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الوكالة الدولية للطاقة الذرية  
国际原子能机构  
International Atomic Energy Agency  
Agence internationale de l'énergie atomique  
Международное агентство по атомной энергии  
Organismo Internacional de Energia Atómica

National Liaison Officer

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2017-05-26

**Subject:** Invitation to a Regional Workshop on Inspecting Medical Exposure, Ljubljana, Slovenia,  
25-29 September 2017

Dear National Liaison Officer,

I am pleased to invite you to send nominations of suitable candidates to participate in the above-mentioned meeting under the framework of workshop under the framework of TC Project RER/9/135 – Strengthening Radiation Protection of Patients and Medical Exposure Control. 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 Ljubljana, Slovenia 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, Ms Sandra Marie Steyskal (IAEA Official Fax: +43-1-26007 or E-Mail [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org)), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than **16 June 2017**.

Yours sincerely,

Martin Krause  
Director  
Division for Europe  
Department of Technical Cooperation

Enclosure: Prospectus  
Occupational Exposure History Form

# International Atomic Energy Agency

## Regional Workshop on Inspecting Medical Exposure

### PROSPECTUS

<b>Project Number &amp; Title:</b>	RER/9/135: Strengthening Radiation Protection of Patients and Medical Exposure Control
<b>Place (City, Country):</b>	Ljubljana, Slovenia
<b>Dates:</b>	25-29 September 2017
<b>Deadline for Nominations:</b>	<b>16 June 2017</b>
<b>Organizers:</b>	The International Atomic Energy Agency (IAEA) in collaboration with the Government of the Republic of Slovenia
<b>Host Country Organizer:</b>	Mr Dejan Zontar Slovenian Radiation Protection Administration Ajdovscina 4 1000 Ljubljana Slovenia  Tel: 00386 1 4788709 Fax: 00386 1 4788715 E-mail: Dejan.Zontar@gov.si
<b>Language:</b>	English
<b>Purpose:</b>	The purpose of the workshop is to learn how inspections are planned, organized and used for ensuring safe use of ionizing radiation in diagnostic and interventional radiology, nuclear medicine and radiotherapy, with a focus on inspecting QA/QC system, optimization and justification medical procedures using ionizing radiation. Participants will observe on site how inspections are practiced and share experiences and good practices in proper communication between inspectors and end-users. Participants will also learn how continuous training of inspectors is organized and their competence kept up to date.
<b>Expected Output(s):</b>	Following participation in the workshop, participants will have upgraded knowledge on effective inspection in medical facilities in support of the implementation of the requirements for radiation protection in medicine. It is expected that this will also result in improved inspection programs for medical uses of ionizing radiation in the counterparts' competent authorities.
<b>Scope and Nature:</b>	The workshop will consist of presentations and practical sessions on onsite inspection in medical facilities and the analysis of the inspections. Discussions will be held to compare inspection approaches and tools, preparation of reports; practical session on measuring equipment and protocols used in inspections. A significant part of the

program will be devoted to practical work and discussions to enable participants to share and learn good practice.

**Background Information:**

The overall objective of the regional project RER/9/135 is to improve radiation protection of patients in compliance with requirements of the International Basic Safety Standards through the following sub-objectives: a) Justification and appropriate use of medical exposure; b) Optimisation of medical exposure in diagnostic and interventional radiology, nuclear medicine and radiotherapy; c) Implementation of the framework for radiation protection in medicine in hospitals in different Member States; and d) Improvement of the role of competent authorities in the implementation of proper medical exposure control.

One of the project tasks is focused on applying efficient mechanisms for regulatory support to justification and optimisation of medical exposure (Task 10). The goal is to strengthen the knowledge of inspectors and to improve the regulatory support for implementing principles of justification and optimization in medical uses of ionizing radiation.

**Participation:**

The workshop is open to up to six participants representing active counterparts in the regional project RER/9/135. The Member State nominating participants should have regulation on radiation protection in medicine in line with the International BSS that should be evident from the RASIMS country profile for TSA3 (Medical exposure). If more nominations are received, preference will be given to candidates from non-EU Member States and counterparts working on Task 10 “Applying efficient inspection program to control justification and optimisation of medical exposure.” One participant per country will be accepted.

**Participants’ Qualifications:**

Participants should work as inspectors in the national competent authority responsible for radiation protection in medical uses of ionizing radiation, and should have particular experience in inspecting medical exposure (exposure of patients, carers and comforters and volunteers in biomedical research programmes). They should be involved in inspecting the implementation of the requirements for justification and optimization of medical exposure in diagnostic and interventional radiology, nuclear medicine and radiotherapy, including quality assurance, patient dosimetry, DRLs, preventing and reporting accidental exposure of patients, improving practical protection of patients and medical staff. Participants should have sufficient proficiency to express themselves in English 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, **Ms Sandra Marie Steyskal** (IAEA Official Fax: +43-1-26007 or E-Mail [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org)), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than **16 June 2017**.

**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 **Ljubljana, Slovenia**, 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.