Process for Updating Evidence Informing IPDAS Checklist

1. Call for the update:
    1.1 Contact lead(s) of the working group for each of the Broad Categories in the last update (e.g. Development, Information, Probabilities, Implementation, etc) and ask if they are interested in updating the evidence for their broad category.

    1.2 Send out a call via the IPDAS list serve to invite volunteers interested in participating in the evidence updates (list of topics) and willing to lead a working group. Also, invite them to identify new topics.

    1.3 When putting their names forward, volunteers will be asked to describe their research in the relevant area (broad category or new topic), declare any direct or non-direct perceived conflicts of interest, and indicate their first and second choice for working groups.

2. Confirm co-leads for working group activities
    2.1 The IPDAS Steering Committee will review and select co-leads for the working groups (broad category and new topics). Preference for co-leads will be those conducting research in the relevant area with an international reputation and represent different countries.
    2.2 List of volunteers will be sent to co-leads of the relevant working groups to establish a group of about 10 members. Co-leads will be encouraged to include co-authors representing diversity in disciplines/professional backgrounds and consider including patients as part of the working group.

3. Working group activities: Each working group for a broad category or new topic will:
    3.1 Draft a proposal indicating the working group leaders, working group members, abstract (e.g. purpose, methods), need to update the evidence, and timeline. If it is an update, the abstract reflects the previous updates.
    3.2 All working group members submit the IPDAS Conflict of Interest Statement.

4. IPDAS Steering Committee Approval of the Proposal
    4.1 The Steering Committee reviews the proposal, provides feedback (if necessary), approves the proposal using an implicit consensus process, and ensures one working group leader is on the IPDAS Steering Committee (as necessary, individuals will be added to the Steering Committee).

5. After the proposed evidence-update is completed, the Working Group:
   5.1 Provides a brief update that can be placed on the IPDAS website
   5.2 Makes recommendations for changes to the IPDAS Checklist Criteria with rationale.
   5.3 Is encouraged to published the update in a peer-reviewed journal

6. IPDAS Steering Committee Approval of Website Update and Criteria Changes:
   6.1 Reviews and approves the brief update for the website.
   6.2 Reviews recommended changes to the IPDAS checklist and supporting evidence.
   - For minor changes, the Steering Committee will review and approve the minor changes.
   - For major changes, the Steering Committee will establish a consensus process to seek broader IPDAS member feedback on the proposed changes.

Approved by the IPDAS Steering Committee: July 2018