

QIBA Process Committee

Tuesday, January 4, 2022, at 2 pm (CT)

Draft Meeting Summary

Attendees:

Kevin O'Donnell, MAsc (Chair)

Michael Boss, PhD (Vice Chair)

Timothy Hall, PhD

Nancy Obuchowski, PhD

Kay Pepin, PhD

Nicholas Petrick, PhD

Daniel Sullivan, MD

RSNA Staff:

Joe Koudelik

Susan Stanfa

Topics Discussed:

- Current practice of posting maintenance versions on [BC committee QIBA Wiki pages](#)
- Criteria for publishing additional versions of a Profile between development stages and establishing a streamlined approval process
- BC use of streamlined Profile template
- Profile checklist [Requirements Guidance](#) QIBA Wiki page promotion to BCs

Next Steps / Action Items:

- To minimize the number of Profile versions, minor maintenance adjustments should be incorporated into the subsequent Profile version (stage)
- Substantial changes, e.g., improvements to patient safety or change in clinical process, would necessitate formal documentation via change proposal and include detailed rationale
 - Naming convention is needed to distinguish between-stage Profile versions and facilitate referencing / citation
 - BC member balloting or voice vote would be required; MR CC balloting would not be required
 - Following BC approval, the updated Profile version would be posted on the [Profiles page](#) of the QIBA Wiki
 - Mr. O'Donnell to draft the process for making Profile updates made between stages
- Process Committee to determine areas for improvement in the new Profile template
 - Dr. Boss to reach out to fMRI BC Co-chairs for feedback on their experience
 - Dedicated offline call with fMRI Co-chairs may be needed to work through any issues
 - PEQUS BC may want to use the new template as they initiate their Profile-writing process
 - CT Volumetry BC to continue reviewing checklist requirements and determine whether any can be removed
 - DWI BC to adopt new template following the publications of the stage 3 Profile and white paper
- Q1 and Q2 Coordinating Committee meetings to focus on checklist [requirements guidance](#), including the evaluation and omission of requirements
- Mr. O'Donnell to link [Requirements Guidance](#) to each Profile stage description on the [Process page](#) of the QIBA Wiki

Next Process Committee Call: Tuesday, January 18, 2022, at 2 p.m. (CT) **[1st & 3rd Tuesdays of each month]**