

QIBA Process Committee

Tuesday, October 5, 2021, at 2 pm (CT)

Call Summary

Attendees:

Kevin O'Donnell, MASC (Chair)

Michael Boss, PhD (Vice Chair)

Cathy Elsinger, PhD

Timothy Hall, PhD

Nancy Obuchowski, PhD

Kay Pepin, PhD

Daniel Sullivan, MD

RSNA Staff:

Fiona Miller

Joe Koudelik

Julie Lisiecki

Maintenance Versions of QIBA Profiles:

- Current practice is to post maintenance versions on [BC committee pages](#),
- For updated versions of Profiles that are not “voted-upon” versions, e.g., “maintenance updates”
 - Changes must be well documented, motivated, and clearly communicated
 - If there are minor updates, a “change proposal,” (one-to-two-page document outlining the edits with rationale) can be used with approval by the BC
 - If there is a major overhaul to a Profile, a vote/ballot for the new edition is needed at BC and CC levels
- Suggestions included:
 - Posting *dated* and *numbered* versions of updated Profiles as sub-bullets underneath the “official” voted upon versions on the QIBA wiki [Profiles page](#); suggestion to also include what the Profile stage is within the version
 - Posting a Word document that summarizes the changes, e.g., a “read me” file, to be used instead of a change log within the Profile at Consensus or later versions (Stages 2-5); summary of changes should document exactly where the changes are within the Profile
 - Mr. O'Donnell to consider creating a “History” page that will contain all change proposals and outdated Profile versions; this would be linked to from the main [Profiles page](#)
- Dr. Boss noted that members of the scientific community are citing QIBA Profiles in publications, and a short version identifier may help accommodate character limits

Change Control Process

- An official “change control process” must be established and standardized
- Better communication to BCs / Profile editors is needed regarding Process Committee recommendations
 - While changes are communicated at quarterly CC meetings, this may not be enough
 - An intermediary communication may be needed e.g., an email distribution to Profile editors
 - Individual mentoring of newer Profile writing groups is helpful but may not always be possible
- A flow chart of the process is under consideration
- The [Comment Resolutions](#) page needs to be better highlighted; some Profile editors are not remembering to update this page despite reminders
 - A documentation pattern / change log for earlier stages may be needed
- It was uncertain where change proposals should reside, but options include: Appendix of Profile, Separate document (read-me file on Committee page) or Text file
- It was agreed that change proposals can be resolved via a verbal vote during BC meetings, as they are typically minor/granular updates (no formal ballot needed; no CC approval needed)

How to Write a Profile Page Updates

- Requirements Guidance must be concise, action-oriented, written as “shall” statements and avoiding synonyms
- Dr. Boss and Mr. O'Donnell have been working with the CT Lung Density BC on streamlining their checklist

- There are procedural vs. performance questions that need resolution; an offline call or work via email in the next two weeks to clarify some items on this checklist will be utilized

Next meeting (to think about prior to discussion)

- General best practices, e.g., classification of things
- Review of specific Profile text

Next Steps

- BC guidance on next steps when testing sites respond that they did not complete a checklist requirement will be developed in the form of a flow chart and improvements will be made to the feedback form
- BC guidance on dividing and structuring checklists for be formulated and introduced during Q4 November CC calls
- Ways to incorporate assessment services and 3rd party tooling into the processes to be discussed during upcoming Process Cmte and EC/SC meetings

Next Process Cmte Call: Tuesday, October 19, 2021, at 2 p.m. (CT) **[1st & 3rd Tuesdays of each month]**