

QIBA Process Committee Call

Tuesday, July 23, 2019 at 3 PM CT

Call Summary

Attendees:

Kevin O'Donnell, MASC (Chair)

Daniel Sullivan, MD (Vice Chair)

Michael Boss, PhD

Edward Jackson, PhD

Nancy Obuchowski, PhD

Nicholas Petrick, PhD

RSNA Staff:

Fiona Miller

Joe Koudelik

Susan Stanfa

General

- Executive Cmte charter to be reviewed for any process changes/additions
- In efforts to ensure ample opportunity for nominations (including self-nominations), a formal process is needed for BC and CC leadership appointments

Committee Sunset Process QIBA Wiki page

- Dormant and dissolved are the two possible statuses; details can be found on the [Committee Sunset Process](#) QIBA Wiki page
- QIDW OC discussion re: composition, charge, history, etc.; Mr. O'Donnell to request the official dissolution from the Steering Cmte during the September 19th meeting
- Mr. O'Donnell to flag two groups as "dissolved" on the [Committees](#) QIBA Wiki page
 - QIDW Oversight Cmte
 - Committee on Open Image Archives
- Staff agreed that giba@rsna.org is the preferred contact email
 - E-mails sent to this address are delivered to multiple staff, facilitating prompt response during business hours, even during absences
 - As in the past, this e-mail address will continue to be listed on the QIBA Wiki

Public Comment Resolution

- The [Comment Resolutions page](#) was created to provide access to comment submitters re: how their feedback was addressed, i.e., incorporated into the subsequent Profile draft
- Discussion re: the status of public comment stages for specific QIBA groups
- DWI-MR BC will soon be finished with round-2 public comments
- Once all DWI public comments are addressed, BC Co-Chairs to submit the formal resolution spreadsheet/document to staff for posting on the QIBA Wiki
- BCs are not expected to continually repost in-progress resolution documents
- It was noted that all groups with Stage 2: Consensus Profiles listed on the [Profiles](#) QIBA Wiki page must have addressed all public comments and need to post their comment resolution spreadsheets

Onboarding Process

- "How to Read a Profile" QIBA Wiki page to be drafted; discussion re: guidance that should be included
 - Focus on specification tables, looking at relevant Activities/Procedures
 - Discussion sections can be referenced for more background
 - Claims, Actors, requirements and the assessment procedures structure of a Profile to be explained
 - Advice provided may vary depending on the Profile end user/reader
- Discussion re: relative merits of moving the checklists from Annex E into Section 5 of the Profile template

- Discussion re: content provided to new QIBA members at the time of joining
 - The QIBA Welcome Letter Google Doc was sent to Mr. O'Donnell for input and revisions; staff to re-send if necessary
- Discussion re: including stakeholder-specific pitches on QIBA Overview Wiki page
 - Suggestion to add graphics and/or pictures and/or diagrams to add interest and break up text
 - Types of newcomers differ – e.g., referred by colleagues, signed-up at the QIBA kiosk during an RSNA Annual Meeting, etc.
 - Text targeted to each type of stakeholder would provide information most relevant 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 of QIBA to their job to be addressed
 - 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)
 - Imaging vendors (Mr. O'Donnell)
 - 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 to draft intros:
 - Analysis SW vendors/developers (Dr. Elsinger)
 - Researchers/clinical trialists/pharma (Dr. Zahlmann)
 - Core lab (Dr. Cole)
 - Collaborations, e.g. EIBALL and QIBA Japan pages to be linked and contacts to be added
- Discussion re: updates to make to the [What are Profiles and Protocols](#) QIBA Wiki page
 - Focus less on UPICT protocols and more on QIBA Profiles today
 - Linear layout as the Profiles are organized, e.g., what is the purpose, and how organized (per sections)
 - Mechanics of how various stakeholders would use a QIBA Profile to be explained
- Descriptions to be added to links listed in “See also” section on [Overview](#) QIBA wiki page
- Text needed re: ways volunteers may contribute to QIBA efforts

Next Process Cmte Call: Tuesday, August 6, 2019 at 3 PM CT