

QIBA Process Committee Call

Tuesday, August 6, 2019 at 3 PM CT

Call Summary

Attendees:

Kevin O'Donnell, MASC (Chair)

Daniel Sullivan, MD (Vice chair)

Michael Boss, PhD

Nancy Obuchowski, PhD

Nicholas Petrick, PhD

RSNA Staff:

Joe Koudelik

Susan Stanfa

Onboarding Process

- The "Introduction to QIBA" Wiki page will contain a vertical, bulleted list of annotated links
- Discussion re: stakeholder-specific pages to be linked from the Overview page
 - Opening lines on each page will be similar, with targeted introductions to follow
 - Each page will provide information and perspective most relevant/engaging to the individual
 - Would consist of a few paragraphs written in layperson language, recommending links to specific, helpful wiki pages/documents/slides as a next step
 - Key value/benefits of QIBA to each role will be listed
- Mr. O'Donnell drafted the QIBA Wiki page, "[QIBA for Imaging vendors](#)" and requested feedback
 - Suggestion to add stakeholder-specific graphics / pictures / diagrams to break up text and add interest (e.g., images of scanners on Imaging vendor page)
 - Staff to request stock photos from RSNA Marketing Department
 - Recommendation that the pages be brief and digestible
- The following QIBA members representing each of the various stakeholder roles volunteered to draft intros:
 - Practicing Radiologists (Dr. Sullivan)
 - Physicists (Dr. Jackson)
 - Technologists (Dr. Boss in consultation with a technologist)
 - Regulatory staff/reviewers - both device and drug (Dr. Petrick)
 - Patients/advocates/lay public, government policy, payers, statisticians (Dr. Obuchowski)
- The following QIBA members will be asked by Mr. O'Donnell to draft intros:
 - Analysis SW vendors/developers (Dr. Elsinger)
 - Researchers/clinical trialists/pharma (Dr. Zahlmann)
 - Core lab (Dr. Cole)
- Deadline for submitting stakeholder-targeted text will be the Aug. 20 Process Cmte t-con

Committee Leadership Appointment Process for BCs and CCs

- In efforts to ensure ample opportunity for nominations (including self-nominations), transparency, and diversity, a formal process and guidelines are needed for BC and CC leadership appointment
- Outlines of IHE and DICOM processes and input from RSNA staff were reviewed and can be found on the [Process Cmte page of the QIBA Wiki](#)
- [Current guidelines on voting privileges](#) would apply to co-chair elections
 - For the QIBA Steering Cmte and Coordinating Cmtes, voting privileges are assigned and not affected by participation
 - For other QIBA Cmtes, voting privileges are based on meeting participation
 - A member has voting privileges if, including the current meeting, they have attended at least two out of the last four
- The committee leadership appointment process that is currently in place was evaluated
 - Volunteers are informally chosen based upon their interest and willingness to serve

- Having a documented policy in place could help to avoid confusion and would provide clearly-defined nomination pathways
- Discussion re: whether term limits should be instituted
 - Effective leadership requires committed co-chairs who can dedicate time and effort
 - Finding willing volunteers has been a challenge in the past
 - Co-chair participation expectations may need to be defined so that a replacement procedure can be executed when guidelines are not met
 - [RSNA Committee guidelines](#) were mentioned
 - RSNA Committee members typically serve three-year terms
 - Individuals may self-nominate
 - At the end of their first term, they may be invited to serve one additional term
 - Term limits are practical with a standing committee that has no termination in sight
 - When there is modest natural turnover, term limits are valuable for welcoming new ideas, experience and voices
 - It was noted that QIBA groups exist to produce Profiles and are rendered dormant or dissolved when work is completed or when further progress is not feasible
 - It was reiterated that the priority for QIBA is to retain the limited number of people willing and able to serve; term limits may not be applicable
 - Consistency and continuity could be lost if QIBA leadership changed every 3 years; staggered succession is needed
- Consensus was that “Co-chair” to be used as the BC leadership title, with “Co-chair” and “Vice chair” for CC leadership
- Discussion re: diversity of stakeholder representation in leadership
 - Agreement that there would be great value, though it was noted that multiple meeting absences are sometimes unavoidable in specific roles (e.g., practicing radiologist on clinical duty)
 - In efforts to avoid a purely academic composition, QIBA needs to make a concerted effort toward diversity by striving for a mixture of stakeholders in leadership roles
 - It was suggested that when a new BC is proposed, diversity in stakeholder representation should be demonstrated; BC selection criteria to be updated to include this requirement
 - Recommendation that BC co-chairs review the composition of their groups and be able to name key stakeholder members on their rosters
 - Consensus was that it would be desirable for leadership to include multiple stakeholder representation, but due to difficulty enforcing this, it should not be required
- Mr. O’Donnell to draft a proposal for discussion during an upcoming SC meeting
 - For issues upon which there was Process Cmte consensus, they will be included as statements that are subject to SC objection
 - Items for SC discussion and feedback:
 - Use of term limits, and which (if any) committees should be subject to them (SC, EC, Process (not BCs?))
 - Lack of activity e.g., number of missed consecutive meetings, a co-chair would be permitted before they are given an “opportunity” to step down
 - Check-in procedure: RSNA/QIBA staff to “check-in” with co-chairs to assess their engagement/commitment if deemed waning

Next Process Cmte Call: Tuesday, August 20, 2019 at 3 PM CT