

QIBA Process Committee Call
Tuesday, February 5, 2019 at 3 PM CT
Call Summary

Attendees:

Kevin O'Donnell, MASC (Co-Chair)
Daniel Sullivan, MD (Co-Chair)

Michael Boss, PhD
Nancy Obuchowski, PhD

Nicholas Petrick, PhD
Brian Zimmerman, PhD

RSNA Staff:

Joe Koudelik
Susan Stanfa

Review and Reprioritization of Current Work Items on Process CC Page of QIBA Wiki Continued

Tasks continued to be reviewed and reclassified under the following headings: "Current Work," "Priority" and "To-do." These items can be found on the [Process Cmte page of the QIBA Wiki](#).

Priority

- Public Comment Procedure
 - Wiki page for public comments resolution spreadsheets to be created by Mr. O'Donnell
 - Comment submitters would be able to access details on whether/how their feedback was addressed, i.e., incorporated into the subsequent draft (Consensus Profile)
 - Boilerplate language thanking comment submitters and informing them how to access the resolution spreadsheets to be drafted
 - Moving forward, this message will be sent as a (bcc) group email to all public comment submitters, following the completion of the public comment resolution process
 - It was noted that the DWI BC will be able to submit their spreadsheet for posting soon after the second round of (public) comments are addressed
 - Dr. Boss to forward the latest DWI Profile draft to Mr. O'Donnell to assess degree of content change, e.g., is this a section text or major version update?
- On-boarding Process (moved up in priority)
 - It was noted that some key QIBA Wiki pages (e.g., "[How to Write a Profile](#)") may be difficult to locate on the QIBA Wiki; a separate page for incoming QIBA members of high-level / general content only would address this issue
 - Reminder that broken links need to be prevented when modifying QIBA Wiki pages
 - Mr. O'Donnell to explore alias feature to reduce the number of clicks required to access nested documents or Wiki pages
 - In efforts to obtain a fresh perspective, suggestion to ask new QIBA members to evaluate newcomer materials
 - Whether "formal" documents should be on the Wiki vs. QIBA/RSNA Website has been an ongoing discussion
 - RSNA website is controlled by the RSNA Marketing Department, must meet certain style requirements, and require resources beyond QIBA staff
- Profile selection process (advanced in priority)
 - With the benefit of time and experience, additional criteria regarding new BC proposals can be established, e.g., more competitive aspects needed
 - Limited RSNA resources is an ongoing consideration when making decisions to add/sunset Profile groups

To Do

- Guidelines for reference implementations and commercial products in Profiles (underlying algorithm available, non-commercial?, etc.); maintaining transparency re: implementing QIBA process/Profile
- Profile maintenance process added to to-do list
 - Change(s) to tracking process to be proposed (e.g., when advances are made in the field, Profile may need to be updated)
 - The DWI Profile was released for public comment prior to the addition of a 4th organ site (based upon data contained in new literature); a 2nd round of public comment to ensue
 - Discussion occurred re: versioning vs. reconfirming whether a Profile remains conformant
 - Conventions for Profile editions/versions to be proposed
- Literature search
 - Individuals with a draft set of guidance on best practices (Drs. Laue, Chung and Wu) to be invited to an upcoming Process Cmte call
 - There is currently a [literature search page](#) on the QIBA Wiki
 - It was noted that greater difficulty lies in the literature *review* process than with the search itself and that this issue needs to be addressed
 - Suggestion to establish a standardized literature review method, e.g. using key words, etc.
 - Tips/strategies can be found online

Items on hold pending questions/clarification needed (removed from to-do list)

- Create guidelines for assessment procedures to evaluate software in Profiles
 - This issue has arisen in the past during the Profile-writing process of some QIBA groups (e.g., CT test procedures...)
- Discriminatory Claims – Dr. Obuchowski confirmed no recent discussions during BC t-cons have occurred
- Claim guidance and Profile template
 - Should be periodically revisited to assess whether modifications/adjustments are needed
 - Consensus that current versions are serving the needs of QIBA BCs
 - Profile template should eventually contain disclaimer language: “This Profile is not a standards-of-care document”
- Profile Retirement Process: when to withdraw or stop maintaining/promoting Profile and archive
 - Consider whether the IHE Profile retirement process would work for QIBA; further discussion needed

Retired items

- Clarify QIBA Profile vs. UPICT Protocol (Venn Diagram) – this issue is no longer relevant
- Publication Process Wiki page
 - [Profile publication process](#) (e.g., CC approval vote) and standard approval practices for Profile documents have been established
 - Relationship between QIBA Wiki content (current, easily updated) and website content (authoritative, stable) has been addressed

Next Call: Tuesday, February 19, 2019 at 3 PM CT (*1st & 3rd Tuesdays*)