Request for Change (RFC)

Request for Change (RFC)

Implementers can submit a request for change (RFC) to terminology content and subsets. Requests must be made using the Infoway RFC tool, the Infoway Request Management System (InfoRMS). In order to submit an RFC, you need to request access to InfoRMS and must be logged in. An InfoRMS account can be requested via an InfoCentral registration request. The tool utilizes users' InfoCentral account credentials to log in and is located at this URL: https://informs.infoway-inforoute.ca/

InfoRMS provides users with the ability to log an RFC by single entry or by using a template to submit batch requests. The template should be downloaded each time there is a new request to ensure the current version of the template is used. The template is a Microsoft Excel© file that contains multiple tabs. The "How to use this spreadsheet" tab describes the various columns and tabs. Users should be familiar with this tab before utilizing any other tab.

Stakeholders submitting requests are expected to adhere to the Canadian Editorial Guidelines. The QA Checklist is a tool that the Canadian Standards Release Centre (CSRC) has developed to support this. When a request is received, it is evaluated as to its completeness, accuracy, adherence to the editorial guidelines and priority. Submitters will be notified of incomplete or inaccurate requests using the workflow status in the tool. An acknowledgement of the request is provided each time a request is submitted.

All RFCs sent to SNOMED International must follow the SNOMED International Editorial Guidelines. Adhering to the guidelines initially will reduce delays in submitting requests to SNOMED International and will reduce the effort associated with managing submitted RFCs.

When a new concept is added to the Canadian Edition, the CSRC will create the following:

- One description that is the Fully Specified Name (FSN) which includes a semantic tag
- One description that is the Preferred Term (PT)
- One additional synonym in English (optional)
- One additional synonym in French (optional)
- A concept identifier

NOTE: all synonyms must be semantically equivalent (not vague or more precise than the FSN). Variances in the order of names are not accepted.

Request for translation

Note that not all concepts are systematically translated. You must make the request for a translation to be made and a new description to be added. When a translation request is made, it is possible for the requester to submit a proposal when a particular description is being requested (proposed description). In this case, a reference to a document or website is required to support the proposed description. When no particular description is expected, the requestor can simply indicate "translation to be done" in the field provided for this purpose (proposed description).

In addition, the CSRC offers the opportunity to include the requestor in the workflow of the translation process (in the editor tool). This workflow is intended to allow for more timely input to submit improvements to the descriptions being proposed by the translation team before they are finalized. If this option is desired, add a note to this effect in the "Notes" field when submitting a change request (RFC).