

## QIBA Process Committee Call

Tuesday, March 19, 2019 at 3 PM CT

### Call Summary

#### Attendees:

Kevin O'Donnell, MAsc (Co-Chair)

Alexander Guimaraes, MD, PhD

Nicholas Petrick, PhD

#### RSNA Staff:

Joe Koudelik

Daniel Sullivan, MD (Co-Chair)

Nancy Obuchowski, PhD

Brian Zimmerman, PhD

Susan Stanfa

#### Review of BC and TF Sunsetting Procedure

- Mr. O'Donnell drafted a strawman for the [Committee Sunset Process](#) that was posted to the Wiki
- Process Cmte review/discussion needed regarding the following:
  - Who proposes, reviews/discusses, and decides the status of each QIBA group
  - How to best allocate limited resources for support of QIBA groups
- It was noted that RSNA staff input needs to be taken into consideration when making decisions that affect time/workload
- The lifecycle of a BC is tied to the lifecycle of the Profile in progress
- While permissible for a BC to work on more than one Profile at the same time (e.g., SPECT committees), due to logistical/timesharing issues, it is recommended there be a separate BC for each Profile
- Discussion occurred regarding BC dormancy
  - A group could be rendered dormant while it awaits new data or advances in the field needed for Profile progress (vs. continuing to meet on schedule with minimal progress)
  - After a group is rendered dormant, meetings would no longer be scheduled and resources could be shifted to another group
- Discussion on whether dormancy and reactivation should originate from the BC or CC
  - If CC leaders notice that one of its BCs hasn't met for 6 mos., leaders may reach out to the BC Co-Chairs and suggest a dormancy status (CC leaders do not make the decision)
  - The decision to render a BC dormant would be made by email ballot at the BC level (not a BC voice vote)
  - Because BC reactivation would require additional resources, the CC would need to evaluate and reallocate resources via an email ballot
  - Voting rights would need to be described at resumption (e.g., voting privileges based on the attendance of the first two t-cons)
  - It was noted that there may be turnover in cmte membership after dormancy, due to members moving on to other efforts/initiatives
  - Requested that at least one Co-Chair of dormant group continue to attend quarterly CC meetings
  - A BC would be dissolved by the CC via an email ballot vote
    - BC Co-Chairs can suggest dissolution to CC Co-Chairs
    - Biomarker Cmte Wiki pages will be retained and will remain on the [QIBA Committees page](#), indicated as dormant or dissolved

- Discussion re: allocation of limited RSNA resources
  - More staff input needed re: tracking the total number of calls, e.g., per quarter, 6 months or year in the dashboard
  - Staff concern associated with the overall number of calls vs. the number of QIBA groups; suggestion made for CCs to budget BC resources based on the number of calls per month (i.e., more calls/activity = more RSNA resources)
  - There is an overhead factor of 3+ hours for each 1 hour t-con including time spent scheduling, hosting, finalizing notes and other related activities
  - Discussion regarding how groups utilize staff-hosted t-cons
    - Limit number of calls by holding them only when needed to work on a specific task(s) vs. meeting according to standing time slots/schedule
    - Within the Profile-writing phase, a group may not necessarily need to meet until there is something to report to the full BC membership
    - Mr. O'Donnell to draft a few more details and send them to staff for review
  - Some BCs receive administrative support from other groups (e.g., ASL from EIBIR); SC to consider this configuration when evaluating proposals for new BCs
  - CCs to be responsible for balancing available resources across their BCs and to reevaluate allocation once or twice per year
  - "Special Purpose Committees" are created, rendered dormant, or dissolved directly by the SC (e.g., QIDW, SIG, etc.); the original Sustainability Task Force (STF) was sunsetted because deliverables were achieved
  - Once finalized, the proposed sunseting process to be included on upcoming SC agenda for discussion
  
- "Problem of the Week"
  - ~10 minutes of future Process Cmte calls to be allocated for discussion of any issues, tactics, processes, e.g., related to Profile development; identifying common problems and exploring possible solutions will facilitate Profile progress

**Next Call:** Tuesday, April 2, 2019 at 3 PM CT (*1<sup>st</sup> & 3<sup>rd</sup> Tuesdays*)