QIBA Process Committee Meeting
Tuesday, March 1, 2022, at 2 pm (CT)
Meeting Summary

Attendees: **RSNA Staff:**

Kevin O'Donnell, MASc (Chair)   Timothy Hall, PhD   Nicholas Petrick, PhD   Joe Koudelik
Michael Boss, PhD (Vice Chair)   Nancy Obuchowski, PhD   Daniel Sullivan, MD   Susan Stanfa
Caroline Chung, MD

Topics Discussed:

- Profile Maintenance/Versioning/Naming (QIBA SC priority)
  - Conventions for internal filenames during Profile development
  - Change Tracking and File Naming
  - Maintenance Process

- Estimates of Precision Guidance Text
- Plans for Profile Editors meetings

Next Steps / Action Items:

- Naming convention is needed to distinguish between same-stage Profile versions and facilitate referencing / citation
  - Year edition was suggested, though a contingency plan regarding multiple Profile updates within the same year would be needed; multiple updates within same year could imply unstable specifications
  - To minimize the number of Profile versions, minor maintenance adjustments should be incorporated into the subsequent Profile version (stage)
  - Impact of same-stage Profile updates on conformance testing sites needs to be considered
  - Substantial changes, e.g., improvements to patient safety or change in clinical process, would necessitate formal documentation via change proposal and include detailed rationale
  - Suggestion that minor changes be indicated with .1, .2, .3, etc., note when the change occurred, and include the stage name in the Profile version name

- Process Cmte leaders to reach out to CC Co-chairs for feedback on Profile versioning
- CC Co-chairs to be asked to identify Profile Editors and confirm whether "Lead Author/Editor/Contact" in row 12 of the Dashboard is accurate
  - Profile Editors to be contacted with explanation of intentions for meetings and suggestions for topics/issues/questions and logistics/timing to be requested
  - In-person meeting during Winter RSNA Annual Meeting and/or Spring QIBA Annual Meeting to be considered
  - The goal is to convene Profile Editors meetings in Q2 2022

- Dr. Obuchowski to finish guidance text for PC review/wiki posting by the end of March re: estimates of precision required when Profiles advance through stages vs. when imaging sites attempt Profile conformance
- Agenda items for March 15 Process Committee Meeting include:
  - Streamlined Profile Template – Drs. Boss, Elsinger and Soltysik
  - Maintenance/Versioning/Naming – Drs. Boss, Pepin, and Yap
  - Estimates of Precision – Dr. Obuchowski to provide update

Next Process Committee Meeting: Tuesday, March 15, 2022, at 2 p.m. (CT) **[1ˢᵗ & 3ʳᵈ Tuesdays of each month]**