

**QIBA Process Committee Call**  
Tuesday, April 3, 2018 at 3 PM CT  
Call Summary

**Attendees:**

*Kevin O'Donnell, MASC (Co-Chair)*  
Edward Jackson, PhD

Chaya Moskowitz, PhD  
Nancy Obuchowski, PhD

Nicholas Petrick, PhD  
Brian Zimmerman, PhD

**RSNA Staff:**

Joe Koudelik  
Susan Stanfa

**Guidance for Profile Authors Drafting Statistical Assumption and Composite Performance Assessment Procedures**

- The latest draft of this document is located on the QIBA Wiki at:  
[http://qibawiki.rsna.org/index.php/Assessment\\_Procedure\\_Guidance](http://qibawiki.rsna.org/index.php/Assessment_Procedure_Guidance)
- Mr. O'Donnell to create diagram for Section 2: Assessing Sites with help from Dr. Obuchowski
- Dr. Obuchowski and Mr. O'Donnell to review the document for remaining "to-do" items and assign tasks

**Review of Process Pages on QIBA Wiki**

- Profile review process can be found at: [http://qibawiki.rsna.org/index.php/Review\\_Process](http://qibawiki.rsna.org/index.php/Review_Process)
  - Discussion on timelines for each voting step that would be sufficient for thorough Profile review by BC members without unnecessarily prolonging the Profile review process
  - Discussion on pursuing a vote during a t-con vs. current practice where staff sends an eBallot to all eligible voters (not just those on the call) following the t-con
  - While BC members are expected to complete an in-depth review and approve Profile content, CC members provide high-level oversight approval, keep the BC on track and verify that the Claim is on target, i.e. a reality check
  - Once a BC vote passes, staff will notify CC leaders and forward Profile materials two weeks prior to the next CC call to allow time for review
  - In efforts to avoid delay in progress and logistical issues, CC members may use an eBallot instead of waiting to vote during an upcoming quarterly t-con
- Discussion on voting privileges as described on the QIBA Wiki at:  
[http://qibawiki.rsna.org/index.php/Voting\\_Privileges](http://qibawiki.rsna.org/index.php/Voting_Privileges)
  - BC members must have attended two of the last three calls to be eligible to vote
  - CCs have designated voting members, typically in defined roles, such as BC co-chairs; voting eligibility is not based upon t-con attendance
  - Additional discussion needed on the concept of an eballot counting as a meeting on the day the ballot opens for the purposes of attaining, using or losing voting privileges
- Updates in procedures to be brought to the QIBA SC for review and approval following a discussion with Drs. Jackson, Guimaraes and RSNA staff on an upcoming QIBA staff call

**Next Call:** Tuesday, May 1, 2018 at 3 PM CT [will not meet on April 17 due to travel-related schedule conflicts]