



**IAEA**

*Atoms for Peace and Development*

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 Energía Atómica

Vienna International Centre, PO Box 100, 1400 Vienna, Austria  
Phone: (+43 1) 2600 • Fax: (+43 1) 26007  
Email: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) • Internet: <https://www.iaea.org>

In reply please refer to: ME-RER9147-1901781  
Dial directly to extension: (+43 1) 2600-21964

National Coordinators /  
Project Coordinators

2019-03-18

Subject: Regional Workshop on Improving Patient Safety and Preventing Skin Injuries in Fluoroscopy guided Interventional Procedures by Using SAFRAD Database, Belgrade, Serbia, from 10 June 2019 to 14 June 2019

Dear National Coordinator / Project 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 RER9147, "Enhancing Member States' Capabilities for Ensuring Radiation Protection of Individuals Undergoing Medical Exposure".

The purpose of the event is to contribute to enhancing prevention of skin injuries and improving radiation protection of patients in the complex fluoroscopy guided interventional procedures, by establishing local systems for reporting and managing exposures above defined trigger levels and implementing follow-up procedures for affected patients. Feedback and new data will be collected from registered users of the IAEA voluntary reporting system SAFRAD (SAFety in RADiological procedures), designed to collect information for such events.

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.

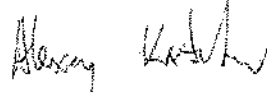
The IAEA will provide non-local participants with a round-trip air ticket based on the most direct and economical route between the airport nearest the participant's residence and Belgrade. Travel details will be agreed with the participants upon receipt of their official nomination. Participants will 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 **8 April 2019** 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](mailto:Official.Mail@iaea.org), with copy to Mr Alexey Katukhov [A.Katukhov@iaea.org](mailto:A.Katukhov@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 read "Alexey Katukhov". The signature is written in a cursive style with some loops and flourishes.

Alexey Katukhov  
Programme Management Officer  
Division for Europe  
Department of Technical Cooperation

Enclosure: Information Sheet



# **Regional Workshop on Improving Patient Safety and Preventing Skin Injuries in Fluoroscopy guided Interventional Procedures by Using SAFRAD Database**

Hosted by

The Government of Serbia

through the

"VINCA" Institute of Nuclear Sciences

Belgrade, Serbia

**10 June 2019 – 14 June 2019**

Ref. No.: ME-RER9147-1901781

## **Information Sheet**

### **Purpose**

The purpose of the event is to contribute to enhancing prevention of skin injuries and improving radiation protection of patients in the complex fluoroscopy guided interventional procedures, by establishing local systems for reporting and managing exposures above defined trigger levels and implementing follow-up procedures for affected patients. Feedback and new data will be collected from registered users of the IAEA voluntary reporting system SAFRAD (SAFety in RADiological procedures), designed to collect information for such events.

### **Working Language(s)**

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

## **Deadline for Nominations**

Nominations received after 8 April 2019 will not be considered.

## **Scope and Nature**

The meeting will consist of working sessions to learn how to prepare and submit report, lectures from experts on defining trigger levels, managing skin injuries and follow-up action, and information exchange among participants.

## **Participation**

The event is open to 20 participants from Member States.

The meeting is open to maximum 20 participants from Member States participating in the TC regional project RER/9/147 "Enhancing Member States' Capabilities for Ensuring Radiation Protection of Individuals". Participants should come from facilities registered in the IAEA reporting system SAFRAD (<https://www.iaea.org/resources/rpop/resources/databases-and-learning-systems/safRAD>). Prior to the meeting, participants will receive data collection forms and instructions and should come to the meeting with retrospectively or prospectively collected cases and examples from their local practice. Each country is invited to nominate one or more participants who must match the profile described in the corresponding paragraph.

## **Participants' Qualifications and Experience**

Participants should be health professionals representing facilities where fluoroscopy guided procedures are performed. The representative can be either a medical physicist, a radiation protection officer or a medical practitioner who acts as the coordinator of the local reporting of patient dose indices from interventional procedures and for monitoring of the follow up of patients submitted to events above defined trigger levels. The selected participant is expected to disseminate the acquired knowledge and information through their professional societies or other appropriate channels.

As the training course will be conducted in English, participants should have sufficient proficiency to follow lectures and express themselves in this language without difficulty.

# 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](mailto:InTouchPlus.Contact-Point@iaea.org) or [TC-AIPS-PL4.Contact-point@iaea.org](mailto: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.

## **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.

## **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.

## **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.

## IAEA Contacts

Programme Management Officer (responsible for substantive matters):

Mr Alexey Katukhov  
Division for Europe  
Department of Technical Cooperation  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA  
Tel.: +43 1 2600 21964  
Fax: +43 1 26007  
Email: A.Katukhov@iaea.org

Administrative Contact (responsible for administrative matters):

Ms Dragana Rainer  
Division for Europe  
Department of Technical Cooperation  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA  
Tel.: +43 1 2600 25987  
Fax: +43 1 26007  
Email: D.RAINER@iaea.org