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国际原子能机构
International Atomic Energy Agency
Agence Internationale de l'énergie atomique
Международное агентство по атомной энергии
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National Liaison Officer/National Coordinator

In reply please refer to: **RER6036- EVT1800886** Dial directly to extension: (+43 1) 2600-26306

2018-02-08

Subject: TC Sponsored Participation on ESTRO course “Foundations of Leadership in Radiation Oncology”, Barcelona, Spain from 20 to 24 April 2018

Dear National Liaison Officer/National Coordinator,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is supporting the limited number of participation to above mentioned ESTRO course under the IAEA technical cooperation project RER6036 “Improving Radiotherapy Practices for Advanced Radiotherapy Technologies Including Quality Assurance and Quality Control”.

The purpose of the event is “Foundations for Leadership” course to focus is on so-called ‘little I’ leadership for less senior radiation oncology health professionals to start equipping them with the knowledge, skills, and behaviours to effectively lead improvement projects within their workplace.

The Information Sheet and Logistical Arrangements available on the IAEA's InTouch+ platform provide further details, including technical and administrative aspects of the course. Selection of participants will be in accordance with IAEA procedures.

The IAEA will provide non-local participants with a round-trip air ticket based on the most direct and economical route between the airport nearest the participant’s residence and Barcelona. Travel details will be agreed with the participants upon receipt of their official nomination. Participants will also receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses for the duration of the course in line with IAEA rules and procedures.

We would appreciate receiving your country’s nominations by **28 February 2018** through the IAEA's InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the course from the [IAEA’s webpage](#). Completed forms must be endorsed by the relevant government authority and may be sent to the IAEA by email, fax or mail. Please be advised that late nominations or replacements of participants after the closing date for nominations will not be accepted.

We look forward to receiving your early response.

Yours sincerely,

Mayumi Yamamoto
Programme Management Officer
Division for Europe
Department of Technical Cooperation



TC Sponsored Participation on ESTRO course Foundations of Leadership in Radiation Oncology, Barcelona, Spain

20 to 24 April 2018

Ref. No.: RER6036- EVT1800886

Information Sheet

A. Background

The Foundations in Leadership for Radiation Oncology course was created to fill a gap which had become increasingly apparent over recent years. This is on the background of a global movement around the need for health professionals across the board to step up and take more responsibility for shaping the future of health systems. It was recognized that bureaucrats and non-clinical managers may not be in the best position to direct patient-centred healthcare and improvements relating to patient processes.

This 'call to action' led to the recognition that in order to change this situation, training around leadership skills needed to become more integral to training curricula and programs, starting with junior health professionals. Central to this philosophy are the findings that effective leadership (like all other skills) can be taught, and that early recognition of the responsibility for leadership and change sits with all of us. The principles of team-based or 'shared' leadership and less hierarchical leadership models underlie modern views on leadership.

Radiation oncology is an ideal area of patient care in which trainees and more senior staff can work in established inter-disciplinary teams to drive improvements in patient care. Team environments are also ideal for learning the tools to ensure success in quality improvements and other areas of leadership. Through an educational collaboration, ESTRO has been part of developing an international curriculum aligned with the new CanMEDS2015 Leader Role. The course will apply this to guide learning.

B. Purpose

The purpose of the event is The "Foundations for Leadership" course the focus is on so-called 'little l'

leadership for less senior radiation oncology health professionals to start equipping them with the knowledge, skills, and behaviours to effectively lead improvement projects within their workplace. It is hoped that the attendees will continue to develop their leadership journey after the course to become 'big L' leaders who help shape the future of Radiation Oncology to reach its full strength and potential in patient care

Working Language(s)

The working language(s) of the event will be **English**.

C. Deadline for Nominations

Nominations received after **28 February 2018** will not be considered.

D. Scope and Nature

The new course will be blended ie have on-line, virtual classroom and live components and will contain self-directed, team-based and didactic elements. It will be very practical and focus on learning for application to day-to-day workplace situations. The participants will hopefully see immediate relevance to their current and future careers.

E. Participants' Qualifications and Experience

The target group for this new joint ESTRO-CARO-RANZCR course is senior trainees or junior practitioners (approximately first five years after training) across all the radiation oncology professions including clinical and medical oncologists, radiation therapy technologists, radiation therapy physicists, nurses and scientists. Potential attendees must be motivated to become effective leaders in their direct workplace and ideally within the wider health system, now and into the future. They need to commit to engaging actively with all components of the live and digital course. They should have good communication skills and be enthusiastic about learning in multi-disciplinary teams with participants they do not know. As the course will be conducted in English, participants should have sufficient proficiency to deliver and follow lectures and express themselves in this language without difficulty.

F. Expected Outputs

The expected outputs of this course are: The overarching learning objectives are that after completion of the course, participants should be able to:

Examine and reflect on their own behaviors, reactions and interactions with team members

- Describe basic leadership theory and styles as they might apply to practical situations
- Describe the foundations of effective change management and negotiation
- Explore strategies to establish and lead effective teams

Apply basic quality improvement tools to approach an improvement process

Application Procedure

Candidates wishing to apply for this event should follow the steps below:

Access the IAEA TALEO page (<https://iaea.taleo.net/>) and complete the Candidate Profile.

Be registered on the Nucleus page of the IAEA (<https://nucleus.iaea.org/>).

Through Nucleus, access the InTouch+ platform where the Profile is completed (My Profile tab) (<https://nucleus.iaea.org/Pages/InTouchPlus.aspx>).

NOTE: The email used for TALEO and Nucleus must be the same. If not, the candidate's profile will not appear complete.

On the InTouch + platform, under the 'My InTouch +' tab, the candidate needs to:

- a. select the institute / organization that he/she works at / represents ('My Institute' section);
- b. click on the link called '**Refresh Personal History Form**' to update the system, *otherwise the nominations submitted will have these fields empty and it will not be possible to evaluate them during the selection of candidates* ('IAEA Recruitment Platform' section).

NOTE: Once the above steps are finalized, the candidate's profile will appear as completed and he/she can apply for Technical Cooperation events.

In the InTouch+ platform (<https://Intouchplus.iaea.org>), in the 'Applications' tab, search by the event number provided in the invitation.

The help for each step is located at the top of the page. For additional help on how to register, create a profile and apply for an event, please refer to the online guide and training videos available under the following links: [how-to guide](#) and [training videos](#). Any issues or queries related to the new system can be addressed to InTouchPlus.Contact-Point@iaea.org or TC-AIPS-PL4.Contact-point@iaea.org.

Should this not be possible, applicants may download the Nomination Form for the meeting from the IAEA website <https://www.iaea.org/services/technical-cooperation-programme/how-to-participate>.

Applications should contain sufficient information to establish that the nominees have the required qualifications. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and may be sent to the IAEA by email to the Programme Management Officer Ms Mayumi Yamamoto (M.Yamamoto@iaea.org) copy to Offical.Mail@iaea.org.

G. Administrative and Financial Arrangements

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

Selected participants will receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses. They will also receive either a round-trip air ticket based on the most direct and economical route between the airport nearest their residence and the airport nearest the duty station through the IAEA's travel agency American Express, or a travel grant, or they will be reimbursed travel by car/bus/train in accordance with IAEA rules for non-staff travel.

H. Disclaimer of Liability

The organizers of the event 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 meeting, and it is clearly understood that each Government, in approving his/her participation, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

I. Note for female participants:

Any woman engaged by the IAEA for work or training should notify the IAEA on becoming aware that she is pregnant.

The Board of Governors of the IAEA approved new International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources. The Standards deal specifically with the occupational exposure conditions of female workers by requiring, inter alia, that a female worker should, on becoming aware that she is pregnant, notify her employer in order that her working conditions may be modified, if necessary. This notification shall not be considered a reason to exclude her from work; however, her working conditions, with respect to occupational exposure shall be adapted with a view to ensuring that her embryo or foetus be afforded the same broad level of protection as required for members of the public.

J. Organization

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Division for Europe

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Subsequent correspondence on scientific matters should be sent to the Technical Officer and correspondence on other matters related to the course to the Programme and Administrative Contact.