



Inter-Regional Training Course on Quality Assurance Teams for Radiation Oncology

Hosted by

The International Atomic Energy Agency
IAEA Headquarters
Vienna, Austria

19 to 23 October 2020

Ref. No.: TN-INT6063-2002889

Information Sheet

Purpose

The purpose of the event is to present the auditing methodology based on the IAEA report “Comprehensive Audits of Radiotherapy Practices. A Tool for Quality Improvement – Quality Assurance Team for Radiation Oncology (QUATRO)” for radiotherapy practitioners who would conduct comprehensive audits of radiotherapy practices in the IAEA Member States.

Working Language(s)

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

Deadline for Nominations

Nominations received after 21 August 2020 will not be considered.

Project Background

QUATRO is an activity that reviews the quality of operations of radiotherapy programmes in Member States. The term audit in this context refers to an independent external evaluation, assessment or peer-review. QUATRO is a multidisciplinary and comprehensive audit which puts emphasis on radiotherapy infrastructure and process. Since its inception in 2005 more than 105 QUATRO audits have been performed of a large variety of radiotherapy departments in many Member States. This has highlighted the need for a standardised approach both in assessment and reporting of outcomes.

Scope and Nature

The training course will consist of lectures and interactive discussion sessions. The programme will involve different aspects of quality management in radiotherapy, with the focus on the infrastructure and radiotherapy process including radiation oncology, medical physics and RTT component.

Participants of the training course will exchange experience, views and skills necessary to establish a culture of reviewing essential elements of clinical service for continuous improvement in radiation oncology by implementing Quality Management Systems. They are expected to serve as the future QUATRO Auditors in the region to conduct comprehensive audits of radiotherapy practices.

Participation

The training course is open to Member States from Africa, Asia and the Pacific, Latin America and the Caribbean and European regions, participating in the project INT6063 to improve the quality of Radiation Oncology practice by implementing quality management systems in the clinical practice.

Participants' Qualifications and Experience

Candidates should be experienced radiation oncologists (RO), radiotherapy medical physicists (MP), and radiation therapists (RTT) working at a radiotherapy department. It is desirable that the candidates have experience in quality management in radiotherapy. Each country should nominate a team of RO, MP and RTT, preferably from a single radiotherapy centre.

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

The training course consists of lectures, and group discussions.

Application Procedure

Candidates wishing to apply for this event should follow the steps below:

1. Access the InTouch+ home page (<https://intouchplus.iaea.org>) using the candidate's existing Nucleus username and password. If the candidate is not a registered Nucleus user, she/he must create a Nucleus account (<https://websso.iaea.org/IM/UserRegistrationPage.aspx>) before proceeding with the event application process below.
2. On the InTouch + platform, the candidate must:
 - a. Finalize or update her/his personal details, provide sufficient information to establish the required qualifications regarding education, language skills and work experience ('Profile' tab) and upload relevant supporting documents;
 - b. Search for the relevant technical cooperation event (EVT2002889) under the 'My Eligible Events' tab, answer the mandatory questions and lastly submit the application to the required authority.

NOTE: Completed applications need to be approved by the relevant national authority, i.e. the National Liaison Office, and submitted to the IAEA through the established official channels by the provided designation deadline.

For additional support on how to apply for an event, please refer to the [InTouch+ Help page](#). Any issues or queries related to InTouch+ can be addressed to InTouchPlus.Contact-Point@iaea.org.

Should online application submission not be possible, candidates may download the nomination form for the training course from the [IAEA website](#).

NOTE: A medical certificate signed by a registered medical practitioner dated not more than four months prior to starting date of the event must be submitted by candidates when applying for a) events with a duration exceeding one month, and/or b) all candidates over the age of 65 regardless of the event duration.

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):

Ms Mayumi Yamamoto
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 26306
Fax: +43 1 26007
Email: M.Yamamoto@iaea.org

Mr Kamal Akbarov
Division of Human Health
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 26511
Fax: +43 1 26007
Email: k.akbarov@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