

## QIBA Process Committee Call

Tuesday, May 7, 2019 at 3 PM CT

Call Summary

### Attendees:

Kevin O'Donnell, MASC (Co-Chair)

Daniel Sullivan, MD (Co-Chair)

Michael Boss, PhD

Cathy Elsinger, PhD

Alexander Guimaraes, MD, PhD

Edward Jackson, PhD

Nancy Obuchowski, PhD

Nicholas Petrick, PhD

Brian Zimmerman, PhD

### RSNA Staff:

Joe Koudelik

Susan Stanfa

### Discussion regarding the reactivation process for the DTI Task Force (TF)

- QIBA Chair, Vice-Chair, MR CC Co-Chairs met with potential DTI BC co-chairs, Drs. Schneider and Whitlow on April 15 to learn about recent activities and plans
- A follow-up meeting with QIBA Chair, Vice-Chair and MR CC Co-Chairs occurred on April 30
- Clarification was sought on the next steps of the reactivation process
  - It was noted that the DTI TF was never elevated to a BC after the PDF-MRI BC was dissolved
  - There was consensus that a new BC proposal would need to be formally submitted for SC approval

### Continued discussion regarding BC dormancy, dissolution and reactivation procedures

- Review of the [Committee Sunset Process QIBA Wiki page](#) continued, along with discussions on process and procedures
- "Dissolution" was defined as the BC relinquishment of all allocated resources and where additional activity is unlikely; resources "float" back up the SC for reallocation - perhaps to a different modality
- "Dormancy" was defined by temporarily ceasing calls/reallocating resources to another BC for 6 months or more
  - When a BC expects that little or no progress can be made within a timeframe, e.g., 6-12 months, dormancy should be considered
  - Meetings would cease, and staff resources could be temporarily allocated elsewhere by the CC
  - When a group is rendered dormant, a reason would need to be provided (e.g., awaiting new data or advances in the field) as well as a projected reactivation timeframe
  - RSNA staff input would be needed regarding the frequency of BC/TF calls to inform CC decisions related to resource allocation
    - Concern voiced that if BCs don't have some 'claim' on their resources, they might be motivated to avoid formally declaring dormancy rather than risk losing resources to other BCs and not being able to get them back
    - Discussion regarding whether the dormant BC's resources should be reallocated or reserved until the group is reactivated
    - Discussion on whether a dormant group that ceded its resources would be dissolved if it cannot be reactivated due to lack of support
  - It was suggested that CCs should be involved in suggesting dormancy or reactivation regarding BCs based on lack of activity and/or progress
    - For example, the DTI TF was rendered dormant after assessing minimal Profile progress and overall TF activity
    - After releasing its Profile v1.0, the DCE group went on hiatus until they began the groundwork project on B1-mapping; a DCE Profile v.2 is now underway

- When a BC is reactivated, the CC would balance resources across the entire modality by need; suggestion that CCs track how resources are reallocated once a BC is rendered dormant
- Suggestion made that the SC and staff reallocate resources instead of the CC for multiple reasons:
  - The SC and staff have a complete cross-QIBA perspective of resource allocation
  - The SC has been managing RSNA resources used by QIBA groups on a case-by-case basis as part of the BC-approval process
  - CCs would continue to balance available resources across their BCs and make recommendations for dormancy or reactivation of BCs
    - Each BC may not require the same level of support as provided in the past
    - Resource allocation may be based upon the frequency of calls; one call per month may be reallocated from a group that meets weekly to a group that meets monthly
    - As QIBA scales upwards, CC activity (e.g., related to sustainability efforts) and RSNA resources to become more vital
- Reminder that policy changes/recommendations require SC review, while procedures do not
  - The SC would approve the reactivation of a BC or reallocate resources across modality CCs (each CC would then balance the meeting load/resources among their BCs on a quarterly basis)
  - Recommendation to include the committee sunset process as a topic in the Process Cmte report for the June f2f QIBA Annual Meeting
  - Discussion on whether resources should be allocated more granularly (e.g., evaluate specific groups and their frequency of calls) to be continued during an upcoming call

### **On-boarding Process**

- It was noted during a previous call that some key QIBA Wiki pages (e.g., [“How to Write a Profile”](#)) may be difficult to locate; a separate “Welcome New Authors” page for incoming QIBA members of high-level / general content would address this issue
  - Process Cmte members were asked to review this page and provide feedback
  - Methods of better publicizing this page among Profile editors and general QIBA members were considered
  - Concern that only experienced Profile editors/writers may be familiar with this page and that new QIBA members need to be targeted, as this wiki page would include points to keep in mind during Profile development
  - Suggestion to email Profile writers, asking them to read the Wiki page and provide feedback
  - Link to “How to Write a Profile” page will be included in the “Welcome to QIBA” email
- Also proposed, was “How to Read a Profile” guidance, which would be useful for Profile reviewers
  - It would focus on specification tables and have actors review their relevant activities/procedures
  - Suggestion to add recommendation that Profile editors direct technologists to checklists and request feedback from them
  - Checklists may become a mandatory part of the Profile drafting process
  - The DWI BC received a public comment re: specification tables cutting into the flow of Profile text; this would require changing the Profile template

- Having the checklist in the Appendix is “convenience formatting” as it can be more easily extracted for use, but suggestion to relocate the checklist from Appendix into Section 5: Conformance; including it in the body of the Profile conveys greater importance
- Staff was asked to upload “Welcome to QIBA” letter into a Google Doc for Process Cmte member review
- In efforts to obtain a fresh perspective, suggestion to ask new QIBA members to evaluate newcomer wiki page and associated “how to” materials

**Next Call: TBD**

- A QIN meeting is occurring the day of the next call on May 21; suggestion to shift the Process Cmte call to May 28<sup>th</sup>, but staff cited conflicts with other QIBA calls that afternoon
- Mr. O’Donnell will be traveling on June 4 and may be unavailable to moderate
- Discussion to continue off line