

QIBA Process Committee (PC) Meeting

Tuesday, October 17, 2023, at 2 pm (CT)

Meeting Summary

Attendees:

Kevin O'Donnell, MASC (Chair)

Michael Boss, PhD (Vice Chair)

Timothy Hall, PhD

Nancy Obuchowski, PhD

Nicholas Petrick, PhD

Daniel Sullivan, MD

RSNA Staff:

Susan Stanfa

Review of Profile-writing Group (former QIBA Biomarker Committee) Support Guide

- Target audience is societies and organizations seeking to support the further development and dissemination of QIBA Profiles following the QIBA transition to QUIC
- Provides an overview of BCs, including their purpose, products, and composition
- The Profile-writing process including literature review, groundwork projects, template, checklist vetting requirements, stage advancement is described
- The purpose of BC meetings, frequency, and format is noted
- PC feedback included:
 - Adding introductory sentence(s) to define audience and purpose of doc to BC Logistics section
 - Including admin support tasks, e.g., meeting summaries/action items, tracking call attendance for voting privileges, etc.
 - Listing existing resources, e.g., QIBA Wiki, Google docs, archive of shared documents
 - Defining length of Profile-writing group member commitment as likely 2 – 3 years, depending on factors, e.g., Profile stage, available groundwork data, statistical support, volunteer availability, etc.
 - Recommending stakeholder variety so different perspectives are represented in leadership, e.g., clinician, academic, industry, pharma, etc.
 - Suggestion to leverage societal/organizational networks for Stage 3/4 site recruitment

Next Steps

- Profile-writing group support guide to be circulated for PC feedback and suggested edits/comments will be discussed during the next call
- **Next Process Cmte Meeting:**
 - The next meeting will be scheduled for **Tuesday, October 31, 2023**, at 2 p.m. CT
 - Regular schedule to resume on Tuesday, November 21, 2023, at 2 p.m. CT