

**QIBA Process Committee Meeting**  
Tuesday, November 15, 2022, at 2 pm (CT)  
*Meeting Summary*

**Attendees:**

*Kevin O'Donnell, MASC (Chair)*  
*Michael Boss, PhD (Vice Chair)*

Timothy Hall, PhD  
Nancy Obuchowski, PhD

Dan Sullivan, MD  
Gudrun Zahlmann, PhD

**RSNA Staff:**

Susan Stanfa

**Next Steps / Action Items:**

**Profile Change Tracking Process**

- QIBA Leadership's proposed process was discussed:
  - 1. Conformance test of Profile
  - 2. Feedback from user(s)
  - 3. Review by BC experts
  - 4. Discussion on consequence
  - 5. Adjustment of Profile wording and potentially of supporting documents
  - 6. Amended Profile reviewed by BC and acceptance of decision
  - 7. Information of CC
- Testing site feedback informs a BC (custodian of Profile) what Profile adjustments may be needed, e.g., FDG-PET/CT BC:
  - Checklist item: Dose calibrator constancy is evaluated daily on the F-18 setting. Day-to-day differences no greater than 2.5% are allowed. Cs-137, Co-57, or simulated F-18 may be used.
  - Testing sites had questioned 2.5% and suggested 5% instead
    - BC experts to review and vote to approve
  - Resolution: wording in the Profile text to be adjusted with additional explanation
- [Maintenance Process page](#) on the QIBA Wiki outlines a process like the one proposed by QL, with an additional Change Proposal Form to capture details
- Concern regarding frequent minor changes between Profile stages, resulting in multiple change proposals, which could slow progress and complicate versioning
- Processes with specific use cases, e.g., a change that is vital based on site feedback or publication of new literature, should be implemented into Profile as quickly as possible; BCs should wait to incorporate minor changes until advancing to the next Profile stage
- Rather than using a formal change proposal process, minor changes could be documented directly in the Profile via explanatory verbiage
- After a change is made to a Profile, it should be retitled according to the new Profile naming conventions which is located on the [Change Tracking and File Naming page](#) of the QIBA Wiki and [QIBA Wiki Profile Editions page](#)
- Additional QIBA Wiki guidance page to be drafted regarding when and how BCs should make Profile changes

**Review of Process Cmte 2022 RSNA Annual Meeting Poster: "Making QIBA Profiles User-Friendly":**

- Focus is on PC efforts to make Profiles more usable to facilitate implementation with the new streamlined template and BC guidance on vetting requirements
- Audience includes both QIBA volunteers and the broader community (including in-person meeting attendees and those who access it online following the meeting)

**Next Process Committee Meeting:** Tuesday, December 6, 2022, at 2 p.m. (CT) **[1<sup>st</sup> & 3<sup>rd</sup> Tuesdays]**

**Zoom link:** <https://rsna-org.zoom.us/j/89877175730?pwd=V282c2FPSU1vdDhWejRSGZYTVZdz09>

Meeting ID: 898 7717 5730 | Passcode: Process