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International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

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National Liaison Officer

2016-03-18

Subject: Invitation to a Regional Workshop on the Implementation QA Program - QUAADRIL, Athens, Greece, 29 August – 2 September 2016

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/6/032 – Strengthening Quality Assurance and Quality Control in Diagnostic X Rays: Phase II. The purpose of the workshop and related information are outlined in the attached Prospectus.

For candidates who are selected by the IAEA, the IAEA will cover the cost of return international travel from the home country to Athens, Greece and provide Daily Subsistence Allowance (DSA) for the duration of the workshop in line with IAEA rules and procedures.

Please submit nominations to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouch.iaea.org>). Only if this is not possible, nominations may be submitted on the Nomination Form for Meeting/Workshop available on the IAEA website: <http://www.iaea.org/technicalcooperation/How-to-take-part/In-meetings-WS/index.html>. Completed forms should be endorsed by relevant national authorities and sent to the Programme Management Officer for this project, Mr Asif Salahuddin (IAEA Official Fax: +43-1-26007 or E-Mail Official.Mail@iaea.org), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than **13 June 2016**.

Yours sincerely,

Martin Krause
Director
Division for Europe
Department of Technical Cooperation

Enclosure: Prospectus

International Atomic Energy Agency

Workshop on the Implementation QA program - QUAADRIL

PROSPECTUS

Project Number & Title:	RER/6/032 – ‘Strengthening Quality Assurance and Quality Control in Diagnostic X rays: Phase II’
Place (City, Country):	Athens, Greece
Dates:	29 August – 2 September 2016
Deadline for Nominations:	13 June 2016
Organizers:	The International Atomic Energy Agency (IAEA) in collaboration with the Government of Greece through the Konstantopoulio General Hospital of Nea Ionia.
Host Country Organizer:	Ms Virginia TSAPAKI Konstantopoulio General Hospital of Nea Ionia 3-5 Agias Olgas str., 14233 Nea Ionia, Athens Greece Tel: 302132057132 Fax: 302132057158 E-mail: virginia@otenet.gr
Language:	English
Purpose:	The objective of this workshop is to develop a roadmap and draft material that can be used (supplementary to the already developed material by the IAEA) as an initial template for institutions in the Member States that wish to develop a more formal and comprehensive Quality Assurance system.
Expected Output(s):	<ul style="list-style-type: none">• Structured work plan/roadmap for establishing a comprehensive QA program.• Templates of procedures and policies that could be utilized as parts of an institutional Quality Manual.• As this event partially coincides with the 1st European Congress of Medical Physics (Athens, 1-4 September 2016), the workshop participants could benefit from the exposure to state of the art topics on Medical Physics and strengthen professional networking in the region.
Scope and Nature:	Guidance development workshop. Through initial presentations the requirements of a comprehensive Quality Assurance program in Diagnostic Radiology (as described in the IAEA QUAADRIL methodology) will be presented. Implementation strategies and documentation requirements will be discussed. As a major part of the QA program is associated with documented procedures and policies, the participants will be split in smaller teams to work on the development

of templates for policies and procedures which will then be utilized by Member States to develop comprehensive systems to manage quality.

Background Information:

Although Diagnostic Radiology has been in use for the last many years, the quality of the services provided has always been taken for granted. However, in the modern era, quality comes as the results of a structured process that requires involvement of all associated staff and commitment from the management. Although institutions are keen to develop comprehensive quality systems, as the ones described in the IAEA QUAADRIL methodology, the lack of a detailed roadmap and necessary documentation make this task very complicated.

This activity has been proposed by the counterparts, during the coordination meeting of RER6028 in June 2014.

Participation:

The workshop is open to up to **15** participants from European Member States participating in the project RER/6/032 on Strengthening Quality Assurance and Quality Control in Diagnostic X rays.

Participants' Qualifications:

Noting that the scope of the project is related to quality assurance in diagnostic radiology, the participant should be either a medical physicist, or a radiologist or a senior radiographer highly experienced in QC procedures in diagnostic radiology working in a clinical environment and familiar with Quality Management Systems and formal Quality Assurance procedures.

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.

Nomination Procedure:

Please submit nominations to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouch.iaea.org>). Only if this is not possible, nominations may be submitted on the Nomination Form for Meeting/Workshop available on the IAEA website: <http://www.iaea.org/technicalcooperation/How-to-take-part/In-meetings-WS/index.html>. Completed forms should be endorsed by relevant national authorities and sent to the Programme Management Officer for this project, Mr Asif Salahuddin (IAEA Official Fax: +43-1-26007 or E-Mail Official.Mail@iaea.org), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than **13 June 2016**.

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 Athens, Greece, 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.