

QIBA Process Committee

Wednesday, August 12, 2015 at 3 PM CT
Call Summary

Attendees:

Kevin O'Donnell, MASC (Co-Chair)

Daniel Sullivan, MD (Co-Chair)

Brian Garra, MD

Edward Jackson, PhD

Paul Kinahan, PhD

Nancy Obuchowski, PhD

Eric Perlman, MD

Staff:

Susan Weinmann

QIBA Profile Template (Mr. O'Donnell)

- The “QIBA Profile Template Improvements 2015” document and can be found on the QIBA wiki at: http://qibawiki.rsna.org/index.php?title=QIBA_Profile_Template
- The following open issues were discussed:
 - FDG-PET: need a place for requirements on ‘ancillary’ device performance (e.g. scales/clocks/dose calibrators)
 - Note: Clocks have to be checked weekly or after events like daylight savings or power outages to confirm they are synchronized to within +-1 minute of reference
 - Proposed Modification: The clocks listed would be checked on a periodic basis, so add Actor examples to the Periodic QA task for scales, dose calibrators, etc.
 - Rationale: Note that “convenient extract” documents for Actors that have a narrow, specific role that would state the requirements and procedures for that Actor may be the best approach
 - FDG-PET Issue: Need a dedicated section for Phantom Imaging requirements
 - Proposed Modification: Consider specific section in template since this is integral to all Profiles: Pre-Delivery, Installation, Periodic QA, or for some profiles, within the Acquisition section itself
 - Rationale:
 - Note the use of virtual phantoms as well as physical phantoms
 - There might be assessment procedures done on a “normal control” person rather than a phantom
 - In specific situations “known truth” is not the key goal; other metrics are being assessed

- Update Profile template: example specifics could be included in the guidance or could point to existing Profiles as example material
 - General issue: How to balance between boilerplate text, replacement variable, example text vs. standard text
 - Proposed Modification: Need a formal notation; consider using hyperlinks to separate guidance documents or put guidance in comments so they can be deleted when unnecessary
 - Rationale:
 - Collect the guidance language first
 - Inline guidance needs to be short
 - Some overall strategic/how-to-write-a-Profile explanations will belong in a separate document/appendix
 - Conclusion: use the material on the template cover page
 - A standard claim needs to be incorporated into the Profile template
 - Discussion regarding QIBA groups that may be ready and willing to test out the Profile Template:
 - As groups begin a new Profile, they are encouraged to implement this template
 - For existing Profiles, incorporating the completed work into the template is recommended only if the group's activities would not be disrupted in the process
 - The US SWS Biomarker Committee is ready to begin a new Profile version and would like to use the revised template
 - Dr. Jackson to follow up with Dr. Boss and verify whether the DWI Task Force is ready to adopt the revised template
 - Mr. O'Donnell will merge the current CT Volumetry Profile into the revised template
 - Groups that use the revised Profile template are encouraged to bring any new formatting issues to the Process Committee
- The revised Profile Template will be completed within one – two months by Mr. O'Donnell

Next Steps

- The “Current Work” section was updated on the QIBA wiki and is located here: [http://qibawiki.rsna.org/index.php?title=Process Coordinating Committee&oldid=8824](http://qibawiki.rsna.org/index.php?title=Process_Coordinating_Committee&oldid=8824).

Current Process Committee work:

- Revise QIBA Profile Template & "How to develop a Profile Guidance"
 - Draft QIBA Conformance Statement
 - Improve Wiki layout with a focus on Process page
 - Propose conventions for Profile editions/versions
 - Review/improve criteria for Technically Confirmed / Clinically Confirmed
 - Sketch up publication process for Official Docs (CC approval vote, send to RSNA Staff)
 - Propose change tracking process
 - On-boarding/indoctrination process for new committees
 - Process/best practices for initial literature search around a new biomarker/profile – new
- Dr. Garra will report back to the US SWS BC to give them an estimate on when they may begin to try the new Profile template
 - Mr. O'Donnell will email the revised Profile Template to committee members, who will be asked for user feedback
 - Dr. Obuchowski will send a compilation of different groups' ideas for claims
 - The wiki use cases need to be conceptually mapped out

Next Call:

~~Was Wednesday, August 26 at 3 PM CT,~~ is now Wednesday, September 16 at 3 PM CT
(will contain discussion on reviewing/improving criteria for Technically Confirmed/Clinically Confirmed)