

QIBA Process Committee Call

Tuesday, September 15, 2020 at 2 pm (CT)

Call Summary

Attendees:

Kevin O'Donnell, MASC (Chair)

Alexander Guimaraes, MD, PhD

Nancy Obuchowski, PhD

Daniel Sullivan, MD

RSNA Staff:

Fiona Miller

Joe Koudelik

Susan Stanfa

Coordinating Committee (CC) Membership Structure

- The [Committee organization QIBA Wiki page](#) was reviewed and possible modifications were discussed
- Due to a three-BC Co-chair model in some QIBA groups, as well as the sheer number of BCs across the modalities, CT, MR and US CCs each contain more than 15 voting members; NM is the exception
 - In the past, all BC Co-chairs have been designated as CC voting members
 - While RSNA travel support to attend f2f QIBA meetings has been made available to some BC Co-chairs, it was not tied to CC voting membership; increasing or removing the 15-voting member cap would not result in added cost for RSNA
 - Recommendation that the CC voting member limit be discontinued
- Suggestion to include a QIBA Metrology representative, Dr. Obuchowski, as a voting member on all CCs and allow four more at-large voting members chosen by BC Co-chairs for their specific expertise
 - In the past, the list of non-voting CC members included any BC member participants who were interested; no formal appointment or designation was necessary
 - To create a sense of greater participation, recommendation that some non-voting members be designated by BC Co-chairs
- The role of the modality Scientific Liaison (SL) had been to coordinate funded groundwork projects and serve as a modality leader; the primary need for this function disappeared when the NIBIB contracts ended
 - The recurrence of a similar contractual situation is unlikely; any future funding would likely be directly allocated to PIs
- Discussion re: three-year terms for CC and BC Chairs and Co-chairs, with the possibility of re-appointment
 - This would provide the opportunity for fresh leadership and reinvigoration of group activities
 - RSNA staff to deliberate on logistics; staggered rotation may be difficult but more useful to help transition leaders into their new roles

QIBA Executive Cmte (EC) and Steering Cmte (SC)

- In the past, the SC met on a monthly basis to address organizational issues and approve new processes; with the addition of the EC, both groups have been meeting on a quarterly basis
- Discussion occurred re: whether these groups should remain separate or reintegrate
- With the EC as a subset of the SC, it was intended as a more efficient and agile group
 - The goal was for SC meetings to be more efficient as a result of EC support; business would be streamlined and the burden of routine, non-strategic tasks on the full SC would be reduced
 - The EC was developed to handle administrative matters and urgent issues between the quarterly SC meetings, with decision-making ability for non-complex items

- Due to a variety of factors, SC approval has been needed for issues that have arisen since the EC's establishment
 - This has resulted in redundancy and delays in communication and decision-making
 - The EC/SC construct was deemed problematic in terms of obtaining timely SC input
 - If the nature of the issues at hand had been suitable for outsourcing to the EC, this arrangement would have operated as intended

Proposed Ballot Text

- “Please indicate whether this Profile meets the [criteria for this stage](#), conforms to [Profile guidelines](#) and is of sufficient quality to publish”
- Also, if the BC or CC voting member is unable to review the Profile, they may abstain
- Staff have incorporated the proposed text into the most recent ballots (DSC-MRI BC vote-to-publish as Stage 2: Consensus and DCE-MRI BC vote-to-release for public comment (pending))
- In situations where only 2 – 3 BC members are executing the majority of the Profile-writing or addressing public comments, there is greater risk of COI; suggestion to request that they recuse themselves from a vote if applicable, e.g., a BC voting member represents a manufacturer of a specific type of phantom required by the Profile, or would otherwise financially benefit from its publication/use as written
- Wording used by other groups (e.g. protocol approval committee) or RSNA COI policy to be considered
- Line-by-line, critical oversight of each Profile prior to advancement to the next stage is needed; this issue was designated as the Process Cmte education topic for Q4 CC meeting agendas
- Agreement that the development of a thorough Profile review process is necessary
 - External review was deemed critical to get fresh perspectives from real-world users

Process Committee Participation in Quarterly CC Meetings

- As of Q2 2020, CC calls included time for procedural updates, reminders, and requests, as part of an overall effort to harmonize processes across QIBA BCs
- BC Co-chairs reported that this educational information has been helpful
- Consensus was that these Process Cmte updates should continue for two more quarters, at which time CC leaders would be asked if continued updates were of value
- It was agreed that Process Cmte representatives would not have voting privileges
- Process Cmte reps to encourage CC members to bring process and guidance information back to their BCs
- It was agreed that Process-related updates during CC calls will be repeated in Q4 2020 and Q1 2021, with solicitation of CC Co-chair feedback to follow

Next Process Cmte Call: Tuesday, October 6, 2020 at 2 pm CT (1st & 3rd weeks of each month)