

## QIBA Process Committee Meeting

Tuesday, July 5, 2022, at 2 pm (CT)

### Meeting Summary

#### Attendees:

Kevin O'Donnell, MAsc (Chair)

Michael Boss, PhD (Vice Chair)

Timothy Hall, PhD

Nicholas Petrick, PhD

Daniel Sullivan, MD

#### RSNA Staff:

Joe Koudelik

Julie Lisiecki

#### Next Steps / Action Items:

- [Streamlined Profile Template](#)
  - Formal Process Cmte vote approved the new streamlined template, which will be posted to the wiki / publicized to Profile editors
  - Example text needs to be 'greyed out' in sections; Mr. O'Donnell to update for the generic template
  - Any cumulative feedback on the new template will be reviewed during Process Committee calls (open to all interested) and Profile Editor calls
  - Changes to be considered (only if substantive and impactful) every three years or so
  - A Profile editors call to be organized (once monthly perhaps) to initially include some BCs in "drafting" stage at the end of the summer; Process Committee leaders to reach out to prospective group members via email
  - Two groups suggested to include about five BCs at a time
    1. fMRI, PET MBF, PEQUS (3 biomarkers within PEQUS) – first call
    2. VBF, CEUS, DWI, CT Vol, CT SLN (Drs. Boedeker and Lifeng Yu) – second call
  - Change log to be added to the appendix to communicate differences, e.g., specification, assessment procedure, Claim, etc., between two sequential versions
  - After Mr. O'Donnell migrates comments, the template will be added to the [QIBA Wiki page](#)
  - **Motion Approved:** Mr. O'Donnell moved to accept the current 2022 Profile Template (once minor edits have been made), seconded by Dr. Petrick
- [Renaming of Profile Stage 3 Update on Survey](#)
  - Thirteen QIBA Steering Committee members responded to the survey
  - As of 7/5/2022, the breakdown was:
    - Clinically Feasible Profile – 6 votes
    - Field Tested Profile – 4 votes
    - Tested Consensus Profile – 3 votes
  - Joe to circulate test results to QIBA Steering Committee members; this will be discussed by QIBA Leadership and during the next QIBA Steering Committee meeting
- [Profile Maintenance/Versioning/Naming](#)
  - Keeping the end user in mind is essential as non-QIBA users will not understand any coding or shorthand
  - *Name of Profile, stage, and date* were deemed the most essential elements for Profile naming
  - Due to summer travel, etc., a final decision will not be made until the fall
  - Dr. Boss urged that time should be taken with this decision to make certain a change will be for the better
  - External Profile users / stakeholders (TBD) will be surveyed (with the [example lists of Profile names](#) and any new suggestions)
  - Profile changes that might require an update included any change to the claim or update to protocols
  - Naming of the Profiles is not equivalent to labeling the documents, e.g., change tracking and file naming
  - The committee needs to decide what clarifying elements should be communicated with the Profile name
  - Naming should be simple, digestible, and informative for the Profile – more time and feedback from outside users may aid with this decision
  - Additional PC discussion needed before example sheet will be circulated to CC leaders for feedback

- [Next committee meeting proposed agenda topics:](#)
  - Work on planning editor meetings
  - Profile naming conventions
  - Stage 3 Profile naming feedback from survey and input from QIBA Steering Committee / Leadership
  - [Estimates of Precision Guidance Text](#) discussion (if Dr. Obuchowski is available); Dr. Obuchowski to draft a summary version with key points for Process Cmte review
  - [Coordinating Committee Profile Selection Process](#) topic to be revisited (review draft)

**Next Process Committee Meeting:** Tuesday, July 19, 2022, at 2 p.m. (CT) [1<sup>st</sup> & 3<sup>rd</sup> Tuesdays]

**Zoom link:** <https://rsna-org.zoom.us/j/89877175730?pwd=V282c2FPSU1vdDhWejRSGZYZTVZdz09>

Meeting ID: 898 7717 5730

Passcode: Process