



# **Regional Training Course on Multidisciplinary Quality and Optimization Practices in Computed Tomography (CT)**

**Hosted by**

The Government of Latvia

**through the**

Children Clinical University Hospital

Riga, Latvia

**27 November 2017 – 1 December 2017**

**Ref. No.: TN-RER6032-1702916**

## **Information Sheet**

### **A. Purpose**

The purpose of the course is to familiarise participants (radiologists, radiographers and medical physicists) with the procedures for quality and optimization practices in Computed Tomography (CT).

### **B. Working Language(s)**

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

### **C. Deadline for Nominations**

Nominations received after **29 September 2017** will not be considered.

## **D. Scope and Nature**

The course will consist of lectures on basics of imaging equipment, quality control and quality assurance procedures, practical exercises and class discussions.

## **E. Participation**

The meeting is open to **25** participants from Member States.

Each country is invited to nominate **a complete team of collaborating professionals (radiologist, radiographer, medical physicist)** who must match the profile described in the corresponding paragraph, indicating the order of priority.

Preference will be given to complete teams; however consideration will be given to partial teams, in case of justified lack of relevant members.

## **F. Participants' Qualifications and Experience**

Noting that the scope of the training course is related to enhancing patient care in diagnostic and interventional radiology, ideally a complete team of collaborating professionals (radiologist, radiographer, medical physicist) should be nominated by each Member State to strengthen team work and facilitate initiation of relevant activities in the Member States. The participant should be a radiologist providing diagnostic services, a senior radiographer providing clinical services, or a medical physicist providing services in a clinical environment, performing QC and dosimetry procedures for diagnostic radiology and familiar with CT practices.

This course is not intended for participants working for regulatory authorities or as inspectors.

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

## G. Application Procedure

1. Access the IAEA TALEO page (<https://iaea.taleo.net/>) and complete the Candidate Profile.
2. Be registered on the Nucleus page of the IAEA (<https://nucleus.iaea.org/>).
3. Through Nucleus you access the InTouch+ platform (<https://nucleus.iaea.org/Pages/InTouchPlus.aspx>) where the Profile is completed (My Profile tab).

It is very important that you make sure that the email you use for TALEO and Nucleus is the same. If not, your profile will not appear complete.

4. On the InTouch + platform, under 'My InTouch +' tab:
  - a. In 'My Institute' section you must select the institute / organization that you work / represent.
  - b. In the IAEA Recruitment Platform section, 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.*

After following the instructions mentioned above, you will have completed your profile and can apply for Technical Cooperation events.

5. In the InTouch + platform, in the 'Applications' tab proceed to 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)

**Event: EVT1702916**

**Event deadline: 27 November 2017**

**Only applications submitted through the National Liaison Officer will be accepted.**

**Applications received outside the deadline or incomplete (TALEO & InTouch+) will not be accepted.**

The deadline for the calls is established according to European Central Time.

## **H. 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.

## **I. 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.

## **J. 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.

## **K. Organization**

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Subsequent correspondence on scientific matters should be sent to the Programme Management Officer and correspondence on other matters related to the meeting to the Administrative Contact.