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International Atomic Energy Agency

Agence internationale de l'énergie atomique

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National Liaison Officers/National Coordinators

In reply, please refer to: **ME-TC-RER6040-2405156**

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

2024-10-08

Subject: IAEA- ESTRO Best Practice in Radiation Oncology – A Workshop to Train the RTT (Radiation Therapist) Trainers, Vienna, Austria, from 16 to 20 December 2024

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 RER6040, “Enhancing Radiotherapy Delivery Through Improved Use of Advanced Dosimetry and Radiotherapy Techniques”.

The purpose of the workshop is to assist RTTs or professionals working as RTTs to improve their national education and training programmes/activities.

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.

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 Vienna or a travel allowance to purchase an air ticket. 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.

We would appreciate receiving your country’s nominations by **31 October 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 read 'M. Yamamoto', with a long horizontal flourish extending to the right.

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

Enclosure: Information Sheet



IAEA- ESTRO Best Practice in Radiation Oncology – A Workshop to Train the RTT (Radiation Therapist) Trainers

Hosted by

The International Atomic Energy Agency
IAEA Headquarters
Vienna, Austria

16-20 December 2024

Ref. No.: ME-RER6040-EVT2405156

Information Sheet

Purpose

The overall objective of the Workshop is to assist RTTs or professionals working as RTTs to improve their national education and training programmes/activities.

Working Language(s)

The working language of the event will be English.

Project Background

In recent years, access to radiotherapy (RT) services in Europe has been increasing. Many countries have purchased new equipment, and centres have purchased advanced equipment with a significant amount of quality assurance (QA) equipment. The treatment techniques include intensity modulated radiotherapy (IMRT), image guided radiotherapy (IGRT), stereotactic body radiation therapy (SBRT) and three-dimensional (3D) brachytherapy. Safe implementation of these advanced treatment modalities as well as use of advanced QA and dosimetric equipment, requires trained staff, including medical physicists (MP), radiation oncologists (RO) and radiation therapists (RTTs) as continuous effort. Well trained staff and a team approach ensures safe and effective treatment of patients.

RTTs are important members of radiotherapy teams, who are involved in the preparation and delivery of radiotherapy to patients. A lot of countries in the region still lack national education programmes for RTTs and/or access to continuous professional education. Some countries have joint national training programmes for diagnostic and therapeutic technologists, but the content lacks the level of details, knowledge, and skills relevant to radiation therapists, especially in the context of fast adoption of advanced RT techniques. Very often training for RTTs are delivered by other radiotherapy professionals (radiation oncologists and medical physicists) and lacks the focus and needs specific to the RTTs' profession.

Scope and Nature

The workshop will cover the following:

- Provide a platform for exchange of information about the barriers and solutions (including best practices) in education and training of RTTs.
- Define the gaps in radiotherapy content and encourage a greater focus on radiotherapy in the existing national education programmes and increase the standard of education for RTTs.
- Equip RTTs with the skills necessary to design, organise, deliver, and evaluate educational initiatives in their own language to RTTs in their own country.
- Identify relevant clinical radiotherapy issues that can catalyse training/quality improvement activities spearheaded by RTTs.
- Encourage RTTs to set up a regional/sub-regional or national network (e.g., working parties, regional or national groups/society).

Participation

The event is open to designated national counterparts for RER6040. Cost-free participation from RTTs experts from TC Europe donor countries, who are working on improvements of their education and training for RTTs is possible through partnership with ESTRO.

Participants' Qualifications and Experience

Main target audience are RTTs or professionals working as RTTs, who are involved in education and training of RTTs nationally or plan to establish national education and training activities. Minimum 3 years of professional experience is required. In addition:

- A team of 3 RTTs from different major departments across a country or a team of 2-3 RTTs from one department is eligible.
- Participants should represent or collaborate with the academic and clinical staff and the radiotherapy representative of their national society (if present in the country).
- Participants must be familiar with the current national education programme for radiation therapists (RTTs).
- In exceptional cases, a radiation oncologist or a medical physicist, who are involved in RTTs education and training can participate. However, one or 2 other country team members must be RTTs.

Participants should commit to initiate liaison with the national education provider; prepare appropriate documentation; attend and evaluate the two face-to-face courses; maintain communication with the faculty in the interim period and design, deliver, evaluate and provide feedback on a series of educational initiatives over a three-year period.

This is a two-year project and there will be Part II in 2025 which will be a follow-up of the first part to demonstrate achievements. Same participants who are applying to participate in Part I (2024) must commit to participation in Part II (2025).

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 (EVT2405156) 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

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