

Speech pathology

Briefing and debriefing

Checklists for interpreters

Please use this checklist to guide briefing before sessions and debriefing after sessions.

Briefing checklist

Acknowledge and Introduce	<input type="checkbox"/> Interpreter's full name <input type="checkbox"/> Check that language, dialect, ethnicity and geographical location matches that of the client <input type="checkbox"/> Any other languages spoken (accredited and non-accredited) <input type="checkbox"/> All clinicians' names and roles <input type="checkbox"/> Interpreter's previous experience working with speech pathologists +/- other professionals in the session
Duration	<input type="checkbox"/> Length of session <input type="checkbox"/> Possibility of extended session or additional session
Explanation	<input type="checkbox"/> Situation: Type of session (e.g. case history, assessment, therapy, combination) <input type="checkbox"/> Background: Health, communication and social background (e.g. migrant vs. refugee vs. asylum seeker background) <input type="checkbox"/> Assessment: Tasks, resources, purpose, interpreter's role in each activity <input type="checkbox"/> Recommendations: <ul style="list-style-type: none"> <input type="checkbox"/> Expectations for interactions <input type="checkbox"/> Confidentiality and professionalism <input type="checkbox"/> Interpreting style (consecutive vs. simultaneous vs. whispered) <input type="checkbox"/> Signal/procedure for pausing/resuming interpreting and resolving miscommunications <input type="checkbox"/> Seating/standing arrangements <input type="checkbox"/> Specific terminology for the session
Thank you	<input type="checkbox"/> Questions <input type="checkbox"/> Conflicts of interest <input type="checkbox"/> Other potential ethical issues <input type="checkbox"/> Opportunity to decline assignment



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Debriefing checklist

Content	<input type="checkbox"/> Assessment findings <input type="checkbox"/> Additional observations and information <input type="checkbox"/> Conflicting information
Issues	<input type="checkbox"/> Interpreting issues <input type="checkbox"/> Ethical issues <input type="checkbox"/> Traumatic/emotional content (and appropriate follow up)
Learning	<input type="checkbox"/> Further learning opportunities

For more information

Speech Pathology Australia

Level 1 / 114 William Street

Melbourne VIC 3000

t 1300 368 835

e office@speechpathologyaustralia.org.au

w www.speechpathologyaustralia.org.au

This fact sheet is part of the [Working effectively with speech pathologists](#) e-learning package



Developed in collaboration with

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