

Minutes for Committee Members Meeting

Date: July 11, 2013
Time: 1:00 PM CDT

Means: Conference Call

Attendees: Jacob Barhak
Marc Garbey
Joy Ku
Lealem Mulugeta

Not Available: Gary An
Ahmet Erdemir
Tina Morrison
Jerry Myers

Agenda:

1. Review of action items from last meeting
2. CPMS participation plan in the International Meeting on Simulation in Healthcare
3. Considerations on how to divide the Advisory Council into different teams
4. Other business

Action Items:

See Notes for details.

Lealem & Ahmet:

- Decide on a lock-down date to the changes to the committee presentation on the Wiki
- Send formal invitation letter to Bill Lytton (done)
- Locate a Bio-statistician for the committee (Jacob and Joy have sent recommendations)
- Invite the last member for the committee (Lealem is in conversations with Richard Olshen from Stanford)
- Formally divide the Committee and Advisory Council into three teams and give assignments on:
 - Identify what the 10 simple rules of credible practice should be
 - Establishing definitions for the different glossary terms
- Upload to the Wiki presentation content containing the three teams, and the suggested elements of credible practice (Lealem)

Joy:

- Continue literature survey track on models categorized based on their maturity for clinical application.

Jacob:

- Port existing glossary to the wiki (done)

Everyone:

- Decide if they can go to IMSH and coordinate presentation if they wish to present

Notes:

- Joy installed Zotero and setup the literature survey
- Marc, Tina, and Lealem will coordinate to meet around beginning of August.
- Lealem will decide with Ahmet when will be the lock-down date to the changes to the committee presentation.
- Jacob suggested that everyone will work on the wiki on the presentation since it is now easier to work on and differences are easy to see.
- Lealem spoke with Bill Lytton over the phone to provide additional information about the Committee, and Bill has informally accepted the offer to join the committee. Lealem will send the official invitation in the coming days.
- Lealem stated the importance of having a biostatistician on the committee by pointing out that biostatistician are trained to evaluate biomedical models and experiments for clinical significance. This is an area we lack some expertise in right now, and therefore we should push to have at least one biostatistician as a Committee Member, or two on the Advisory Council. Marc also concurred this is important. In the even the current candidate who is to fill this position is not able to do so, committee members were encouraged offer recommendations to Lealem and Ahmet. It was also discussed to have one or two biostatisticians join the Advisory Council. Joy and Jacob have forwarded some recommendations, which Lealem and Ahmet will review.
- The Committee discussed who will go to the International Meeting on Simulation in Healthcare (IMSH), and some potential ideas were discussed on what we may present at the event. It is currently unclear who will be present at the meeting, but there is a possibility that Joy, Tony and Jacob will be there. Joy is also planning to speak with John Rice regarding her possible participation at the conference. Lealem and Ahmet will work to obtain the necessary funding to travel to the conference.
- If we continue with the current plan, there is a strong possibility that we can have sufficient material half a year to engage the IMSH audience with enticing material, including:
 - Proposed 10 Simple Rules of Credible Practice of Modeling & Simulation in Healthcare
 - The organization of the Committee, Advisory Council and their interaction with government, macadamia, and industry.
- Marc Garbey called for a clear distinction between credibility in engineering to credibility in healthcare. Analysis of a dozen concrete examples will provide a broad spectrum of credibility and some classification may give us better understanding and plot the path ahead.
- Lealem presented a concept for separating the different members of the committee to 3 teams: Mathematical and Computational Sciences, End Users, and Standards and Guidance developers. This was a direct by-product of the discussions during the Advisory Council Meeting. Marc Garbey suggested that the separation should be to academia and industry amongst the three teams identified.
- Lealem also presented a slide consisting of numerous elements that may be considered part of credible practice of M&S in healthcare. The presented elements were produced through brainstorming sessions Ahmet and Lealem have had over the past several weeks. The idea is to use the list cultivate discussions that will help to generate the 10 most important elements/simple rule for Credible Practice. The plan will be to have the three teams and the greater M&S research community to vote on what the 10 simple rules of credible practice should be.
- The ultimate list of 10 simple rules will be used as a foundation for developing our product at the end of the first two years (i.e. guidance document for credible practice)
- Jacob suggested communications among the committee tasks: the survey to deduce the 10 best elements in modeling should be merged with the best models.
- Joy suggested that surveys should be designed carefully and the results need to be interpreted carefully since what survey results can be misinterpreted with respect what the surveyed audience is asking for. Marc also recommended that an iterative process be used along with asking the same question different ways to assess if there is an agreement between what the audience think they want and what they actually want.
- Jacob requested that the glossary team to populate the wiki. Jacob will create a copy from the existing

glossary text/entries to start the process. The three teams will also be responsible for providing their own definitions.

- The target date for deciding whether or not we are going to participate in the International Meeting on Simulation in Healthcare is July 24 – the team should coordinate before the next meeting to see what can be presented. Jacob and Lealem will lead the effort of drafting an abstract and submitting.