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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
Organismo Internacional de Energía Atómica

Vienna International Centre, PO Box 100, 1400 Vienna, Austria
Phone: (+43 1) 2600 • Fax: (+43 1) 26007
Email: Official.Mail@iaea.org • Internet: <https://www.iaea.org>

In reply please refer to: **TN-RER6038-1900307**
Dial directly to extension: (+43 1) 2600-26647

National Liaison Officers /
National Coordinators

2019-06-04

Subject: Regional Training Course on Basic Quality and Safety Practices for Radiographers in Diagnostic Radiology, Tbilisi, Georgia, from 23 September 2019 to 27 September 2019

Dear National Liaison Officer / National Coordinator,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is organizing the above event under the IAEA technical cooperation project RER6038, "Applying Best Practices for Quality and Safety in Diagnostic Radiology".

The purpose of the event is to train participants on obtaining images with diagnostic quality at minimum possible patient dose in analogue and digital radiography, fluoroscopy, mammography, and CT.

The attached Information Sheet provides further details, including technical and administrative aspects of the event. 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 Tbilisi. 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 event in line with IAEA rules and procedures.

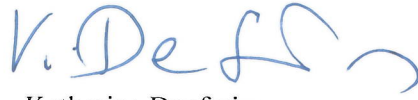
Occupational Exposure to Radiation: This activity may involve occupational exposure to radiation. Therefore, persons nominated are required to duly complete and return the attached Occupational Exposure History (OEH) form. The IAEA will provide participants in due course with a dosimeter to monitor their occupational exposure during this event.

We would appreciate receiving your country's nominations by **9 July 2019** 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 to Official Mail - IAEA Mail address Official.Mail@iaea.org, with copy to Ms Katherina Deufrains K.L.Deufrains@iaea.org. 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,



Katherina Deufrains
Programme Management Officer
Division for Europe
Department of Technical Cooperation

Enclosures: Information Sheet
OEH Form



Regional Training Course on Basic Quality and Safety Practices for Radiographers in Diagnostic Radiology

Hosted by

The Government of Georgia

through the

Research Institute of Clinical Medicine

Tbilisi, Georgia

23 to 27 September 2019

Ref. No.: TN-RER6038-1900307

Information Sheet

Purpose

The purpose of the event is to train participants on obtaining images with diagnostic quality at minimum possible patient dose in analogue and digital radiography, fluoroscopy, mammography, and CT.

Working Language(s)

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

Deadline for Nominations

Nominations received after **9 July 2019** will not be considered.

Project Background

Although Diagnostic Radiology has been in use for many years, the quality of services provided has always been taken for granted. However, in the modern era, quality comes as the result of a structured process that requires involvement of all associated staff.

The aim of RER6038, building on the previous RER6028 and RER6032, is to establish the proper basis for quality services in Diagnostic Radiology, through the education and training of the associated staff on QA/QC procedures. The need for the training of radiographers in Russian language has been identified already in RER6032 and relevant training has been implemented. However, the need to repeat the course has been highlighted by the counterparts of RER6038 during the First Coordination Meeting.

Scope and Nature

The objective of the course (lectures and hands-on training) will be to assist participants (radiographers) working in diagnostic radiology to:

- Understand equipment performance factors and how they influence image quality and patient dose.
- Understand how patient dose is measured and what is the role of the radiographer.
- Understand the role of quality control (QC) and basic QC procedures for X ray imaging equipment (CT, Mammography, Conventional radiography and fluoroscopy, CR and DR systems) and specifically:
 - o the testing procedure
 - o the importance of corrective actions and when to contact the medical physicist,
 - o the instrumentation required for QC,
 - o the reporting of results.
- Become aware of the radiation protection principles and how they apply in Diagnostic Radiology for the protection of patients and staff.
- Carry out hands on practice and analyse subsequent results.

Participants' Qualifications and Experience

Noting that the scope of the project is related to clinical diagnostic radiology, the participants should be radiographers working in Diagnostic Radiology department, with suitable academic and clinical background and involvement in QA/QC procedures.

Preference will be given to radiographers who are involved as tutors in the clinical training of radiography students.

This course is not intended for participants working for regulatory authorities or as inspectors, neither for radiologists or medical physicists.

Occupational Exposure to Radiation

This event may involve occupational exposure to radiation. Therefore, persons nominated are required to duly complete and return the Occupational Exposure History (OEH) form. The IAEA will provide participants in due course with a dosimeter to monitor their occupational exposure during this event.

Application Procedure

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

1. Access the IAEA TALEO page (<https://iaea.taleo.net/careersection/ex/jobsearch.ftl>) and complete the Candidate Profile.
2. Be registered on the Nucleus page of the IAEA (<https://nucleus.iaea.org/>).
3. 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.
4. 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.
5. 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 TN 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. Please note that the information regarding LANGUAGE SKILLS, EDUCATION AND WORK EXPERIENCE is exported from TALEO. If an applicant's profile in TALEO is not updated, the information in INTOUCH+ for these sections appears as empty and the candidates cannot be evaluated. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

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.

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 course, 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.

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.

IAEA Contacts

Programme Management Officer (responsible for substantive matters):

Ms Katherina Deufrains
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 26647
Fax: +43 1 26007
Email: K.L.Deufrains@iaea.org

Administrative Contact (responsible for administrative matters):

Ms Marina Vetter
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 22314
Fax: +43 1 26007
Email: M.Vetter@iaea.org