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International Atomic Energy Agency

Agence internationale de l'énergie atomique

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National Liaison Officer/National Coordinator

In reply please refer to: **TN-RER6038-1802675**

Dial directly to extension: (+43 1) 2600-26647

2018-05-23

Subject: TC Training for Radiologists on Applying Justification and Referral Guidelines for Imaging, Warsaw, Poland from 3 September 2018 to 7 September 2018

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 familiarise participants (radiologists) with requirements, structure and benefits of utilizing appropriateness criteria and referral guidelines for imaging in clinical practice.

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 Warsaw. 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.

We would appreciate receiving your country's nominations by **10 July 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, preferably 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



Regional Training Course for Radiologists on Applying Justification and Referral guidelines for imaging

Hosted by

The Government of Poland

through the

National Centre for Radiation Protection in Health Care

Poland

3 September 2018 – 7 September 2018

Ref. No.: RER6038-1802675

Information Sheet

A. Purpose

The purpose of the course is to familiarise participants (radiologists) with requirements, structure and benefits of utilizing appropriateness criteria and referral guidelines for imaging in clinical practice.

B. Working Language(s)

The working language of the event will be English.

C. Deadline for Nominations

Nominations received after **10 July 2018** will not be considered.

D. Scope and Nature

The training course will contain lectures, practical sessions, discussions and Q and A sessions for specific training of radiologists. The expected outputs of the course are:

- Delegates with an understanding of how to properly apply justification in a clinical setting, on a patient basis.
- Delegates acquainted with existing material and tools for referral guidelines and appropriateness criteria.
- Delegates introduced to the process of adapting and adopting existing tools to fit Regional and National needs and practices.

E. Background Information

Although Diagnostic Radiology has been in use for the many years, the quality of the services provided and the proper application of radiation protection principles have always taken for granted. However, in the modern era, that radiology has moved into much higher level of equipment and examination complexity but also of tentative patient doses, the proper implementation of quality and radiation protection practices, starting with justification is of increased significance.

The main aim of the project is to establish the proper basis for quality and safety practices in Diagnostic Radiology, through strengthening of the quality framework, development of guidelines and education and training of all the associated staff, including radiologists, radiographers and medical physicists.

As Member States and institutions are keen to adapt and adopt tools that will support the justification process for all stakeholders, relevant training of relevant staff is essential. The scope of the training workshop is related to enhancing patient care in diagnostic and interventional radiology through the training of radiologists nominated by Member States, on the benefits, structure and requirements of relevant tools for justification of individual patient exposure, and making participants with available resources and how they can be put in practice in the Member States.

F. Participation

The meeting is open to participants from TCEU Member States participating in the project RER6038 "Applying Best Practices for Quality and Safety in Diagnostic Radiology".

Each country is invited to nominate a **senior radiologist**, preferably with some experience in developing or adapting referral guidelines for imaging and their use, that can then act as the national focal point for promoting best practices in justification, through the application of relevant tools.

G. Participants' Qualifications and Experience

Noting that the scope of the workshop is related to enhancing patient care in diagnostic and interventional radiology, ideally a **radiologist** providing diagnostic or interventional services, preferably with some experience in referral guidelines and appropriateness criteria.

This workshop is not intended for participants working for regulatory authorities or as inspectors.

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

H. Application Procedure

Candidates wishing to apply for this event should complete their applications on the InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, nominations may be submitted on a TC Nomination Form. 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 submitted through the established official channels.

I. 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.

J. 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.

K. 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.

L. Organization

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