QIBA Process Committee
July 15, 2015 at 3 PM CT
Call Summary

Attendees:
Kevin O’Donnell, MASc (Chair)
Brian Garra, MD
Edward Jackson, PhD

Staff:
Feroze Mohamed, PhD
Joe Koudelik
Eric Perlman, MD
Susan Weinmann

General Discussion (Mr. O’Donnell)

- QIBA Profile Template
  - There was discussion on how guidance can best be provided throughout the Profile, i.e., the most convenient format
  - The following open issues were discussed:
    - Level of guidance/control over the look and feel of the document
      - Stick to the Word template to allow variability, where needed
      - Add text requesting authors not make gratuitous changes to fonts, sizes, formatting, numbering etc.
      - Add line numbers
      - Activities should be presented in chronological order
      - Do not alter the level 1 chapter header number format for consistency
      - Note that author(s) may omit any inapplicable activities (level 2 chapter headings and lower) and conceivably merge two (but do so with caution) based on their modality needs
      - Add informative text regarding protocol/Profile deviation, e.g., listing possible extraneous circumstances that may require deviation

- FDG-PET Profile / Template Specifics:
  Guidelines needed for handling Acquisition, Reconstruction, Post-processing, Quality Control and Analysis when performed across various systems
Specific imaging workflow activities may be combined or kept separate depending on the equipment utilized, e.g., a “combined imaging system” can easily accomplish multiple activities.

Consider showing as a flowchart/decision tree, if appropriate

- Introduced an Image Interpretation Activity (distinct and supplemental to Image Analysis)

- Details regarding image transfer requirements needed
  - Image transfer requirements can be added to conform to the recon activity, or could be a separate activity; show as a separate activity within the template
  - A subsection to the image recon/post-processing activity for image transfer was introduced
  - May specify DICOM tags in detail (in the image creation activity)

- Considered Imaging Site Personnel (i.e., human-Actor) Qualifications
  - Add Personnel Qualifications as requirements for Activities where they are needed to achieve the claim
  - Add guidance and some examples

- Mr. O’Donnell will update the Profile template with all of the above suggested modifications

Next Steps

- Mr. O’Donnell requested feedback regarding the “Wiki Use Cases” spreadsheet discussed
- Mr. O’Donnell will gather and compose guidance text for the Profile template

Next Call: Wednesday, July 29, 2015 at 3 PM CT