QIBA Process Committee Call  
Wednesday, February 22, 2017 at 3 PM CT  
Call Summary

Attendees:  
Kevin O’Donnell, MASc (Chair)  
Daniel Sullivan, MD (Co-Chair)  
Michael Boss, PhD  
Cathy Elsinger, PhD  
Marina Kondratovich, PhD  
Joe Koudelik  
RSNA Staff:  
Brian Garra, MD  
Edward Jackson, PhD  
Susan Weinmann

General Announcements
- The updated Claim Guidance Document, approved by the Steering Committee has been posted on the QIBA Wiki at: http://qibawiki.rsna.org/index.php/Claim_Guidance  
  - An announcement of the posting was sent to CC, BC, TF Chairs, SLs and Profile editors on Feb. 21

- Decision made to incorporate check lists as an appendix within the Profile Template
- QIBA Committees encouraged to keep their wiki pages up to date (especially links to current draft documents, e.g. Profiles and related supporting materials)

Reprioritization of “Current Work” list on QIBA Wiki
- Next priorities were chosen
  - “Proper Testing of Claims and the Underlying Assumptions” document to undergo revision
  - Conformance process to be established
    - Timely issue, as QIBA groups currently encountering questions
    - Field-testing for technically-confirmed Profile stage
    - A common view of what conformance entails, how it is achieved, what it looks like, how it is documented, etc. is needed

  - Adjustment of Profile Template
    - Conformance detail and process to be more obvious
      - Conformance Section 5 to be added to Profile Template outlining “how to”
      - Section 4 to explain the conformance process and how it works

    - Definition of conformance (and how it works) needed
    - Mr. O’Donnell to create strawman and report back to QIBA groups
    - Change tracking has been implemented for Profile users who want to stay conformant

  - Wiki, Website & QIDW
    - Three QIBA web-based tools to be combined or reassessed
      - QIBA Wiki serves existing QIBA members and their activities
      - QIBA Website for a general audience
      - QIDW for image uploads, downloads and analysis software
- New user-oriented site geared toward clinicians, administrators to be considered
- Dr. Jackson to follow up with Dr. Erickson regarding this high-level concept
- Possibility of an ad hoc Marketing/Adoption Task Force (of the Process Cmte) to support these efforts discussed
  - TF would include Drs. Sullivan, Erickson, Jackson, Mr. O’Donnell, RSNA staff member and, ideally, a member of the RSNA web team

- Start by evaluating RSNA QIBA pages
- A freestanding portal or webpage dedicated to QIBA suggested
- QIDW data collection folder reorganization could fold into this effort

- Other work items discussed were:
  - Statistical testing guidance
    - Symmetrical vs. Asymmetrical change intervals?
  - Profile disclaimers
    - Originated from vendors and FDA labeling procedures
    - Not needed unless clinical implementation of Profiles or discriminatory claims would be used
    - Discriminatory claims would expand the scope of QIBA beyond the technical performance into clinical performance, which is currently beyond the scope of QIBA
  - At its Feb. 8 f2f meeting in Chicago, the SC decided against including discriminatory claims in the Profile; announcement to be sent out to CC, BC and TF leaders
    - In light this decision, this item has a lower-priority position on the list
  - Modality Committee Operations
    - As a standing agenda item for CC calls, CC leaders to check with BC Chairs regarding dashboard updates
    - Process to be identified for CC to sunset a BC when work has been completed
  - Lit Search best practices
    - PDF-MRI groups using Google Sheet to track/tabulate/organize literature reviews
    - The cloud-based document is centralized, commonly edited and accessible
    - PDF groups adapted DWI literature review Excel spreadsheet into Google sheets
  - Retirement concept for Profiles
    - Discussion needed on when to withdraw or stop maintaining a Profile
Various processes for future discussion

- Biomarker selection process
  - Currently, five criteria: transformational, translational, feasible, practical and collaborative
  - Additional criteria (#6) proposed that would require 1-2 papers that support BM function/maturity
  - QIBA’s role is to industrialize existing biomarkers and not to discover them

- Profile maintenance process
- Publication process
- Clinical confirmation process
- Onboarding process
  - QIBA concepts
  - Guidance on how to develop a Profile

- Google Groups as communication mechanism
  - Collaborative space for online discussions (similar to a listserv)
  - Use of a custom nickname (as display name)
  - Share other Google resources

**Next Call:** Wednesday, March 8, 2017 at 3 PM