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国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

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National Liaison Officers

In reply please refer to: **TN-INT6063-2403544**

Dial directly to extension: (+43 1) 2600-26306

2024-07-03

Subject: Interregional Training Course on Train-the-Trainer on Quality Management Audits in Nuclear Medicine Practices (QUANUM) and the Patient Journey Audit, in Houston, Texas, USA from 11 to 15 November 2024

Dear National Liaison Officer,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is organizing the above event under the IAEA technical cooperation project INT6063, "Improving Quality of Radiotherapy, Nuclear Medicine and Radiology Services Through the Implementation of Quality Management Programs".

The purpose of the event is to train the participants on how to design and implement a Quality Management System in Nuclear Medicine and conduct audits in accordance with the guidelines of the quality management (QUANUM) document and the IAEA Patient Journey Audit Tool.

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. Member States are strongly encouraged to identify women participants.

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 regarding administrative and financial matters.

Selected participants will receive a stipend to cover meals & incidental expenses via bank transfer, paid accommodations, and 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.

Travel details will be agreed with the participants upon receipt of their official nomination.

We would appreciate receiving your country's nominations by **22 July 2024** 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 and Ms Angie Mieses A.Mieses-Concepcion@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 be 'M. Yamamoto', written in a cursive style.

Mayumi Yamamoto
Programme Management Officer
Division for Europe
Department of Technical Cooperation

Enclosure: Information Sheet



Interregional Training Course on Train-the-Trainer on Quality Management Audits in Nuclear Medicine Practices (QUANUM) and the Patient Journey Audit Tool

Hosted by

The Government of the United States of America

through the

Argonne National Laboratory

at **MD ANDERSON CANCER CENTER**

Houston, TX, United States of America

11 to 15 November 2024

Ref. No.: TN-INT6063-2403544 Improving Quality of Radiotherapy, Nuclear Medicine and Radiology Services Through the Implementation of Quality Management Programs

Information Sheet

Purpose

The purpose of the event is to train the participants on how to design and implement a Quality Management System in Nuclear Medicine and conduct audits in accordance with the guidelines of the quality management (QUANUM) document and the IAEA Patient Journey Audit Tool.

The course will provide participants with knowledge on how to conduct a Quality Management Audit of a Nuclear Medicine practice. In addition, participants will learn how use the PJAT to monitor the individual patient journey through the department. PJAT will inform Nuclear Medicine departments through self-assessment and data -driven decision making on ways to improve the quality of their services ensuring that they align with the highest global standards.

From the knowledge gained, participants are expected to develop a schedule of activities to work nationwide. They are also expected to serve as the future QUANUM team of Auditors and conduct comprehensive audits in nuclear medicine. It is also expected that after completing this course the participants will be able to train eligible staff to perform audits.

Working Language(s)

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

Deadline for Nominations

Nominations received after **22 July 2024** will not be considered.

Project Background

Quality management systems are essential and should be maintained with the intent to continuously improve effectiveness and efficiency, enabling nuclear medicine to achieve the expectations of its quality policy, satisfy its customers and improve professionalism in this speciality.

Regular quality audits and assessments such as QUANUM are vital for modern nuclear medicine services. More importantly, the entire QM and audit process must be systematic, patient-oriented and outcome-based. The management of services should also consider the diversity of nuclear medicine services around the world and multidisciplinary contributions. The latter include clinical, technical, radiopharmaceutical, medical physics and radiation safety procedures. During this course the participants will also be introduced to the PJAT which is an example of how a patient-oriented audit can monitor all aspects of the patient interaction with the department from booking the study to the dissemination of results.

Scope and Nature

This course addresses the application of an integrated management system approach that is applicable to nuclear medicine organizations. Aspects of radiation safety and patient protection should also be integral to the process. Such an approach ensures consistency in providing safe, quality and high-level services to patients and staff.

Through this course, skills and knowledge of nuclear medicine practitioners for quality management system will be upgraded, leading to improved health services for patients undergoing nuclear medicine diagnosis and treatment.

The course consists of lectures and practical exercises on the different aspects involved in quality management in clinical nuclear medicine. After completing this training course participants will be able to conduct quality audits.

Participation

The training course is open to 25 participants from the IAEA Member States in Latin America and the Caribbean, Africa, Asia and the Pacific, and Europe and Central Asia Regions.

Participants' Qualifications and Experience

Candidates should be professionals working in Nuclear Medicine departments, either as a physician, radio pharmacist, physicist, or technologist, with interest in learning how to assess a quality management system of a nuclear medicine department.

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 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. Download and complete the [Designation of Beneficiary and Emergency Contact Form](#), and upload to InTouch+ ('Profile' tab under the personal section) specifying the document name. If already provided, kindly discard this step; and
 - c. Search for the relevant technical cooperation event (EVT2403544) 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 a stipend to cover meals & incidental expenses via bank transfer, paid accommodations, and 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.

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.

Visas

Participants who require a visa to enter the United States of America should submit the necessary application as soon as possible to the nearest diplomatic or consular representative of the United States of America.

IAEA Contacts

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