

QIBA Process Committee Meeting

February 21, 2023, at 2 pm (CT)

Draft Meeting Summary

Attendees:

Kevin O'Donnell, MASC (Chair)

Michael Boss, PhD (Vice Chair)

Timothy Hall, PhD

Nancy Obuchowski, PhD

RSNA Staff:

Joe Koudelik

Susan Stanfa

Next Steps / Action Items:

Maintenance Process and Profile Edition & Version Guidance

Naming Convention

- Title pages of all future Profile publications to reflect the following [standard nomenclature](#): <Modality> <Biomarker Name> - <Publication Date> (Stage) [[examples](#)], to be publicized to BC Co-chairs
- Consensus was that updating current Profile names was NOT needed; nomenclature updates can be made when a Profile advances to the next stage, or is republished due to maintenance updates
- **The following bullets will be added to the [Publication Process QIBA Wiki page](#):**
 - To author checklist: title page of Profile should reflect standard nomenclature
 - To staff checklist: confirm that Profile title page aligns with current stage name guidance

Tracked Change Process

- [Maintenance Process](#)
- Profile Change Log to be highlighted as the location to refer readers to key areas in the Profile to review; noting implications/significance (release notes) to be considered
- DCE and DSC BCs are seeking PC guidance for republishing their stage 2 Profiles after updating recommendations based on updated supporting literature
- Criteria are needed regarding what constitutes “editorial change” (not requiring CC approval) and what requires initiating an approval process
 - BCs to request CC input re: whether BC and CC voting member approval would be needed

Profile Renewal, Revision, Retirement process

- CC leaders need to be familiar with all Profiles under their modality
- CCs review Profiles every 5 years to assess effort required, BC activity, etc.
- Suggested criteria, guidelines, checklist, elements to discuss, etc. to be developed
- Staff to track when reviews need to occur and notify CC Co-chairs
- Would be a CC responsibility, with BCs contacted as needed
- **Mr. O'Donnell to propose draft process for SC consideration during their May 9 in-person meeting**

Profile Editors Meetings

- To be held to address questions from new BCs or BCs approaching milestones and/or experiencing challenges
- Meeting including representatives from DWI, fMRI, PET Tau, Hyperpolarized ¹²⁹Xenon MRI BC (pending SC approval), and PEQUUS focused on implementing the streamlined Profile template to be organized after the March 16th SC meeting
- Suggestion to reach out to all ultrasound BCs
- Repurposing Profile editors meeting recordings to address recurring BC member questions to be considered

Next Process Committee Meeting: Tuesday, March 7, 2023, at 2 p.m. CT

Zoom link: <https://rsna-org.zoom.us/j/89877175730?pwd=V282c2FPSU1vdDhWejJrSGZYZTVZdz09>

Meeting ID: 898 7717 5730 | Passcode: Process