix O – Hospital and Department Infection Control Policies – English translation of the full set of institutional policies and procedures.
9. Appendix P – English translation for a full accounting of the annual training for all laboratory personnel for items listed in items 4-8 above.
10. If the institution is accredited by the Joint Commission (USA), or a similar agency, an English translation of a table of contents summary of that agency’s review of the specific items listed in items 4-8 above.

*These appendices listed refer to the CMLA application appendices.