

QIBA Process Committee Call

Tuesday, February 19, 2019 at 3 PM CT

Call Summary

Attendees:

Kevin O'Donnell, MASC (Co-Chair)

Daniel Sullivan, MD (Co-Chair)

Michael Boss, PhD

Edward Jackson, PhD

Nancy Obuchowski, PhD

Brian Zimmerman, PhD

RSNA Staff:

Joe Koudelik

Susan Stanfa

Discussions on Current Process Cmte Work

*The items below can be found on the [Process Cmte page of the QIBA Wiki](#)

Public Comment Procedure

- A QIBA Wiki page for public comments resolution spreadsheets has been created by Mr. O'Donnell and is located at: http://qibawiki.rsna.org/index.php/Comment_Resolutions
 - Profiles to be grouped by Coordinating Cmte/modality and then by date within each modality
 - Comment submitters will be able to access details on how their feedback was addressed, i.e., incorporated into the subsequent draft (Consensus Profile)
 - Each BC may decide what tool to use to track process to address public comments (e.g., Excel, Google Sheet, Word, etc.)
 - A Google-based public comment resolution spreadsheet template can be found at: https://docs.google.com/spreadsheets/d/1o3_ssHHIABGKNesUJ_-jL5RYqSx9Eq4o6C2dIlsHQo4/edit?usp=sharing and will be linked to the new comment resolution QIBA Wiki page
- An overview of the [public comment process](#) was provided
 - Public comments are submitted via an [electronic form](#), which is found on the [Profiles page](#) of the QIBA Wiki, along with approved, published Profiles
 - RSNA staff export public comments from the electronic form to a Google Sheet and submit it for the ownership/management by the BC Co-Chairs
 - Once all public comments are addressed, BC Co-Chairs submit the document to staff for posting on the new [Comment Resolutions page](#) of the QIBA Wiki
- Comments received during ballot process may be incorporated into the public comment spreadsheet
- QIBA CC leaders to be informed of the new public resolution process
- Communications options were explored
 - The electronic public comment submission form contains an auto-notification feature that can be customized to include boilerplate language thanking submitters and informing them of next steps, e.g., that BC Co-Chairs will work to address all comments over the next few months
 - Following the completion of the public comment resolution process, a message with boilerplate language could be sent out as a (bcc) group email to all public commenters informing them how to access the resolution spreadsheets
 - The master roster of QIBA members is used as the public comment dissemination list, so commenters are typically QIBA members
 - Note to be added to public comment announcement emails encouraging recipients to join QIBA; requests to join particular BCs (if not already a member) can be sent to: qiba@rsna.org

- It was noted that the DWI BC will immediately be able to submit their spreadsheet containing the 1st round of comments for posting; another will be submitted following the resolution of the second round of public comments on new Profile content
- Dr. Boss will share the public comment resolution template during the Feb. 21 DWI BC call

BC and TF Sunsetting Procedure

- Due to limited RSNA resources, this discussion topic was deemed a priority over the next two items (revising the criteria for new BC proposals and developing QIBA onboarding procedures) on the “Current Work” list
- The QIBA Steering Cmte effectively controls the creation of new BCs by reviewing proposals submitted by the Coordinating Cmtes; consideration to use the same process to render a BC dormant
- Each BC and TF require staff resources to schedule and host calls, send communications, respond to inquiries, and circulate documents
 - BCs require additional staff resources for note-taking and subsequent processes
- Task Forces are inherently ephemeral
 - Formed for a specific aspect of Profile writing/project work and to be dissolved when the goal is met
 - Formal termination process is not necessary; t-cons would simply cease to be scheduled
 - Staff resources should no longer be needed once TF work has been completed
- Discussion regarding whether BCs should have different tiers of support based on their needs at the time of application and review by the Steering Cmte
 - CCs would need to review all BCs and TFs to assess whether productivity metrics are being met, to justify current levels of support
 - The following suggestions were made:
 - Establish a BC quota of staff resources not to be exceeded
 - Render a group dormant when its members await new data/advances in the field needed for Profile progress (vs. continuing to meet on schedule when little is able to be accomplished)
 - Resources could then be shifted to another group
 - This approach introduces the risk that BCs emerging from dormancy will face a lack of resources, i.e., sharing with a newer group
 - It was suggested that new BCs would not be approved until resources can be reallocated from an existing group within the modality
 - Limit the number of additional t-con slots per active groups; few “prime” time slots are available
 - Provided it is within RSNA HQ business hours (CT time), some calls may require specific start times to accommodate international members
 - There is an overhead factor of 3+ hours for each t-con including time spent scheduling, hosting and follow-up activities
 - Reducing the frequency of t-cons for some groups recommended
 - It was emphasized that RSNA staff input needs to be taken into consideration when making decisions that affect time/workload
 - CC discussion needed re: call schedule concerns to be considered before any additional groups are added

- It was suggested that only “successful” groups merit approval and support: definition, criteria and metrics of BC success would be needed
- The following suggestions were made regarding the concept of BC dormancy
 - Offer short-term (temporary, e.g., collecting additional supporting data) or long-term dormancy (several years, e.g., waiting to revise a Profile with major updates)
 - The DWI BC may become dormant in 3 months to a year, based upon organ sites and research needed on each; no plan to add anything in near future unless major developments in the literature
 - Existence of QIBA groups would be based upon work products/timing
- Discussion re: dissolved status and when to apply
 - Dissolution would open space for new BC efforts; it could also migrate active members to new work
 - Implies that there will never be future work re: the particular biomarker; a final, irreversible action
 - Dissolve status to remain an available option, but is not likely to be applied unless a biomarker is no longer used
- An updated report on the status of its BCs & TFs to be requested from each CC
- Mr. O’Donnell to draft a concept paragraph to be forwarded to CCs for feedback before bringing a proposal back to the Process Committee

Next Call: Tuesday, March 5, 2019 at 3 PM CT *(1st & 3rd Tuesdays)*