

Minutes for Committee Members Meeting

Date: October 15, 2013

Time: 2:00 PM CDT

Means: Conference Call

Attendees: Gary An
Jacob Barhak
Ahmet Erdemir
Bill Lytton
Lealem Mulugeta

Not Available: Marc Garbey
Joy Ku
Tina Morrison
Jerry Myers

Agenda:

1. Update on 10 Simple Rules and next steps (Lealem, Ahmet and Jacob) - 30 min
see http://wiki.simtk.org/cpms/Ten_Simple_Rules_of_Credible_Practice
2. Briefing on discussions with John Rice (Jacob, Lealem and Ahmet) – 10 min
see forum post at <https://simtk.org/forums/viewtopic.php?f=848&t=4441&sid=ec8c94473d2d076abe3c441426a1050f>
3. Glossary and definition of terms (Lealem & Ahmet) - 10 min
see http://wiki.simtk.org/cpms/Glossary_and_Definitions
4. Update on recruitment of last Committee member (Lealem) – 5 min
5. Other business - 5 min

Action Items:

See Notes for details.

1. **All:**
 - Provide their feedback on 10 Simple Rules summary in the wiki.
 - Fill-in definitions of two terms on the wiki, on a regular basis before each scheduled Committee meeting.
2. **Ahmet:**
 - Explore representing the Committee in HFES in Healthcare 2014.
 - Explore the possibility to record the meetings.
 - Upload the meeting minutes to the project site.
3. **Bill:**
 - Provide comments on the summary of 10 Simple Rules.
4. **Gary:**
 - Explore his input in previous Committee discussions to summarize in the forum.
 - Explore representing the Committee in HFES in Healthcare 2014.
5. **Lealem:**

- Explore IRB exemption to conduct a survey on 10 Simple Rules.
- Along with Jacob and Ahmet, work on the survey development.
- Follow up with Lu Tian for recruitment to Committee.

Notes:

1. Update on 10 Simple Rules and next steps.

- Lealem provided a summary on the wiki collating all task teams' input on 10 simple rules. Ahmet also provided feedback for this initial summary on the wiki. The summary avoided prioritization of these rules as the priority and the intensity each guideline is met will likely be context dependent; hence defining the context of the model can be a fundamental rule. **All Committee members were asked to provide their feedback on 10 Simple Rules summary in the wiki.** Jacob indicated that another round with the Committee members and Advisory Council may be necessary for fine tuning of 10 Simple Rules. Jacob also noted that “conflict of interest” should be added as one of rules, if not, as part of a broad rule. Lealem also noted that four categories are identified for modeling and simulation depending on where they are in terms of clinical applicability.
- Bill raised his concerns about the need for 10 Simple Rules. He would like to see examples of how models are applied in the clinic. Bill found many of these rules trivial. Ahmet described that while this may appear to be the case for an experienced investigator, in a broad sense it will be useful to document the general approach for those who may not have experience nor familiarity to the use of modeling and simulation in healthcare. It was also noted that the 10 Simple Rules should be more perceived as a guidance (rather than strict rules). It was also emphasized that the ultimate goal is to publish them. In this regard, **Bill will provide comments on the summary of 10 Simple Rules.**
- Lealem asked to move on to a survey for 10 Simple Rules. Jacob raised concerns about IRB exemption of the survey as it may need to involve broad descriptors (experience, education level, location, etc.) that may be used to identify subjects. Gary noted (and Ahmet concurred) that such descriptors may be necessary to appropriately interpret the results of the survey. Many Committee members did not have significant concerns about survey type investigations. Nonetheless, **Lealem will explore IRB exemption to conduct a survey on 10 Simple Rules.** Joy will be reached out to see how Simtk.org handles issues related to surveys. The goal is to move on to the survey expeditiously (within the following 3 weeks) to ensure a well defined tool to ask feedback on modeling & simulation rules and to potentially provide preliminary results for IMSH 2014. IMSH 2014 is scheduled for end of January 2014. **Lealem, Jacob, and Ahmet will work on the survey to be reviewed by the Committee and Advisory Council and its prospective launching.** Potential distribution methods for the survey was also discussed, list servers, forums, MSM Consortium contact list, Committee Members reaching out to their contacts, who are interested in modeling and simulation, etc.

2. **Briefing on discussions with John Rice.** Jacob summarized interactions with John Rice, who has retired from DoD and provided recent interactions between him and the Committee in the forum (<https://simtk.org/forums/viewtopic.php?f=848&t=4441&sid=ec8c94473d2d076abe3c441426a1050f>). Jacob met him at MODSIM 2013. John is technology committee chair in simulation in healthcare and he is well connected with the community. John has been active in discussions related to credible practice. He has been involved in standards documents before and has shared multiple documents related to DOD standards (some available through the forum) and activities in the domain of modeling and simulation. John also provided the Committee many opportunities to enhance visibility and reach out, e.g. in IMSH 2014, HFES in Healthcare 2014. **Jacob and Lealem will represent the Committee at IMSH 2014.** Tony and Joy may also join them. **Gary and Ahmet will explore representing the Committee in HFES in**

Healthcare 2014. Jacob also noted that MODSIM 2014 will be in April, which he will attend. **All Committee members are encouraged to utilize the forum for further interactions with John Rice.**

3. **Glossary and definition of terms.** Lealem emphasized that the Committee needs to start paying attention to glossary activities. Lealem already provided some definitions for various terms and an organization of the terms in the wiki. Jacob recommended that we may want to work with a linguistics specialist for help. Gary and Jacob had a pragmatic suggestion; essentially asking each Committee members provide definitions for at least two terms before each routine meetings of the Committee. **All Committee members are expected to fill-in definitions of two terms on the wiki, on a regular basis before each scheduled Committee meeting.** Per Gary's concerns, Ahmet emphasized that those who provide definitions should describe context (and provide domain specific usage) and provide appropriate citations. Examples of such already exist in the wiki.
4. **Update on recruitment of last Committee member.** Lealem summarized the activities to involve a biostatistician to the Committee. Keith Baggerly from MD Anderson was not able to commit. Lu Tian from Stanford University was enthusiastic about the Committee and he will review the information and provide feedback to see if he can contribute. **Lealem will follow up with Lu Tian for recruitment to Committee.**
5. **Other business.**
 - Lealem suggested recording of the Committee meetings to facilitate documentation. **Ahmet will explore the possibility to record the meetings and ask the Committee their agreement.**
 - Ahmet asked ways to get Advisory Committee more active. Potentially have them be the test-bed (or reviewers) for the survey on 10 Simple Rules. **All Committee members are encouraged to contact Advisory Council members when they need specific input.**
 - Jacob asked Gary to post his thoughts from previous Committee Meetings in the forum. **Gary will explore input in previous Committee discussions to summarize in the forum.**
 - **Ahmet will upload the meeting minutes to the project site.**