

QIBA Process Committee Call
Tuesday, January 19, 2021 at 2 pm (CT)
Call Summary

Attendees:

Kevin O'Donnell, MASC (Chair)

Michael Boss, PhD (Vice Chair)

Nick Grusauskas, PhD

Alex Guimaraes, MD, PhD

Nancy Obuchowski, PhD

Daniel Sullivan, MD

RSNA Staff:

Joe Koudelik

Fiona Miller

Susan Stanfa

COI Policy

- Based on recent EC discussions, a policy is being developed to outline QIBA expectations re: COIs (e.g., issues that may emerge and how they will be addressed), to be posted on the QIBA Wiki following approval
- The proposed text was reviewed and Process Cmte feedback was provided

QIBA Purpose

- In the past, only SC members have been asked to complete a COI form but due to their voting member status and participation in Profile-writing decisions, BC Co-chairs are now required to submit a signed form
- Although all QIBA Committee members are not required to sign a COI policy form, all QIBA participants, when making decisions on behalf of QIBA, are entrusted to acknowledge when there is a conflict and recuse themselves when appropriate

What is a Conflict of Interest?

- Discussion re: how possible conflicts caused by academic interests should be addressed in this policy
- "Academic" will not be listed among possible COIs in the statement that "COIs may be, but are not limited to financial, organizational, intellectual or emotional"
- When only 2 – 3 BC members are executing the majority of the Profile-writing, steering discussion re: specifications, or addressing public comments, there is greater risk of COI; this may be mitigated by larger group activity as well as the required review and approval of the overarching modality coordinating cmte voting members

Handling Potential Conflicts

- Remediation steps are outlined in this section
- It is stated in the policy that the existence of an actual or apparent COI does not imply fault or wrongdoing on the part of the individual
 - They would simply be expected to disclose the potential conflict to the committee with which they are working, so that it could be recorded in the meeting notes
 - It was clarified that those with potential COIs should not remove themselves from discussion, as their expertise is crucial
 - They would, however, need to refrain from participation in decision-making and recuse themselves from voting on any issues associated with their COI
- It was suggested that BC Co-chairs or RSNA staff ask whether any participants have potential COIs at the beginning of specific sessions (e.g., public comment resolution discussions)
- The communication pathway for addressing a suspected, undisclosed COI was described
 - The concern can be brought to the Co-chairs of the applicable QIBA Cmte or Co-chairs of the QIBA Executive Cmte (EC)
 - Co-chairs should then communicate with the named participant and take appropriate actions to clarify the situation and forward the results to the EC

- The EC will be responsible for determining whether a violation of QIBA COI Policy occurred, and if so, the appropriate steps to be taken

Additional discussion

- Profiles should be reviewed to identify possible areas of COI; this process can occur during the Public Comment and Consensus processes
 - To demonstrate transparency, [public comment resolutions documentation](#) is published on the QIBA Wiki
- Staff call notes were deemed acceptable for record-keeping (e.g., capturing rationale) when possible COIs are encountered
- Examples of possible COIs were discussed
 - A BC voting member may represent a manufacturer of a specific type of phantom, software, or equipment required by the Profile, or would otherwise financially benefit from its publication/use as written
 - While hypothetical COI examples might be instructive, drafting them could be complicated
- Mr. O'Donnell to edit the draft COI text based on Process Cmte feedback and Dr. Sullivan to provide hypothetical examples; approval to be requested from the EC (no further review/discussion is needed at the Process Cmte level)

Profile Streamlining Efforts

- Proposed guidelines to be developed and eventually shared with BC members for feedback
- Process Cmte members considered whether this work should be delegated to a TF or remain a topic of ongoing Process Cmte meeting discussion
 - It was decided that these tasks will be undertaken by the Profile Restructuring TF until draft text is ready for review by the Process Cmte
 - TF input will be incorporated, and the document will be submitted to Dr. Zahlmann and the EC
 - Drs. Boss and Obuchowski volunteered to be members of this TF
 - To ensure that a variety of aspects are considered, balanced representation across modalities will be sought
 - Guidance documents on Profile development and statistical evaluation will be referenced as companion materials

Next Process Cmte Call: Tuesday, February 2, 2021 at 2 p.m. (CT)