

QIBA Process Committee

Tuesday, December 7, 2021, at 2 pm (CT)

Call Summary

Attendees:

Kevin O'Donnell, MAsc (Chair)

Michael Boss, PhD (Vice Chair)

Nancy Obuchowski, PhD

Daniel Sullivan, MD

RSNA Staff:

Joe Koudelik

Susan Stanfa

Topics Discussed:

- [How to Write a Profile](#) QIBA Wiki page revisions
- [Requirements Guidance](#) QIBA Wiki page revisions
- Marketing Process Committee guidance to BCs, specifically evaluation and omission of checklist requirements

Next Steps / Action Items:

- Dr. Boss to draft standard Process Cmte text to be included in BC call invitations promoting updated requirements guidance
- Mr. O'Donnell to update discussed Wiki pages and link [Requirements Guidance](#) to each Profile stage description on the [Process page](#)
- Process Cmte reps to attend upcoming fMRI BC meetings for feedback on experience with streamlined Profile template
- Profile template to be made more generalizable for broader BC application, then formally posted and publicized to BCs
- Due to schedule conflicts and travel plans, the Process Cmte will not meet on Dec. 21
- QIBA Leaders / Process Cmte Leader discussion on the role of the Process Committee within the QIBA structure to be held on Jan. 6 at 11 a.m. CT

Next Process Committee Call: Tuesday, January 4, 2022, at 2 p.m. (CT) **[1st & 3rd Tuesdays of each month]**