QIBA Process Committee Call
Tuesday, May 5, 2020 at 3 pm CT
Call Summary

Attendees:

		RSNA Staff:
Kevin O'Donnell, MASc (Chair)	Nancy Obuchowski, PhD	Fiona Miller
Michael Boss, PhD (Vice Chair)	Nicholas Petrick, PhD	Joe Koudelik
Alexander Guimaraes, MD, PhD	Daniel Sullivan, MD	Susan Stanfa

General
- There was discussion during a recent SIG meeting re: creating and posting slides or video content that describe QIBA to various stakeholders, a "QIBA 101 tutorial"; Angela Colmone is consulting the RSNA Marketing Dept.

Representation of Stakeholder/Actor Types within QIBA Committees
- The goal is to demonstrate that there is balanced representation from major Actor/Stakeholder perspectives in each committee, as a variety of expertise is needed to write a Profile with minimal blind spots
- BC Co-chairs to be asked to provide names of their members in the dashboard who fulfill the roles of:
  - Radiologist (academic, clinical trialist, private practice): there may be volunteer time challenges, but if there is ACR traction and new quality metrics (e.g., QIBs become reimbursable), interest may grow
  - Physicists, technologists, scanner vendors, software vendors, statisticians, regulatory (device regulators, drug/biologic regulators)
  - Clinical trialists, ideally both CRO (implications for recruitment, burden for conducting) and Pharma (biological use of the metric, claim details)

- When a gap in stakeholder representation is identified, a targeted message could be sent during public comment; they could be asked to participate on a planned/focused call, or invited to a f2f meeting
- Mr. O'Donnell to draft explanatory text to be sent to Coordinating Cmte (CC) Co-chairs prior to May CC calls

Discussion on QIBA Profile Simplification and Brevity
- During a recent SC call, there was a discussion re: the need to simplify Profiles
- Basic Profile-writing fundamentals and guidelines to be shared with CC members during upcoming CC calls in reference to the "How to Write a Profile" QIBA Wiki page
  - Novice QIBA Profile authors, especially in newer BCs, may not be familiar with QIBA processes or previous discussions re: common Profile-writing issues
  - Tips for Profile simplification to be provided, e.g., include only requirements that contribute to achieving the Claim

- Caution voiced re: requirements that may yield small improvements in return for significant effort, or interference in workflow, e.g., performing scanner calibration every six months
  - It was noted that there is a "new normal" due to COVID-19; temporal distance now required may present an opportunity to complete activities that would not have been previously possible
  - Also noted was that re-calibration would need to be done anyway with any major upgrade (software or hardware)

- Discussion re: responsibilities of BC Co-chairs and Profile editors
  - Pre-determine purpose/type of call (e.g., focus on Profile-editing, discussion/consensus-building, decision-making, etc.)
  - Profile Editors to lead the calls and queue-up required documents pre-call
  - Add recent, working drafts of Profiles to their respective QIBA Wiki [Committee pages](#)

Process Cmte Announcements on Coordinating Cmte Calls
- Coordinating Cmte calls to be used as forums for disseminating procedural updates, reminders, and requests
- Standing CC agenda item allocating 5-10 mins to operational reminders to be established; 15 mins deemed too lengthy for this, as other time-sensitive issues may also need to be addressed
- It was noted that although staff request RSVPs, many BC co-chairs fail to attend quarterly CC calls
- Standing agenda item for Coordinating Cmtes to remind BC leaders to keep their Wiki pages up to date, specifically updating links to "recent" Profile drafts on a quarterly basis
- General "Dashboard update" reminder is already included as a standing item on CC agendas
- BC Co-chairs to be asked to take information back to their BCs; they may ask for additional participation from the Process Cmte as needed
- Complete announcement by noting that BC Co-chairs may ask for future topics to be covered

Summary of Process Cmte Discussion Items for May Q2 CC Calls
- CC Co-chairs to be sent an email (drafted by Mr. O'Donnell) requesting a standing 5 – 10 min agenda item to be presented by a Process Cmte representative (Dr. Sullivan: CT, NM and US; Dr. Boss: MR)
- Profile simplification: guidelines from the "[How to Write a Profile](#)" QIBA Wiki page will be presented
  - Discussion needed re: balancing the inclusion of all crucial details while ensuring that a Profile will be concise enough for real world use; what are the boundaries of tolerance for implementing a Profile?
  - BCs to be asked to estimate the "implementation cost" of their Profile, e.g., work hours
    - Exercise should force BCs to think through their conformance process and identify gaps or needs
    - This will give BCs perspective on the likelihood of the use of their Profile in a real-world context
    - It could also re-frame how to shift technologist/radiologist tasks onto pre-install vendor tasks
- In addition to the standing, general Dashboard update reminder agenda item, "role rosters" will be requested from BCs, e.g., lead clinical guidance rep, statistician rep, physicist rep, technologist rep, etc.

Process Cmte Topics for Future CC calls
- Claim statistics, particularly for new groups: help them understand basic [QIBA concepts](#), the Profile template, and refer to the [Claim Guidance QIBA Wiki page](#)
- How to develop and use a checklist with a Profile - mismatches between Profile requirements and items in checklists have been identified; it should be 1:1 correspondence

Next Process Cmte Call: Tuesday, May 19, 2020 at 3 pm CT (1st & 3rd weeks of each month)