

QIBA Process Committee
Wednesday, November 2, 2016 at 3 PM CDT
Call Summary

Attendees:

Kevin O'Donnell, MASC (Chair)
Daniel Sullivan, MD (Co-Chair)

Brian Garra MD
Edward Jackson, PhD

Nancy Obuchowski, PhD

RSNA Staff:

Joe Koudelik
Susan Weinmann

Approval Process for Profile Release / Profile Stages

- The Profile Review Process was discussed and can be found on QIBA wiki at:
http://qibawiki.rsna.org/index.php/Review_Process
 - The same review and approval process occurs for each publishing stage: Public Comment Profile, a Consensus Profile, a Technically Confirmed Profile, Claim Confirmed Profile or a Clinically Confirmed Profile; just the criteria change
 - Criteria related to each Profile stage to be refined
 - There was discussion on updating the Profile review and approval processes
 - Mr. O'Donnell to write up a strawman regarding revisions to the Standard Approval Practices for Process Committee discussion
 - The Steering Committee establishes primary responsibility of the Process Committee at a high-level
 - The Process Cmte is responsible for process details, and approval and deployment of process refinements and maintenance
 - Biomarker Committee members perform an internal review of a Profile within their modality and assess whether technical details are correct
 - Coordinating Committee members complete a high-level review, assessing Claims and conducting a general scan of the document
 - The Statistician review will be proposed as an additional level of evaluation
 - Mr. O'Donnell and Dr. Obuchowski to work off line adding statistical review criteria to several of the Profile stages
 - Mr. O'Donnell to revise assignment of responsibilities and bring it to the next SC meeting
 - Process pages on the QIBA wiki to be revised as necessary
 - Additional QIBA wiki page will be added to define a "vote"
 - Committee procedures can be found on the QIBA wiki at:
http://qibawiki.rsna.org/index.php/Committee_Procedures
 - There was discussion on revising the current voting process
 - The Profile process can be found on QIBA wiki at:
<http://qibawiki.rsna.org/index.php/Process>
 - The balloting process can be found on the QIBA wiki at:
http://qibawiki.rsna.org/index.php/Balloting_Process
 - It was suggested that the balloting process apply to both CC & BC; rather than just to the CC, as is the current procedure

- Voting privileges can be found on the QIBA wiki at: http://qibawiki.rsna.org/index.php/Voting_Privileges
 - Discussed procedures of a consensus vote and how the next steps are dependent on the outcome
 - There are currently voting rules only for CCs; voting rules for BCs to be drafted and proposed
 - A quorum (more than half of people with voting rights) is needed for a vote to occur
 - RSNA staff tracks all CC & BC call attendance
 - Suggested was a release vote to happen first at the BC-level, where members are familiar with the Profile and its detailed content
 - All BC members will be notified of the impending vote and access to the e-ballot
 - When invited to vote, BC members will be provided a reference to indicate which of them have voting privileges (may be on the e-ballot itself)
 - Voting privileges are based on a BC member's call attendance
 - Suggestion to update "Privileges" definition to include BC members who haven't missed more than 3 consecutive meetings (voting privileges to be restored after 2 consecutive meetings) ... a "2-On/3-Off" criteria
 - RSNA staff determine who has voting privileges only when a vote is approaching
 - The goal is group consensus and imaging community input and endorsement on major decisions; suggestions made to tentatively hold release if any negative vote was cast
 - A single negative vote or multiple abstentions will trigger BC discussion and may prevent Profile release
 - If there is no consensus, and an issue is unable to be resolved at the BC level, it will go to the CC for review, otherwise, the CC can be bypassed for a release vote
 - The CC's role is to provide high-level quality control of Profiles
 - It was proposed that all CC voting members will automatically have voting privileges regardless of meeting attendance
 - CC members to vote electronically and, if needed, have a call to discuss the issue
 - Vote outcomes, including cmte member names and the response, will be posted on the QIBA wiki
- All proposed procedural changes to be brought to the SC for discussion
- Once the SC approves proposed changes, Mr. O'Donnell to update the Wiki for general reference

Publication Process

- Wiki to be used as a “committee site”
- RSNA website to be used for “source material”
- Suggested was that all documents be mirrored on both wiki and website

General

- Approval Process for Naming of BC Chairs and Appointment of CC Chairs
 - Item to be added to “current work” list on QIBA wiki at:
http://qibawiki.rsna.org/index.php/Process_Coordinating_Committee
- Reminder to committees to keep their QIBA wiki pages up-to-date
- Dr. Jackson sent a reminder to SLs to update their dashboards
- It was suggested that there be a standing agenda item for CC calls to discuss updates to be made to QIBA wiki pages and dashboards
- **Claim Guidance document**
 - Discriminatory Claim issue is yet to be resolved
 - Dr. Obuchowski to revise document to work around the unresolved issue
 - Discussion paragraph may be added, stating that no Claim has been made about bias or linearity, which imposes some limitations

Next Calls: Wednesday, November 16, 2016 at 3 PM CT