

## Guideline French Validation Working Group

### Terms of Reference



**PURPOSE** To serve as an expert in the validation of the French translation of clinical practice guidelines, clinical consensus statements, technical updates, and position statements produced by The Society of Obstetricians and Gynaecologists of Canada (SOGC).

#### OBJECTIVES

1. To review and validate the accuracy and coherence of the French translation of SOGC clinical guidance documents.
2. To ensure that the translated content maintains the intended meaning, context, and tone of the original documents.
3. To act as an expert in obstetrics and gynaecology clinical terminology in English and French for the SOGC.
4. To provide recommendations for improvement, if necessary, to enhance the quality of the French translations.

#### WORKING GROUP COMPOSITION

The working group will be composed of a diverse group of Obstetrician/Gynaecologists, SOGC Affiliates, and Residents with expertise in obstetrics and gynaecology and linguistic proficiency in French and English.

**TERMS** Indeterminant.

**QUORUM** Quorum is defined as 50% + 1 of working group members.

**REPORTING** The working group reports to the SOGC Research Manager.

#### DECISION PROCESS

While all reasonable efforts to reach a consensus will be made, if voting is required 50% + 1 of attending working group members will constitute a majority.

#### MEETINGS

The working group should hold one videoconference per year. Additional videoconference meetings may be scheduled throughout the year if requested by the working group to discuss specific documents under review.

The annual meeting of the working group will be used to discuss working group processes and revise them if necessary.

Working group work is anticipated to range from 10-30 hours/year.

Members are expected to attend the annual meeting and review up to 3 guideline documents per year.

#### DOCUMENT SUBMISSION AND REVIEW PROCESS

January 2024



The SOGC will provide the assigned working group member with the English and French-translated guideline documents for review. The assigned working group member will review the documents within the timeframe proposed by the SOGC Research Manager. If the proposed timeframe does not work for the reviewer, the reviewer will negotiate an adjusted timeframe with the SOGC Research Manager.

#### **EXPECTATIONS**

- Members must be an SOGC member in good standing.
- Members must attend the annual meeting.
- Members must be fluent in English and French.
- Members must have significant experience with obstetrics and gynaecology terminology in both English and French.

#### **CONFIDENTIALITY**

Working group members must adhere to strict confidentiality regarding the content of the documents under review. Any concerns about confidentiality breaches should be reported to the SOGC Research Manager.

#### **COORDINATOR**

SOGC Staff will coordinate the distribution of the documents to be reviewed and schedule the annual meeting for the Validation working group, as well as any additional meetings requested by the working group.