

QIBA Process Committee Call

Tuesday, April 2, 2019 at 3 PM CT

Call Summary

Attendees:

Kevin O'Donnell, MASC (Chair)

Michael Boss, PhD

Alexander Guimaraes, MD, PhD

Edward Jackson, PhD

Nancy Obuchowski, PhD

Nicholas Petrick, PhD

Brian Zimmerman, PhD

RSNA Staff:

Fiona Miller

Joe Koudelik

Susan Stanfa

Review of BC and TF Sunsetting Procedure (Dormancy and Dissolution)

- The [Committee Sunset Process QIBA Wiki page](#) was reviewed and questions that arose during the April 2nd call were discussed (process, procedural information and other details can be found on the Committee Sunset Process QIBA Wiki page)
- [Task Forces](#): if dissolved, QIBA Wiki pages would be retained, but linked from the parent Biomarker Committee page; only a list of active groups would appear on the main [Committees page](#)
- Process by which [Biomarker Committees](#) should be rendered dormant or dissolved
 - A BC would be dissolved only if there is no way to reach the next Profile stage
 - A group could be rendered dormant while it awaits new data or advances in the field needed for Profile progress (vs. continuing to meet on schedule with minimal progress)
 - Suggestion that once dormant, the Modality Coordinating Committee (CC) would schedule a review after twelve months to revisit the status of the dormant Biomarker Committee and decide whether it should be reactivated, continue to remain dormant, or be dissolved
 - Recommendation to refer to the action as, "CC renders a BC dormant" as opposed to "a BC goes dormant"
 - Consensus that at least one co-chair of a dormant BC continue to attend the quarterly CC meetings to maintain awareness of modality activities and governance procedures; continued participation would be useful for planning next steps regarding BC dissolution or the development of a new BC
 - Role of the QIBA Steering Committee in the committee creation and sunset process
 - Vote to approve or deny new BC proposals made by the CCs
 - Approves the *overall* allocation of resources to each CC, but CCs:
 - Would be responsible for balancing available resources across their BCs and to reevaluate allocation once or twice per year
 - May make recommendations for the reactivation of dormant BCs, which the SC would approve or deny
 - Mr. O'Donnell to add clarification to this subsection
 - Resource-balancing: CC guidelines for allocation of limited RSNA resources is needed
 - Concern associated with the overall number of calls vs. the number of QIBA groups; suggestion made for CCs to budget BC resources based on the number of calls per month (i.e., more calls/activity = more RSNA resources)
 - There is an overhead factor of ~three+ hours for each one-hour t-con, including scheduling, hosting, drafting summaries, and other related activities
 - RSNA staff input is needed regarding the frequency of BC/TF calls to inform CC decisions related to resource allocation

- SC needs to be informed re: developments within a modality
 - There should be significant discussion re: resources every time a new BC proposal is submitted to the SC
 - SC could decline a proposal due to lack of resources
 - Variable levels of resources assigned; some BCs receive administrative support from other groups (e.g., ASL from EIBIR)
 - If a Modality CC were to recommend that a dissolved BC be recreated, submission of a new BC proposal containing rationale would be requested by the SC
- Considerations for the Modality Coordinating Committees
 - If feasible, when rendering a BC dormant, the Modality CC should estimate when they expect to reactivate it and from where the necessary resources would be taken
 - A balance of resources is needed at the BC level (per Profile)
 - CC co-chairs to be more engaged with BCs (holistic view re: activities, rate of progress, frequency of calls, etc.) beyond the current information listed in the dashboard
 - RSNA staff input needed re: tracking the total number of calls, e.g., per quarter, 6 months or year in the dashboard as well as whether there are factors to be considered besides call frequency
 - Mr. O'Donnell to look into an auto feed process based on the BC t-con tally sheets
 - BC proposal form to be updated to include an estimate of resources needed to support Profile work
 - It was noted that policy changes/recommendations require SC review, while procedures do not; the "Considerations for the Modality CC" section of text to be removed from the [Committee Sunset Process QIBA Wiki page](#) and relocated elsewhere on the QIBA Wiki (TBD)
 - Suggestion to raise the committee sunset process as a topic for discussion during the June QIBA Annual Meeting
 - An ad hoc gathering of Profile editors may be beneficial during this F2F time
- Discussion of any issues, tactics, processes, e.g., related to Profile development; identifying common problems across BCs and exploring possible solutions will facilitate Profile progress
 - It was noted that some groups encounter obstacles addressing feedback and incorporating it into a next draft of the Profile during Stage 1: Public Comment
 - Checklist development, and a lack of groundwork data due to the absence of funding were also cited as challenges; relying solely on existing literature to develop Claims may not be feasible
 - Suggestion to request that CC Co-Chairs incorporate issues that have caused delays into their June QIBA Annual Meeting reports
- Next steps:
 - Once finalized, the proposed sunset process will be forwarded to the SC and included on an upcoming SC agenda for discussion
 - Due to schedule conflicts, Mr. O'Donnell will not be available to moderate a call on April 16; the group will reconvene on May 7th

Next Call: Tuesday, May 7, 2019 at 3 PM CT (*1st & 3rd Tuesdays*)