

QIBA Executive Committee (EC) Conference-Call Meeting

Thursday, October 15, 2020

10:00 AM (CT)

DRAFT SUMMARY

Participants:

Daniel Sullivan, MD (QIBA Chair)
Alex Guimaraes, MD, PhD (QIBA Vice-chair)
Timothy Hall, PhD (QIBA Vice-chair)
Michael Boss, PhD
J. Brian Fowlkes, PhD
Alexander Guimaraes, MD, PhD
P. David Mozley, MD
Robert Nordstrom, PhD
Nancy Obuchowski, PhD
Kevin O'Donnell, MASc
Gudrun Zahlmann, PhD

RSNA Staff:

Angela Colmone, PhD
Fiona Miller
Joe Koudelik

Review of 08/20/20 EC Call Summary

The summary approved as submitted.

Strategic planning topics identified for discussion:

- How to allocate resources (volunteers, staff, budget)
- Current environment does not support a Strategic Planning Retreat
- Example topics:
 - QIB selection – useful to “users”? (E.g., clinical outreach?)
 - QIBA scope – Ground truth needed for each measurand?
 - Profile structure – Balance between comprehensiveness and brevity
 - Conformance – several issues
 - Education of users and various communities
 - Publications/publicity
 - Sustainability
 - Workload distribution – more participants?
 - Engagement of stakeholders – trialists, clinicians, industry
 - Interactions with related groups (e.g., accreditation bodies)

Review Current QIBA Governance Structure

Dr. Sullivan asked the EC members to consider the following:

- Is the separation of EC and SC working well? Is the EC achieving desired results in terms of member time efficiency and separation of administrative from strategic functions?
- Several issues related to QIBA Strategic Planning have emerged from recent meetings. How should we expeditiously deal with these?
 - EC Discussion?
 - SC Discussion?

- Dedicated conference calls?
 - Ad Hoc TF?
- Quarterly CC conference calls deal predominantly with BC updates. This is an important and valuable role. But should and could the CC's also deal with more cross-cutting modality issues and QIBA Strategic Issues (such as Conformance)?
 - Dr. Hall noted that the complexity of some of the topics may need a series of calls. Concern was expressed about the time demands on volunteers. Targeted groups may be needed to address these more complicated issues and spread the workload.
 - Dr. Zahlmann suggested that a smaller TF (a subset of the EC) be formed to plan and prepare dedicated strategic planning calls and provide distributed materials for a more structured and efficient discussion.
 - Mr. O'Donnell agreed that an ad hoc group (TF) of 3-4 people could dig deep into specific issues and develop proposals making both the EC and SC more productive.
 - These smaller TFs could work on specific topics, e.g., outreach efforts, publications, education, Profile brevity, etc.
 - Dr. Guimaraes noted that the separation of EC and SC has not proven the most effective process, mainly due to considerable duplication between the two groups. Gaps in scheduled SC calls tend to hinder discussion continuity as well. Suggestions made include combining SC and EC once more, alternating SC and EC calls, or increasing calls to 2 per month (SC and EC calls held monthly).
 - Dr. Hall cautioned that the overall scheduling challenge may be a significant barrier with more frequent EC/SC calls
 - One option might be to maintain both EC and SC but create a clear separation of their charges (duties).
 - In efforts to improve the EC/SC work split, Mr. O'Donnell suggested that the EC be given decision-making authority for some items; if necessary, the SC could still re-raise topics and overturn EC decisions if deemed necessary.
 - Mr. O'Donnell suggested the use of a consent agenda; this would include the EC call minutes in the SC meeting packet (for possible discussion).
 - Polling the SC membership was suggested regarding multiple SC/EC call options:
 - Combining the EC and SC
 - Alternating EC and SC calls on a monthly basis
 - Monthly EC calls plus...
 - 3 SC calls / year
 - 6 SC calls / year
 - 12 SC calls / year (this would translate into SC and EC calls every month)

Review of Proposed CC Membership Criteria Changes

- Mr. O'Donnell provided an overview of the CC composition and appointment process
 - Scientific Liaisons Removed (role no longer exists)
 - With the loss of NIBIB funding, the Scientific Liaisons stayed on as a volunteer role, but their functions were adopted by the CC and some later moved into CC leadership roles
 - Adding additional SMEs as voting "at-large" members (up to four) or non-voting (no limit)
 - Remove cap of 15 on voting members to allow for future BC growth (both committees and leaders)

- Reinstating three-year terms (renewable) and staggering leadership rotation
- The group was reminded about the importance of non-voting SMEs input at the CC level
 - All new BC requests must be considered by the CC before being brought to the SC for approval
 - Dr. Mozley noted the potential MR-Myocardial QIB as an example of process...SMEs on the NM CC must review and consider needed/available RSNA/QIBA resources and feasibility of success before making a recommendation to the SC for a new BC
- A formal proposal will be circulated to the EC for an e-mail ballot; this would then be included in the consent agenda for the December SC call

Conformance: Framework and Concepts.

- Discussion with CROs and accrediting agencies have raised several questions and loose ends that need to be addressed; due to lack of time, an in-depth discussion was deferred
- Dr. Sullivan suggested a small Conformance Task Force be created to provide a framework, discussion points, and a path forward for a future EC call
 - Dr. Zahlmann and Mr. O'Donnell volunteered to lead this TF and develop a strawman
 - Suggestion made to email the SC members to (1) notify them of this new TF, (2) extend invitations to join, and (3) ask for feedback on their most pressing conformance issues/priorities
- Dr. Sullivan suggested the following as high priority topics:
 - i. Clarify the hierarchy of conformance—Do we have two or three categories?
 - ii. Clarification needed around site vs. scanner conformance
 - iii. Clarify implications (of partial Conformance) for Registration or Certification marks (i.e., when an Actor conforms only to the portion of a checklist that applies to the Actor)

Next QIBA EC T-con Meeting: Thursday, November 19, 2020 @ 10:00AM (CT)