

## QIBA Process Committee Call

Tuesday, August 20, 2019 at 3 PM CT

### Call Summary

#### Attendees:

Kevin O'Donnell, MASC (Chair)

Daniel Sullivan, MD (Vice chair)

Nancy Obuchowski, PhD

Nicholas Petrick, PhD

#### RSNA Staff:

Joe Koudelik

Susan Stanfa

#### Onboarding Process

- Introductory stakeholder-specific pages were reviewed
- Standardized template used, stating the QIBA mission and its purpose, with stakeholder-targeted introduction text, i.e., information and perspective most relevant/engaging to the individual
- The specific stakeholder's role in QIBA was explained and key value/benefits of QIBA were listed
- Feedback on Dr. Petrick's [QIBA for Regulators](#) stakeholder page was provided
  - It was noted that while QIBA places conformance requirements (to do's) on many different stakeholders - regulators are an exception since there are no actionable to-do's
  - Some stakeholders may visit the page specifically to seek guidance (e.g., vendors), while others may view more for information (e.g., regulators)
  - Once the user is engaged and participating, additional support (e.g., next steps re: how they can help) will be provided
  - Suggestion that additional, specific information be added re: how QIBA can benefit regulators in their role
- The [QIBA for Technologists](#) stakeholder page contained high-level content drafted by Dr. Boss, after consultation with a technologist
  - A document containing additional information and images was also submitted to Mr. O'Donnell via email
- It was recommended that while the introductory stakeholder pages are intended to be high-level, they should contain links to pages containing information related to specific QIBA concepts (e.g., checklists)
- There was a brief discussion re: what should be included in the QIBA Statistician Wiki page
- The [Process Cmte QIBA Wiki page](#) contains a link to the [QIBA for Imaging vendors](#) Wiki page drafted by Mr. O'Donnell, which be used as a template
  - This page contains boilerplate language to be included in the stakeholder pages that still need to be drafted:
    - QIBA for Radiologists (Dr. Sullivan)
    - QIBA for Physicists (Dr. Jackson)
    - Patients/advocates/lay public, government policy, payers, Statisticians (Dr. Obuchowski)
    - Analysis SW vendors/developers (Dr. Elsinger)
    - Researchers/clinical trialists/pharma (Dr. Zahlmann)
    - Core lab (Dr. Cole)
- It was noted that a QIBA Wiki log-in is needed in order to edit pages
  - QIBA members can [check whether they already have a user account](#), searching for their name (most likely first initial and last name)
  - If there is an associated account, a password can be requested by sending an email to: [QIBA@rsna.org](mailto:QIBA@rsna.org)
  - If there is not an associated account, [Click Create Account](#) at the top of the page

- RSNA Staff are also available to make edits to the Wiki on the behalf of QIBA members

### **Committee Leadership Appointment Process for BCs and CCs**

- In efforts to ensure ample opportunity for nominations (including self-nominations), transparency, and diversity, the Process Cmte has been discussing a formal process and guidelines for BC and CC leadership appointment
- Mr. O'Donnell's draft guidelines proposal was reviewed
  - Structure: SC leadership to consist of a Chair and Vice chair; other cmtes to contain two Co-chairs and some may choose to have a third
  - Stakeholder diversity: in efforts to avoid a purely academic composition, QIBA needs to make a concerted effort toward diversity by striving for a mixture of stakeholders in leadership roles (e.g., radiologists, clinical trialists, technologists, clinicians, physicists, vendors, regulators, etc.)
    - For clarity, suggestion made to use "stakeholder diversity" or "expertise diversity"
    - In efforts to broaden committee perspective, gender and ethnic diversity also encouraged
    - Discussion re: defining stakeholders
      - Anyone may self-define as a stakeholder
      - Suggestion to use broad categories or to use generic language to ensure inclusion (e.g., "a variety of stakeholders, such as..." or "including, but not limited to...")
  - Cmtes to be strongly encouraged to review stakeholder representation in their leadership and strive to expand it
- Proposed Terms: SC to be encouraged to review/comment on all the points in this section
  - Coordinating Committee (CC) Co-chairs to be elected for three-year terms
  - If term-limits are adopted, it is recommended that co-chairs have staggered terms to assure continuity
  - In efforts to encourage new ideas and turnover in leadership, it is suggested that CC Co-chair terms be limited to two-years
  - Term limits may not be applicable to BCs, as these groups are intended to have finite lifespans
  - The Process Cmte agreed on the length of nomination period (2-8 weeks), but Mr. O'Donnell suggested that this could be shortened if needed
- [Committee Organization](#) QIBA Wiki page to be revised
- Continued discussion is anticipated before the Process Cmte will be ready to submit a proposal is ready to the SC

**Next Process Cmte Call:** Tuesday, September 3, 2019 at 3 PM CT