QIBA Process Committee
Wednesday, August 12, 2015 at 3 PM CT
Call Summary

Attendees:
Kevin O’Donnell, MASc (Co-Chair)
Daniel Sullivan, MD (Co-Chair)
Brian Garra, MD

Edward Jackson, PhD
Paul Kinahan, PhD
Eric Perlman, MD

Nancy Obuchowski, PhD
Susan Weinmann

QIBA Profile Template (Mr. O’Donnell)

- The “QIBA Profile Template Improvements 2015” document and can be found on the QIBA wiki at: http://qibawiki.rsna.org/index.php?title=QIBA_Profile_Template

- The following open issues were discussed:

  o **FDG-PET**:
    - Need a place for requirements on ‘ancillary’ device performance (e.g. scales/clocks/dose calibrators)
      - Note: Clocks have to be checked weekly or after events like daylight savings or power outages to confirm they are synchronized to within ±1 minute of reference
      - Proposed Modification: The clocks listed would be checked on a periodic basis, so add Actor examples to the Periodic QA task for scales, dose calibrators, etc.
      - Rationale: Note that “convenient extract” documents for Actors that have a narrow, specific role that would state the requirements and procedures for that Actor may be the best approach

  o **FDG-PET Issue**: Need a dedicated section for Phantom Imaging requirements
    - Proposed Modification: Consider specific section in template since this is integral to all Profiles: Pre-Delivery, Installation, Periodic QA, or for some profiles, within the Acquisition section itself
    - Rationale:
      - Note the use of virtual phantoms as well as physical phantoms
      - There might be assessment procedures done on a “normal control” person rather than a phantom
      - In specific situations “known truth” is not the key goal; other metrics are being assessed
- Update Profile template: example specifics could be included in the guidance or could point to existing Profiles as example material

- General issue: How to balance between boilerplate text, replacement variable, example text vs. standard text
  - Proposed Modification: Need a formal notation; consider using hyperlinks to separate guidance documents or put guidance in comments so they can be deleted when unnecessary
  - Rationale:
    - Collect the guidance language first
    - Inline guidance needs to be short
    - Some overall strategic/how-to-write-a-Profile explanations will belong in a separate document/appendix
  - Conclusion: use the material on the template cover page

- A standard claim needs to be incorporated into the Profile template

- Discussion regarding QIBA groups that may be ready and willing to test out the Profile Template:
  - As groups begin a new Profile, they are encouraged to implement this template
  - For existing Profiles, incorporating the completed work into the template is recommended only if the group’s activities would not be disrupted in the process
  - The US SWS Biomarker Committee is ready to begin a new Profile version and would like to use the revised template
  - Dr. Jackson to follow up with Dr. Boss and verify whether the DWI Task Force is ready to adopt the revised template
  - Mr. O’Donnell will merge the current CT Volumetry Profile into the revised template
  - Groups that use the revised Profile template are encouraged to bring any new formatting issues to the Process Committee

- The revised Profile Template will be completed within one – two months by Mr. O’Donnell
Next Steps

- The “Current Work” section was updated on the QIBA wiki and is located here:

Current Process Committee work:
- Revise QIBA Profile Template & "How to develop a Profile Guidance"
- Draft QIBA Conformance Statement
- Improve Wiki layout with a focus on Process page
- Propose conventions for Profile editions/versions
- Review/improve criteria for Technically Confirmed / Clinically Confirmed
- Sketch up publication process for Official Docs (CC approval vote, send to RSNA Staff)
- Propose change tracking process
- On-boarding/indoctrination process for new committees
- Process/best practices for initial literature search around a new biomarker/profile – new

- Dr. Garra will report back to the US SWS BC to give them an estimate on when they may begin to try the new Profile template
- Mr. O’Donnell will email the revised Profile Template to committee members, who will be asked for user feedback
- Dr. Obuchowski will send a compilation of different groups’ ideas for claims
- The wiki use cases need to be conceptually mapped out

Next Call:
Was Wednesday, August 26 at 3 PM CT, is now Wednesday, September 16 at 3 PM CT
(will contain discussion on reviewing/improving criteria for Technically Confirmed/Clinically Confirmed)