QIBA Process Committee Call
Tuesday, October 15, 2019 at 3 p.m. CT
Call Summary

Attendees:

Kevin O'Donnell, MASc (Chair)   Nancy Obuchowski, PhD

Daniel Sullivan, MD (Vice chair)   Nicholas Petrick, PhD

Michael Boss, PhD

RSNA Staff:

Joe Koudelik

Susan Stanfa

QIBA Executive Cmte (EC) Charter

- Mr. O'Donnell submitted a draft change proposal for EC review in October
- Based on the EC recommendations, additional revisions were made, and the latest draft of the Change proposal was reviewed for EC approval
    - With the EC containing fewer members than the SC, a more efficient and agile group will result
    - The EC will be responsible for handling administrative matters and urgent issues between the quarterly SC meetings, and will have decision-making ability for non-complex items
    - Most items will not be formally ratified by the SC, unless EC consensus is lacking
    - The goal is that the SC meetings will be more efficient as a result of EC support; business will be streamlined and the burden on the full SC will be reduced
    - The 14-member EC will be composed of: QIBA Co-chairs as of Nov. 1 (3), a Chair/Co-chair representative from each modality Coordinating Cmte (4), Process Cmte Chair, Sustainability Implementation Group (SIG) Chair, Metrology Cmte Chair, External Relations Liaison, NCI/QIN Liaison, Statistician Consultant, and an RSNA staff member
        - Any SC members may choose to attend as guests
        - At a member count of 14, EC quorum would require the attendance of 8 people
        - Suggestion to count QIBA Co-chairs as a single voting member, basing the quorum on 12 rather than 14 members, i.e., require only one of the three to attend for purposes of quorum

    - It is expected that subordinate committees will designate one of their existing SC representatives to be their representative to the EC, but when necessary, the co-chairs may choose to designate another member of their committee as an alternate representative
    - Discussion occurred re: new model of QIBA leadership, which was to have three equal co-chairs with designated responsibilities
    - To avoid possible ambiguity re: a formal point-of-contact for QIBA, it was decided one co-chair would be designated as an "Executive" QIBA chair; consideration is being given to this role being assumed for a tbd term
    - Within EC Cmte Functions section, suggestion to remove, "concrete" from "Develop concrete proposals, summaries, or recommendations for issues on the SC agenda to facilitate efficient resolution"
    - Consensus that EC meeting notes should be circulated to the SC members as reference as soon as they are ready, rather than only days prior to the following SC meeting

- Once finalized, Executive Cmte (EC) text to be added to the Committee Organization Wiki page

Metrology Committee Proposal

- The EC approved the proposal to elevate the Multiparametric Metrology TF to the Metrology Cmte once its current tasks are completed
- Suggestion to request each BC to seek guidance and approval from the Metrology Cmte re: Claim language development as a formal Profile review step; process to be drafted and circulated to BCs for feedback
    - This would ensure that each Profile has statistical evidence (metrology review) and needed data to support Claims
    - It was noted that Profile editors have an open invitation to participate in Process Cmte calls

- Discussion re: the source of the requirement of two co-chairs
    - It was noted that current requirement of two co-chairs differs from other QIBA cmtes (CCs and BCs), where two or more co-chairs are "encouraged" (i.e., the current language/requirement is too vague for CCs and BCs)
    - Mr. O'Donnell to revise cmte structure page with specific language re: cmte rules and co-chair leadership details
    - The intention is that this would be an open cmte

Onboarding Process

- The Process Cmte QIBA Wiki page contains links to introductory stakeholder pages, which were reviewed
- Standardized template used, stating the QIBA mission and its purpose, with stakeholder-targeted introduction text, i.e., information and perspective most relevant/engaging to the stakeholder
- More photos need to be added; consistency across stakeholder-specific pages needed
- QIBA for Imaging Vendors page, which is being used as a template; key phases were bolded and discussed
- QIBA for Radiologists page
    - Updates were made to the text in response to Process Cmte members review and feedback
    - Discussion re: adding draft text to Wiki pages "offline" … these would be visible to editors but not to the public; this would allow pages to go live even if minor revisions were needed, e.g., |<!-- self-attestation or providing data to a credentialing service -->
    - Mr. O'Donnell to continue to wordsmith

- To review QIBA for: Statisticians, Technologists, and Regulators pages during the Nov. 5th Process Cmte call

Reminder:
- Please **RSVP for the Dec. 4 QIBA Working Meeting** during the 2019 RSNA Annual Meeting
- Please **sign up for the RSNA 2019 MTE Sessions** at the QIBA Kiosk:
    - Type in your name next to the presentation time slot that works for you (we encourage that each 30-minute time slot is filled by at least one committee member)
    - Simply close out of the document (there is no save button and changes will automatically save)

NEW! **Visit the QIBA Citations EndNote Library! Details can be found on the QIBA Wiki Education**

Next Process Cmte Call: Tuesday, November 5th, 2019 at 3 p.m. CT (1st & 3rd weeks of each month)