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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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In reply please refer to: RER/6/028/9001/01

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2010-05-06

Subject: Invitation to a Regional Workshop on Procedures and Guidelines for Quality Assurance/Quality Control of Diagnostic Equipment, Vienna, Austria, 29-31 July 2014

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 RER/6/028 – Establishing Quality Assurance /Quality Control in X Ray Diagnostics. 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 Vienna, Austria and provide Daily Subsistence Allowance (DSA) for the duration of the workshop in line with Agency rules and procedures.

Please submit duly completed Nomination Form for Meetings/Workshops by the latest 6 June 2014. 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, Mr Andrejs Salmins, through IAEA Official Fax (+43-1-26007) or E-Mail (Official.Mail@iaea.org).

Yours sincerely,

Manase Peter Salema

Director

Division for Europe

Department of Technical Cooperation

Enclosures: Prospectus
Nomination Form

International Atomic Energy Agency

Workshop on procedures and guidelines for QA/QC of diagnostic equipment

PROSPECTUS

- Project Number & Title:** RER/6/028 – Establishing Quality Assurance/Quality Control in X Ray Diagnostics
- Place (City, Country):** IAEA, Vienna, Austria
- Dates:** 29-31 July 2014
- Deadline for Nominations:** 6 June 2014
- Organizers:** The International Atomic Energy Agency (IAEA)
- Host Country Organizer:** Mr Andrejs Salmins
Programme Management Officer
Department of Technical Cooperation
Division for Europe
Tel: 4312600-26442
Email: a.salmins@iaea.org
- Language:** English
- Purpose:** The main aim of the workshop is to establish the proper basis for quality services in Diagnostic Radiology, through the education and training of the associated staff to QA/QC procedures. The aim of this first workshop will be to identify the current status of the project participants in terms of infrastructures, human resources, quality management systems and quality control practices. This will be the input required to discuss and agree on the corresponding training activities foreseen in the project.
- Expected Output(s):** The current status of the infrastructures, human resources, quality management systems and quality control practices in participating Member States will be discussed and assessed for the planning of tailored training activities in the project.
- Scope and Nature:** Fact-finding workshop through presentation of the current status of the project participating countries in terms of infrastructures, human resources, quality management systems and quality control practices. Discussion of the project work-plan and design of training activities foreseen in the project.

Background Information:	In most CIS and Eastern European countries, there has been limited number of new X ray equipment delivery for medical X ray diagnosis for more than 20 years and many old X ray equipment is operated dating from 1970-1990. Technical conditions of old X ray machines require maintenance procedures. Personnel working with X ray equipment do not have sufficient professional skills for carrying out quality assurance and control during medical X ray diagnostics. In this regard, there is an urgent need for the training of clinically qualified medical physicists who are responsible carrying out quality assurance and control of medical X ray devices.
Participation:	The workshop is open to participants from European Member States participating in the project RER/6/028 on Establishing Quality Assurance/Quality Control in X Ray Diagnostics.
Participants' Qualifications:	<p>Noting that the scope of the new project is related to diagnostic radiology, the participant should be a medical physicist experienced in QA/QC procedures in diagnostic radiology ideally working in a clinical environment. In case there is no medical physicist experienced in diagnostic radiology, the following nominations could be considered:</p> <ul style="list-style-type: none"> (i) A medical physicist working in radiotherapy or nuclear medicine, if there is clear intension to be utilized to initiate QA/QC mechanisms and procedures in diagnostic radiology. (ii) A radiologist with keen interest in establishing quality assurance practices. <p>The participant should be able to gather information and present the current status of the infrastructures, human resources, quality management systems and quality control practices in the Member State.</p> <p>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.</p>
Nomination Procedure:	<p>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.</p> <p>The completed nomination forms should be sent to the Programme Management Officer for this project, Mr Andrejs Salmins, through IAEA Official Fax (+43-1-26007) or E-Mail (Official.Mail@iaea.org), not later than 6 June 2014. Nominations received after this date or which have not been routed through the established official channels cannot be considered.</p>
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 Vienna, Austria, 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.