

## Guidelines for transcription work

We would like to invite women who are members of Women in2 Healing to assist with transcription work when work becomes available. Thank you for being willing to help in this way.

### **TYPING SKILLS:**

If you wish to do some CCPHE transcription work, your typing speed should be at least 60 words/ minute. You can practice your typing skills <http://www.typeonline.co.uk/lesson1.html> and do speed tests at <http://www.typeonline.co.uk/typingspeed.php> . If you are able to accurately type at least 60 words/minute and you are interested in doing transcription work, please email a copy of your speed test to [prison.health@familymed.ubc.ca](mailto:prison.health@familymed.ubc.ca) and ask to be added to the CCPHE transcriptionist list. When we need someone for transcription work we will email people in turn from the CCPHE transcriptionist list to ask who is available.

### **CONFIDENTIALITY:**

All CCPHE transcription work is confidential work. All women whose names are on the CCPHE transcriptionist list will be asked to sign a confidentiality agreement. In it, you agree not to discuss the details of your transcription work with anyone and you agree to delete the audio-file and Word-file from your computer after you have completed your transcription.

### **ASSIGNING WORK:**

We will courier to you a flash drive that contains the audio-file along with instructions for doing the transcription. **We expect that you will email us the transcription within 5 days to [prison.health@familymed.ubc.ca](mailto:prison.health@familymed.ubc.ca).** We may ask you to make some edits or revisions. After your transcription is completed, please mail the following to CCPHE, attention Megan Smith, address below:

1. your signed invoice (please use the invoice template)
2. the flash drive containing the audio-file.

### **YOUR PAYMENT:**

After CCPHE receives your invoice, UBC Finance department will process your invoice and mail you a cheque.

**Please note that it might take several weeks for your cheque to arrive from UBC!**

CCPHE will use the same payment scale used by the Research Office of the UBC Department of Family Practice. (Payment will be reduced for transcripts received after 5 days.)

<b>Length of audio-recording</b>	<b>Within 5 days</b>	<b>After 5 days</b>
60 minutes:	\$100	\$80
30 minutes:	\$50	\$40
15 minutes:	\$25	\$20