

QIBA Process Committee
Wednesday, October 21, 2015 at 3 PM CT
Call Summary

Attendees:

Kevin O'Donnell, MASC (Chair)
Daniel Sullivan, MD (Co-Chair)
Brian Garra, MD

Alexander Guimaraes, MD, PhD
Edward Jackson, PhD
Feroze Mohamed, PhD

Eric Perlman, MD
Nicholas Petrick, PhD

RSNA Staff:

Joseph Koudelik
Susan Weinmann

Revised Profile Template (Mr. O'Donnell)

- Feedback was requested on the latest version of the Profile Template
The current version incorporates all of the changes informed by the various BCs in the QIBA Profile Template Improvements document, which can be found at:
https://docs.google.com/spreadsheets/d/18k6ltrs1_wFB_zO_XaCpe7d_0-qmSVdIO15nLfnZj0/edit?usp=sharing
- Mr. O'Donnell reviewed each section of the Profile Template Some features include:
 - Placeholders to be populated with BC-specific language using find/replace function
 - Guidance appears as comments
 - Paragraph style is set
 - Line numbering is enabled
 - Change log
 - Open/closed issues – to be deleted when Profile is technically-confirmed
 - Executive summary – template version
- Clinical context and claims section will vary among Profiles - detailed guidance on constructing claims statements is provided (additional input from the Metrology Work Group is welcome)
- Dr. Perlman agreed to create a generic activity diagram
- A discussion on versioning methods ensued; options are to use date and letter that represents Profile phase, for example:
 - A= initial draft
 - B= public comment
 - C= post-public comment
 - D= technically confirmed
 - E=clinically confirmed
- Document management tasks, including adherence to accepted versioning procedures will be the responsibility of the respective Profile lead editor
- Aspirational requirements for future targets/higher bars can be added into the discussion section for that parameter
- Process Committee members approved that the Profile Template be published with the discussed amendments

Next Steps

- Dr. Jackson will send the Profile Template to Drs. Boss (DWI), Ehman and Cole (MRE), and CT BC leaders
- Mr. O'Donnell to make discussed changes and post updated document on the QIBA Wiki by next Process Cmte call
- Publish Profile Template and help Biomarker Committee Members to get familiar with this document

Next Call: Wednesday, November 4 at 3 PM CT