QIBA Process Committee Call

Tuesday, June 2, 2020 at 3 pm CT

Call Summary

Attendees:

			RSNA Staff:
Kevin O'Donnell, MASc (Chair)	Cathy Elsinger, PhD	Nicholas Petrick, PhD	Fiona Miller
Michael Boss, PhD (Vice Chair)	Nancy Obuchowski, PhD	Daniel Sullivan, MD	Joe Koudelik
			Julie Lisiecki

[Dashboard](#) Updates Discussed

- Mr. O'Donnell explained that the summary information at the top of BC pages is auto populated into the QIBA Steering Committee Dashboard for a high-level view
- The group discussed whether to remove certain items to simplify the spreadsheet, as suggested by Dr. Carson, who felt that literature review milestone could be removed
    - Consensus was that all current information was useful for reference and should be kept

- Some information, such as reference to NIBIB-funded projects, was deemed essential for reference in presentations
    - NIBIB projects and Stages of Profiles will be retained
    - Deliverables will be moved to the bottom of the spreadsheet and renamed as "funded projects"
    - Groundwork projects related to funded projects will be added below
    - Where appropriate, "phantom" or "DRO" to be supplemented with adjectives, such as "visco-elastic phantom," to specify type

- The "last activity completed" was especially helpful to the Steering Committee to determine BC status
- Record of attendance is essential, though meetings per past year(s) will be modified to number of meetings for the last 12 months to show whether a BC may be entering dormancy
    - Mr. O'Donnell is also considering programming an auto-update of annual BC attendance

- Number of pages in the Profile per BC gives a sense of the scale of the Profiles and issues covered
    - This has become more of an issue given the feedback that Mr. Buckler received regarding the length of the CTA Profile, which has resulted in subsequent shortening of the Profile to make it more user-friendly
    - BCs need to remain mindful of Profile length, though this is not an automatic entry cell, and BC chairs should be asked to update this detail

- Profile Editors – While Dr. Perlman was the original editor and did a substantial amount of work on the FDG-PET Profile, the group discussed updating the contact person to either Dr. Kinahan or Dr. Sunderland, as a contact person is needed for future conformance work
    - Mr. O'Donnell to add a column for Profile Editor email addresses

- Measurand(s) – While the idea of a use case is helpful, it may be too limiting
    - For example, the DWI Profile is primarily used for cancer treatment but can be used for stroke imaging
    - It was suggested that a brief answer be added, one or two words, to show different uses

- Prompts for Profile development were deemed helpful as a checklist for Profile editors to aid in the completion of necessary steps

- Literature searches were deemed essential by Dr. Boss, who noted this was the starting point for the DWI Profile
  - Mr. O'Donnell is considering adding guidance for properly conducting a literature search
  - "Literature search and Metanalysis" may be bundled since these are related
  - Dr. Obuchowski recommended that the assessment and selection of sources of variability precede literature searches

- Dr. Boss strongly recommended that the checklist be required prior to submitting a Profile for public comment
  - Dr. Sullivan has been advocating that section 3 (activities / requirements) be re-purposed by copying and re-sorting requirements to create a checklist
  - Text must be carefully reviewed as it will need to be consistent in two places (Profile body and checklist)
    - Profile editors should keep language consistent while drafting to avoid unnecessary work later
  - Dr. Elsinger noted that the fMRI BC did a lot of editing during checklist creation, and this was immensely helpful to organize their thinking regarding which requirements were critical
  - Dr. Boss stated that checklist development forces editors to better define actors and consolidate them
    - Technologists require a simplified checklist and easier reference to sections relevant only to them to encourage use of the Profile
  - Checklist creation should remain the last step before public comment as it is an iterative process that aids with editing of the Profile
    - As Mr. Buckler discovered with feedback regarding the CTA Profile, it is best to trim Profile sections as much as possible

- Determination needed on whether *Comments resolved* are the same as *Profile edits completed*
- Assessment datasets need to be posted to the QIDW and some groups, e.g., Small Lung Nodule BC, have not yet done this
- RSNA Staff was asked to fill in public comment publishing dates and when comments were closed, as well as BC and CC votes for all stage changes; BC co-chairs will be asked to fill in more specific details

Next Call Topic:
- Continue discussion on line 66 of dashboard, regarding "issues resolved"
- A more formal process or feedback guidance may be needed for BC leadership, as some QIBA processes are not yet internalized and may get ignored, despite their importance to continuing progress

Next Process Cmte Call: Tuesday, June 16, 2020 at 2 pm CT (1st & 3rd weeks of each month) – new time