

QIBA Process Committee Call
Tuesday, May 19, 2020 at 3 pm CT
Call Summary

Attendees:

Kevin O'Donnell, MASC (Chair)
Alexander Guimaraes, MD, PhD
Nancy Obuchowski, PhD

Nicholas Petrick, PhD
Daniel Sullivan, MD
Gudrun Zahlmann, PhD

RSNA Staff:

Fiona Miller
Joe Koudelik
Susan Stanfa

[Comment Resolutions QIBA Wiki Page](#)

- It is noted on the [Profiles page](#) that, "**[Comment Resolutions](#)** are posted for **Past Public Comments** and **Past Technical Confirmations**"
- Before balloting for a Profile to be published as Stage 2: Consensus, BCs must submit their completed public comment resolutions page to RSNA staff for posting
- All BCs with Profiles that have already advanced to Stage 2 should submit their comment resolutions document
- Per the [QIBA Process](#), committees record how each **[collected comment was resolved](#)**; criteria for deeming a comment resolved were discussed
 - Discussion attempts to achieve consensus on the resolutions whenever possible
 - Eventually, if consensus is not forthcoming, the minority opinion may accede or put the issue to a vote
 - Editor records decision and explanation (as needed) in the Resolution column of the resolution table/spreadsheet
 - For transparency, and to avoid conflicts of interest, it is particularly important to include a thorough description of the rationale in the Resolution column when a comment is not accepted

QIBA BC Members and Conflicts of Interest (COI) Regarding Resolving Public Comment Feedback

- It was noted that the consensus process is designed to mitigate COIs; formal attestations/statements are not needed outside of the Steering Cmte
- Suggestion to address any possible issues on a case-by-case basis rather than instituting an additional process that may be burdensome for QIBA volunteers; the process should be simple
- It was pointed out that few QIBA members represent their organizations in an official capacity, rather they volunteer on their own behalf and provide individual opinions
- In situations where only 2 – 3 BC members are doing the bulk of the work in addressing public comments, there is greater risk of COI
- There is greater diversity and more perspectives when a larger core group of BC members address comments
- When using resolutions spreadsheets to address comments, a valid consideration needs to be demonstrated and a justifiable rationale for resolutions must be well-documented; every comment requires a response
- In instances of disagreement, a reasonable attempt to compromise must be made and rationale and results documented
- Participants concerned that a reasonable attempt at consensus has not been made should first consider raising the issue with the BC Co-chairs
 - Failing that, Coordinating Committee Co-chairs or the QIBA Executive Committee leadership may be consulted
 - This dispute settlement process will be noted in the "Consensus Process" section on the [Committee Procedures page](#) of the QIBA Wiki
 - A note will also be added on the [Comment Resolution Page](#) of the QIBA Wiki

Biomarker Cmte Harmonization Process

- Discussion needed re: what kind of data should be collected and made available in a Conformance Record (e.g. findings from Technical Confirmation tests); this will differ based on whether self-attestation, certification or RSNA-registered
- A common view is needed re: what conformance entails, how it is achieved, what it looks like to a product, how it is documented, etc.
 - Supporting QIBA Templates/Process will then be needed
 - Mr. O'Donnell to add initial thoughts on a Wiki page for Process Cmte review
- Suggestion that BCs reassess and characterize the details needed for their conformance processes, e.g., what records or images to keep, and include these requirements in their Profiles
- Discussion needed re: inconsistencies between various QIBA documents (i.e., need for greater standardization); required contents of Profile checklists should clearly be stated
- Harmonization effort needed for better alignment across Profiles and clear understanding why checklists are critical
 - Bi-monthly Process Cmte calls will be utilized for harmonization efforts
 - Assisting Profile editors with resolution of comments will be a topic of discussion
 - Staff to compile a list of BC Profile editors to be invited
- Coordinating Cmte calls to be used as forums for disseminating procedural updates, reminders, and requests
- All CC Co-chairs were informed that the Process Cmte requests a standing 5 – 10 min agenda item for operational reminders presented by a Process Cmte representative (Dr. Sullivan: CT, NM, and US; Dr. Boss: MR)
 - While discussion of planned topics (e.g., QIBA Wiki Cmte page and Dashboard updates, Profile simplification guidance, BC role rosters, etc.) did not occur during the Q2 NM CC call, other process-related issues were raised [see next two sections]

QIBA Wiki page re: Updating Profiles for Brevity

- There were questions relating to the revision of Profiles and tracking versioning
- It was stated that the key is material that is informative/giving guidance vs. normative
- Normative standards deemed burdensome to create and use, so only guidance will be provided
 - COVID-19 related material would be presented as guidance, with no exact items to which a site would be asked to conform
- Normative specifications might be included in an Appendix
- Discussion re: modularizing Profiles and swapping out content to create a more aligned format

Structure of QIBA Wiki

- Issues locating specific pieces of information have been reported, e.g., Profile-writing guidelines, AKA, "[How to Write a Profile](#)" QIBA Wiki page
- The following suggestions were provided
 - More vigorously cross-reference important pages
 - More intuitive names/title/terms
 - Allow important pages to be found when using slightly different search terms, e.g., "guidelines" vs. "guidance"
 - Incorporate redirects
- Process Cmte members were asked to report any other instances of being unable to locate specific Wiki pages

Profile Timelines

- The Dashboard may be referenced to assess various Profile development timelines, i.e., length of time Profiles have spent in specific stages, overall speed of progress, etc.
- It was noted that there are inconsistencies re: information reported on Profile title pages, e.g., stages, dates, drafts, etc.

Next Process Cmte Call: Tuesday, June 2, 2020 at 3 pm CT (1st & 3rd weeks of each month)