



IAEA

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国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

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National Liaison Officer/National Coordinator

In reply please refer to: **ME-RER6036-1806252**

Dial directly to extension: (+43 1) 2600-26306

2018-10-18

Subject: Regional Workshop on Risk Assessment in Advanced Radiotherapy Techniques, Vienna, Austria, from 14 to 18 January 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 RER6036, "Improving Radiotherapy Practices for Advanced Radiotherapy Technologies Including Quality Assurance and Quality Control".

The purpose of the event is to enhance knowledge on performing retrospective and prospective risk analysis and managing unintended and accidental patient exposure in advanced radiotherapy techniques, thus contributing to strengthening patient safety while delivering high quality radiotherapy services in participating Member States.

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 Vienna. 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 **9 November 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 Mayumi Yamamoto M.Yamamoto@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,

A handwritten signature in black ink, appearing to be 'M. Yamamoto', written in a cursive style.

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

Enclosures: Information Sheet



Regional Workshop on Risk Assessment in Advanced Radiotherapy Techniques

Hosted by

Vienna, Austria

14 – 18 January 2019

Ref. No.: ME-RER6036-1806252

Information Sheet

A. Purpose

The purpose of the event is to enhance knowledge on performing retrospective and prospective risk analysis and managing unintended and accidental patient exposure in advanced radiotherapy techniques, thus contributing to strengthening patient safety while delivering high quality radiotherapy services in participating Member States.

B. Working Language(s)

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

C. Deadline for Nominations

Nominations received after **9 November 2018** will not be considered.

D. Scope and Nature

The workshop will include discussions on the factors responsible for the safe delivery of radiotherapy services and will disseminate information on lessons learned from radiotherapy incidents and accidents that have occurred in the past, with a focus on advanced techniques, such as IMRT, SBRT, IGRT, IORT, 3D brachytherapy, etc. The workshop will advance participants knowledge of the critical aspects of radiotherapy safety learning and methods for retrospective and prospective risk analysis and improving safety culture. Participants will present the status of risk assessment in their hospital/country, measures to prevent unintended and accidental exposure, reporting and learning from unintended events, and distribution of responsibilities for patient safety. The workshop will involve presentations by experts and participants in groups and plenary sessions. Working session on using the IAEA safety reporting and learning system SAFRON will be organized.

E. Participation

The workshop is open to 40 participants from TCEU Member States participating in the project RER6036 on Improving Radiotherapy Practices for Advanced Radiotherapy Technologies Including Quality Assurance and Quality Control. Each country can nominate two participants with qualification as described below. Preference will be given to candidates from hospitals registered in SAFRON.

F. Participants' Qualifications and Experience

The national team should consist of two participants who are either a radiation oncologist, a qualified clinical medical physicist, or a radiation therapist at a leadership position in radiotherapy. The nomination form should clearly demonstrate their experience with using advanced radiotherapy techniques. The participants should be able to influence the implementation of acquired knowledge in their hospitals, and spread the knowledge and experiences to other radiotherapy departments in the country. Candidates who are also involved in the clinical training of radiotherapy professionals will be given preference.

This workshop is not intended for regulators, inspectors and other candidates not involved in daily clinical work in radiotherapy.

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

G. 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 ME 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.

H. 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.

I. 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.

J. 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.

K. IAEA Contacts

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