

QIBA Process Committee Call

Tuesday, November 3, 2020 at 2 pm (CT)

Call Summary

Attendees:

Kevin O'Donnell, MASC (Chair)

Michael Boss, PhD (Vice chair)

Alex Guimaraes, MD, PhD

Nancy Obuchowski, PhD

Nicholas Petrick, PhD

Daniel Sullivan, MD

RSNA Staff:

Fiona Miller

Joe Koudelik

Susan Stanfa

Voting Procedures

- Some QIBA members are voting members of both a BC and CC and are currently asked to vote twice (typically providing the same response) to approve advancement of a Profile to the next stage
- For greater efficiency, it has been proposed that they be allowed to bypass the second (CC level) vote (i.e. their BC vote would automatically be applied to the CC vote total), unless they wish to change their response
- Text to be included in future CC voting announcement indicating that those who submitted a ballot during the BC vote can choose to change their vote by visiting the CC ballot link, otherwise the same ballot will be applied to the CC vote
- Process Cmte members were asked to consider this proposal and provide feedback
 - No loss or dilution of voting power at the CC level was identified
 - An issue would be presented only if all CC Co-chairs were participating in the same BC; staff would take this into consideration before offering the option to bypass a vote
 - Goal of the CC vote is to engage document review and approval by members outside of the submitting BC for a broader committee perspective

Conflicts of Interest

- Wording used by other groups (e.g. protocol approval committees) was evaluated and several policies were found to contain text regarding recusals
- A discussion occurred on potential impacts of recusals on a vote
- It was decided that while recusal will not be formally included in QIBA's COI policy, RSNA staff will be vigilant for possible issues

Process Committee Participation Plan for Q4 November CC Meetings

- To ensure consistency, a PowerPoint slide presentation will be developed for use during each of the four modality CC calls; 5 – 10 minutes are allotted for this agenda item
- The following Process Cmte education topics were proposed
 - Change in voting procedure with overlap of BC and CC voting members
 - CC membership changes, as indicated on the [Committee Organization page](#) of the QIBA Wiki (elimination of Scientific Liaisons, addition of At Large members, etc.)
 - Consideration of Profile shortening methods (high-level discussion only to get CC leaders engaged)
 - BC feedback on instituting a page limit to be requested
 - It will be noted that the Process Cmte is working on this issue and input via email is welcome
 - Internal reviews of Profile sections by multiple, dedicated committee members before release
 - Consideration of resolution process "quality check" prior to vote-to-publish as Stage 2: Consensus Profile

Standardized QIBA Profile Naming Convention

- Including the year of publication would provide context (e.g. technology) and Profile edition (for reference in terms of site conformance)
- Stage to also be included to reflect the version of the Profile
- Mr. O'Donnell to develop use cases for future discussion

Other Topics

- The EC to create small task forces, including one focused on Profile shortening efforts (led by Mr. O'Donnell), and another on Conformance (led by Dr. Zahlmann)
- QIBA Wiki pages to be updated to reflect the elimination of Scientific Liaisons
- Mr. O'Donnell to add COI section to [Committee Procedures page](#) on the QIBA Wiki
 - Patent disclosure policy to be included
 - Will contain statement of policy
 - COI disclosures from QIBA members not to be made public, but remain on file as internal records
 - Process Cmte to address compliance issues regarding COI reporting
- [Guidance Document Process](#) QIBA Wiki page to be refined

Next Steps

- Mr. O'Donnell to draft CC Membership changes text for QIBA Wiki, which will be distributed for feedback and eventual SC approval

Next Process Cmte Call: TBD