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国际原子能机构
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Agence internationale de l'énergie atomique
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National Liaison Officer/National Coordinator

2018-01-17

Subject: Regional Training Course on Quality Assurance and Quality Management Systems for Diagnostic Radiology in Banja Luka, Bosnia and Herzegovina, from 19 to 23 March 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 course is to familiarize participants with the requirements, structure and elements of advanced quality management systems for diagnostic radiology.

The Information Sheet and Logistical Arrangements available on the IAEA's InTouch+ platform provide further details, including technical and administrative aspects of the course. 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 Banja Luka. 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 course in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **9 February 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 by email, fax or mail. 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
Project Management Officer
Division for Europe
Department of Technical Cooperation



Regional Training Course on Quality Assurance and Quality Management Systems for Diagnostic Radiology

Hosted by

The Government of Bosnia and Herzegovina

through

Clinical Center Banja Luka

19 – 23 March 2018

Ref. No.: RER6038 EVT 1706035

Information Sheet

A. Purpose

The purpose of the course is to familiarise participants with the requirements, structure and elements of advanced quality managements systems for diagnostic radiology.

B. Working Language(s)

The working language of the event will be English.

C. Deadline for Nominations

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

D. Scope and Nature

The training course will contain lectures and practical sessions for specific training of complete teams of professionals involved in QA (medical physicist, radiographers and radiologists). The expected outputs of the course are:

- Delegates with an understanding of a quality manual and the associated quality systems which underpinned it.
- Delegates acquainted with each profession contribution to the framework of quality.
- Strengthened multidisciplinary approach to developing and sustaining quality systems in diagnostic and interventional radiology.

E. Background Information

Although Diagnostic Radiology has been in use for the 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, relevant training of all stakeholders (radiologist, medical physicist, radiographer) is essential.

The scope of the training workshop is related to enhancing patient care in diagnostic and interventional radiology through the development of comprehensive quality practices and a complete team of collaborating professionals (radiologist, radiographer, medical physicist) will participate by each nominated Member State, strengthening team work and facilitating initiation of relevant activities in the Member States.

F. Participation

The meeting is open to 25 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 medical physicist** providing services in a clinical environment, performing QC and dosimetry procedures for diagnostic radiology or
- **a radiologist** providing diagnostic or interventional services, preferably with administrative experience or
- **a senior radiographer** providing administration of clinical services in diagnostic radiology and familiar with Quality Management Systems and formal Quality Assurance procedures.
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Preference will be given to complete teams; however consideration will be given to partial teams, in case of **justified lack of relevant members**.

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 **complete team of three collaborating clinical professionals** (radiologist, radiographer, medical physicist) should be nominated by each Member State to strengthen team work and facilitate initiation of relevant activities in the Member States.

The participants should be

- **a medical physicist** providing services in a clinical environment, performing QC and dosimetry procedures for diagnostic radiology or
- **a radiologist** providing diagnostic or interventional services, preferably with administrative experience or
- **a senior radiographer** providing administration of clinical services in diagnostic radiology and familiar with Quality Management Systems and formal Quality Assurance procedures.

Preference will be given to complete teams; however consideration will be given to partial teams, in case of **justified lack of relevant members**.

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 for Meetings](#). 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.