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International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energía Atómica

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2013-07-30

Subject: Invitation to a Workshop on Quality Management Audits in Nuclear Medicine Practices (QUANUM) for Europe and Asia and the Pacific Regions, Singapore, Singapore, 16-20 December 2013

Dear National Liaison Officer,

I am pleased to invite you to send nominations of suitable candidates to participate in the above-mentioned workshop under the framework of TC Project INT/6/056 - Supporting Quality Management Audits in Nuclear Medicine Practices (QUANUM). The purpose of the workshop and related information are outlined in the attached Prospectus.

For candidates who are selected by the IAEA, the Agency will cover the cost of return international travel from the home country to Singapore, Singapore and provide Daily Subsistence Allowance (DSA) for the duration of the workshop in line with Agency rules and procedures.

Please send duly completed Nomination Form for Meetings/Workshops (attached) by the latest **1 October 2013**. Please note that nominations received after the closing date will not be considered.

The completed nomination forms should be submitted to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouch.iaea.org>). Should this not be possible, forms may be sent to the Programme Management Officer for this project, Ms Mayumi Yamamoto, through IAEA Official Fax (+43-1-26007) or E-Mail (Official.Mail@iaea.org).

Yours sincerely,

Ali Boussaha

Director

Division for Asia and the Pacific

Department of Technical Cooperation

Enclosures: Prospectus
Nomination Form

International Atomic Energy Agency

Workshop on Quality Management Audits in Nuclear Medicine Practices (QUANUM) for Europe and Asia and the Pacific Regions

PROSPECTUS

- Project Number & Title:** INT/6/056 Supporting Quality Management Audits in Nuclear Medicine Practices (QUANUM)
- Place (City, Country):** Singapore, Singapore
- Dates:** 16-20 December 2013
- Deadline for Nominations:** 1 October 2013
- Organizers:** The International Atomic Energy Agency in cooperation with the Republic of Singapore through the Department of Nuclear Medicine and PET, Singapore General Hospital.
- Host Country Organizer:** Mr S. Somanesan
Department of Nuclear Medicine and PET; Singapore General Hospital
Outram Road; Block 2, Basement 1
Singapore 169608
Singapore
- Tel: 0065 63265667
Fax: 0065 6224 0938
E-mail: somanesan@sgh.com.sg
- Language:** English
- Purpose:** This workshop is intended for nuclear medicine practitioners who would conduct comprehensive audits in nuclear medicine in IAEA Member States.

The purpose of the workshop is to synchronize the views on the audit methodology in the region with the focus on audit preparation, conducting and reporting of the results. It also aims to discuss how to design and implement a Quality Management System in Nuclear Medicine Audit in their respective countries/regions, in accordance with the guidelines of the quality management (QUANUM) document, published by the IAEA.

The participants are also expected to disseminate the methodology and knowledge in quality management issues in Nuclear Medicine to other professionals and develop a schedule of activities to work nationwide. They are also expected to serve as the QUANUM team Auditors in the region to

conduct comprehensive audits in nuclear medicine. The fulfilment of this program shall be evaluated during the mid-project reunion.

Expected Output(s): Participants of the workshop will exchange experience, views and skills necessary to establish a culture of reviewing essential elements of clinical service for continuous improvement in nuclear medicine by implementing a Quality Management System. They are expected to serve as the future QUANUM Auditors in the region to conduct comprehensive audits in nuclear medicine.

Scope and Nature: The workshop consists of sessions on the different aspects involved in Quality Management in clinical nuclear medicine, including, risk management, radiation protection and radio-pharmacy.

Background Information: The main objective of the TC project INT/6/056 is to improve the quality of nuclear medicine services provided to patients in low and middle income countries through self-assessment and external peer review.

Through this workshop, the participants will identify gaps and synchronize the views on the audit methodology in the region for quality management system, leading to improved health services for patients undergoing nuclear medicine diagnosis and treatment.

Participation: The workshop is open to 60 participants from the IAEA Member States in Europe and Asia and the Pacific.

The target countries from Asia and the Pacific Region are:
Bangladesh, China, India, Indonesia, Islamic Republic of Iran, Republic of Iraq, Israel, Jordan, Republic of Korea, Kuwait, Lebanon, Malaysia, Mongolia, Myanmar, Nepal, Oman, Pakistan, Philippines, Qatar, Saudi Arabia, Singapore, Sri Lanka, Syria, Thailand, United Arab Emirates, Vietnam and Yemen.

The target countries from Europe Region are:
Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Georgia, Greece, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Malta, Montenegro, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Tajikistan, The former Yugoslav Republic of Macedonia, Turkey, Ukraine and Uzbekistan.

Participants' Qualifications: The participants will be medical practitioners in nuclear medicine, who has been or will serve as the future QUANUM team members in their region:

1. Nuclear Medicine Physicians, Medical Physicists, Radio-pharmacists/Radio-chemists, or Technologists with experience in the practice of nuclear medicine;

2. Must have good communication skills;
3. Belong to the institution defined as project leader in each country;
4. Knowledge in Quality Management;

As the workshop will be conducted in English, participants should have sufficient proficiency to follow discussions and express themselves in this language without difficulty.

**Nomination
Procedure:**

Nominations for Meeting/Workshop should be submitted to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouch.iaea.org>). Should this not be possible, nominations may be submitted on the standard IAEA Nomination Form for Meeting/Workshop and National Consultant (available on the IAEA website: <http://www.iaea.org/>). Completed forms should be endorsed by relevant national authorities and returned to the Agency through the official channels, i.e. the designated National Liaison Office for IAEA Matters.

The completed nomination forms should be sent to the Programme Management Officer for this workshop, Ms. Mayumi Yamamoto, through IAEA Official Fax (+43-1-26007) or E-Mail (Official.Mail@iaea.org), not later than **1 October 2013**. Nominations received after this date or which have not been routed through the established official channels cannot be considered.

**Administrative
and Financial
Arrangements:**

Nominating Governments will be informed in due course of the names of the candidates who have been selected and will, at that time, be given full details of the procedures to be followed with regard to administrative and financial matters.

Selected participants from countries eligible to receive technical assistance will be provided with a round trip economy class air ticket from their home countries to Singapore, Singapore, and a Daily Subsistence Allowance (DSA) at the prevailing UN Rate. Shipment of accumulated workshop materials to the participants' home countries is not the responsibility of the IAEA.

The organizers of the workshop do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the workshop, and it is clearly understood that each Government, in nominating participants, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.