



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

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In reply please refer to: **ME-RER6036-1905069**

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National Liaison Officers /
National Coordinators

2019-09-13

Subject: Regional Workshop on Assuring Patient Safety and Management of Doses from Imaging in Radiotherapy, Budapest, Hungary, from 25 to 27 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 RER6036, "Improving Radiotherapy Practices for Advanced Radiotherapy Technologies Including Quality Assurance and Quality Control".

The purpose of the event is to identify radiation protection issues associated with the use of imaging in radiotherapy with a focus on imaging procedures to guide treatment, and to suggest strategies for managing doses and strengthening patient safety while delivering high quality radiotherapy services in participating Member States.

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.

We would appreciate receiving your country's nominations by **2 October 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, with copy to Ms Mayumi Yamamoto M.Yamamoto@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,

Mayumi Yamamoto

Programme Management Officer

Division for Europe

Department of Technical Cooperation

Enclosure: Information Sheet



Regional Workshop on Assuring Patient Safety and Management of Doses from Imaging in Radiotherapy

Hosted by

The Government of Hungary

through the

National Institute of Oncology

Budapest, Hungary

25 to 27 November 2019

Ref. No.: ME-RER6036-1905069

Information Sheet

Purpose

The purpose of the event is to identify radiation protection issues associated with the use of imaging in radiotherapy with a focus on imaging procedures to guide treatment, and to suggest strategies for managing doses and strengthening patient safety while delivering high quality radiotherapy services in participating Member States.

Working Language(s)

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

Deadline for Nominations

Nominations received after **2 October 2019** will not be considered.

Scope and Nature

Goal of radiotherapy is to conform the treatment to the targeted area while minimizing dose to surrounding normal tissues. Imaging is increasingly used at various points in the radiotherapy process. Although imaging can increase dose to both the treatment site and surrounding normal tissues, patient dose from imaging procedures in radiotherapy has traditionally been regarded as unimportant in comparison with the therapeutic dose. The image guided radiotherapy (IGRT) is rapidly expanding, and the imaging component of IGRT can contribute significant patient doses. The goal of this workshop is to identify radiation protection issues associated with IGRT imaging and suggest management strategies. The discussion will cover the use of imaging for simulation, verification, and image guidance during radiotherapy treatments, with a focus on justification and optimization strategies, and responsibilities of team members. What can go wrong and how to prevent will be discussed, using examples from the IAEA Safety and Learning System SAFRON and other published resources. Results of the survey performed among TC Europe Member States will be presented, and next actions planned to improve patient safety while ensuring high quality radiotherapy services.

Participants' Qualifications and Experience

The national team should consist of two participants who are a radiation oncologist and a qualified clinical medical physicist at a leadership position in radiotherapy. The nomination form should clearly demonstrate their experience with using IGRT. The participants should be able to influence the implementation of acquired knowledge in their hospitals and spread the knowledge and experiences to other radiotherapy departments in the country. Candidates who are also involved in the clinical training of radiotherapy professionals will be given preference.

This workshop is not intended for regulators, inspectors and other candidates not involved in daily clinical work in radiotherapy.

As the workshop will be conducted in English, participants should have sufficient proficiency to deliver and follow presentations and discussions 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 or 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

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