

### Institutional Review Board

This worksheet can be used to help determine who is responsible for signing documents when consenting a non-English speaker. See [HRP-170 - Short Form Process Tip Sheet](#) for additional information.

		Signatory		
		Consenter (Attending Physician, etc.)	Participant	Witness May be the in-person interpreter OR a family member who speaks both languages
<b>Documents</b>	<b>Consent form (English)</b>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	<b>Short form (Translated)</b>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>Optional activities on consent form</b>	<b>If consent has yes/no questions:</b> 1) Verbally obtain answer from participant 2) Circle Yes or No 3) Add initials and date next to selected answer		
	<b>HIPAA (if English)</b>	<b>With IRB-approved waiver of the HIPAA signature (recommended):</b> 1) Obtain verbal HIPAA authorization 2) Document verbal HIPAA authorization in research chart 3) If a medical trial, also document in medical record	<input checked="" type="checkbox"/>  If IRB has not granted a waiver of the signature, the participant signs the English HIPAA	
	<b>HIPAA (if translated)</b>		<input checked="" type="checkbox"/>	