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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 Officers /
National Coordinators

In reply please refer to: TN-RER6038-1900311
Dial directly to extension: (+43 1) 2600-26647

2019-07-22

Subject: Regional Training Course on Quality Assurance and Dosimetry in Computed Tomography, Coimbra, Portugal, from 4 November 2019 to 8 November 2019

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 event is to train participants on quality assurance programs, advanced QC and dosimetry in computed tomography systems (including cone beam CT), promoting optimization protocols and dose reduction techniques.

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 Coimbra. 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.

Occupational Exposure to Radiation: This activity may involve occupational exposure to radiation. Therefore, persons nominated are required to duly complete and return the attached Occupational Exposure History (OEH) form. The IAEA will provide participants in due course with a dosimeter to monitor their occupational exposure during this event.

We would appreciate receiving your country's nominations by **28 August 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, by email to Official Mail - IAEA Mail address Official.Mail@iaea.org, with copy to Ms Katherina Deufrains K.L.Deufrains@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,

Katherina Deufrains
Programme Management Officer
Division for Europe
Department of Technical Cooperation

Enclosures: Information Sheet
OEH Form

IAEA
International Atomic Energy Agency
Atoms for Peace and Development

Regional Training Course on Quality Assurance and Dosimetry in Computed Tomography

Hosted by

The Government of Portugal

through the

Hospitais da Universidade de Coimbra

Coimbra, Portugal

4 to 8 November 2019

Ref. No.: TN-RER6038-1900311

Information Sheet

Purpose

The purpose of the event is to train participants on quality assurance programs, advanced QC and dosimetry in computed tomography systems (including cone beam CT), promoting optimization protocols and dose reduction techniques.

Working Language(s)

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

Deadline for Nominations

Nominations received after **28 August 2019** will not be considered.

Project Background

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 .
Furthermore, there is a significant shortage of Quality Assurance practices and medical physicists working in the field of Diagnostic Radiology. Especially in digital imaging, training in the region is required to build human capacities that can support modern technologies in terms of QA.
The aim of RER6038, building on the previous RER6028 and RER6032, 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.

Scope and Nature

The objective of the course (lectures and hand on training) will be to familiarise participants (medical physicists) with the CT technology and CT dosimetry, as well as procedures performing quality control testing of CT and CBCT equipment. It will include topics such as:
· Physics and technology of CT
· Performance requirements in CT
· Image quality assessment
· Dosimetry for CT and CBCT
· QC program and tests
· Optimization of clinical CT protocols

Participants' Qualifications and Experience

Noting that the scope of the project is related to clinical diagnostic radiology, and in line with the recommendations of the International Basic Safety Standards, the participant should be a medical physicist currently working, or having been recruited to work, in a diagnostic radiology department. In case of lack of appropriate candidate, and after proper justification, a medical physicist working in organizations providing QA/QC and/or dosimetry services to diagnostic radiology departments or working as medical physicists in radiotherapy or nuclear medicine departments using CT and CBCT can be also nominated. This course is not intended for participants working for regulatory authorities or as inspectors.
As the event will be conducted in English, participants should have sufficient proficiency to deliver and follow lectures and express themselves in this language without difficulty

Occupational Exposure to Radiation

This event may involve occupational exposure to radiation. Therefore, persons nominated are required to duly complete and return the Occupational Exposure History (OEH) form. The IAEA will provide participants in due course with a dosimeter to monitor their occupational exposure during this event.

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 or TC-AIPS-PL4.Contact-point@iaea.org.

Should this not be possible, applicants may download the Nomination Form for the TN 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

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