

## QIBA Process Committee

Tuesday, August 17, 2021, at 2 pm (CT)

### Call Summary

#### Attendees:

Kevin O'Donnell, MASC (Chair)

Michael Boss, PhD (Vice Chair)

Alexander Guimaraes, MD, PhD

Nancy Obuchowski, PhD

Kay Pepin, PhD

Daniel Sullivan, MD

Gudrun Zahlmann, PhD

#### RSNA Staff:

Joe Koudelik

Susan Stanfa

### Discussion on Biomarker Committee Member Feedback on QIBA Conflict of Interest (COI) Text

- Mr. O'Donnell to distribute spreadsheet with policy feedback from QIBA BC members (which were used to address comments, develop to-dos, and track progress) after the meeting
- There was a suggestion to provide templates for COI disclosure; Mr. O'Donnell to draft supplementary materials to provide examples for verbal, BC call summaries, and email disclosures
- Currently, only those in leadership positions (~80 members) are required to sign annual COI forms
  - Requiring all "active" QIBA members (~200 voting members) to submit COI data and sign a form was deemed reasonable for broader volunteer transparency, but it was pointed out that current RSNA policy requires only "leadership" to do this
  - Context is important, as ad hoc disclosures work better for active members re: a particular subject/topic being discussed, but they may not be in a leadership position
- It was recommended that terms such as "leadership," "member," "participant," "individual," be clearly defined as well as who is / who is not required to sign a COI form
  - "Leadership" currently refers to Steering Committee members, as well as CC and BC Co-chairs
  - It was suggested that members who regularly attend calls and participate in discussion, i.e., all voting members, be required to submit a COI disclosure: this would require QIBA SC review and approval

### Establishing a Financial Cut Off

- Without indication of a financial cut off, e.g., \$5,000 per year, the policy may be interpreted in such a way that any gain (even a penny) would need to be disclosed; this was deemed too rigorous
- The simplest solution would be to include a statement that amounts are consistent with the RSNA COI policy
  - RSNA policy states \$5,000 per year or \$10,000 over three years
  - Avoiding any challenges regarding decisions made by QIBA in the future is crucial; for transparency, it may be better to disclose all, regardless of financial details
- Given the nature of their work, nearly all BC members (including BC/CC co-chairs) could have some conflict
  - If a lack of quorum issue arises due to multiple COIs/recusals from voting, escalation of voting to CC leaders was suggested
- A procedure to address BC Co-chair COIs was discussed
  - This would most likely be related to a case involving intellectual property issues, e.g., the BC Co-chair is a PI for an RO1 funded project involving the development of a phantom that is specifically recommended in a Profile
  - Suggestion to provide recusal guidelines for co-chairs; including a financial cutoff may be helpful
  - COIs related to grant PI or study section members would not be written directly into the policy, but included in guidelines
  - The individual must announce the COI and ask BC members whether there are any concerns

- Discussion re: whether QIBA members will be asked to submit COI disclosures on an annual basis (RSNA practice) rather than relying on members to self-report on an ad hoc basis
  - Since Profile development typically requires more than a year, it may be more manageable for volunteer members and staff to initiate the process every other year with the stipulation that QIBA members need to report COIs that arise in the meantime
  - Suggestion to send out an annual reminder, asking members to either report COIs or confirm that there has been no change in their COI status

#### **Action items**

- Mr. O'Donnell to draft supplementary materials including examples for verbal, BC call summaries, and email disclosure situations
- The EC/SC to decide whether "active" QIBA member non-leaders will be asked to submit COI forms; this item will be added to the agenda of an upcoming meeting
- Mr. O'Donnell to draft definitions of "leadership," "member," "participant," "individual"
- Mr. O'Donnell to prepare a proposal to identify volunteers with COIs on wiki rosters
- Mr. O'Donnell to add clarification to text re: annual disclosure form and verbal disclosure during meetings
- SC to be asked whether frequency of COI reporting should be reduced to every other year

**Next Process Cmte Call:** Tuesday, September 7, 2021, at 2 p.m. (CT) **[1<sup>st</sup> & 3<sup>rd</sup> Tuesdays of each month]**