

International Atomic Energy Agency

Technical Cooperation Project

RLA6077

Taking Strategic Actions to Strengthen Capacities in the Diagnostics and Treatment of Cancer with a Comprehensive Approach (ARCAL CXLVIII)

TN-RLA6077-1807583

Argonne National Laboratories (ANL)

MD Anderson Cancer Center, Houston, TX, USA

29 April – 04 May 2019

PROSPECTUS

- Title:** Regional Training Course on Radiotherapy Imaging.
- Place:** Argonne National Laboratories (ANL), MD Anderson, Houston, Texas
- Date:** 29 April – 04 May 2019
- Deadline for nominations:** **February 15, 2019**
- Organizers:** The International Atomic Energy Agency (IAEA) in collaboration with the Government of the United States of America (USA) through the Argonne National Laboratory (ANL), Argonne, Illinois, USA, and MD Anderson Cancer Centre, Houston, Texas, USA
- Language:** The language of instruction will be both English and Spanish.
- Participation:** The training course is open to a maximum of 25 participants from IAEA Member States in the region of Latin America.
- Target countries:** Member States participating in the RLA6077 project
- Purpose of the course:** The purpose of the event is to train medical physicists on the use of diagnostics images and techniques in radiotherapy..
- Participants' qualifications and experience:** Candidates should be clinically qualified medical physicists with at least 2 years' experience working independently in a radiotherapy department and must participate in imaging for treatment planning and during treatment imaging for radiotherapy. The candidate should also be involved in routine quality assurance measurements for imaging in Radiotherapy.
- As the training course will be conducted in English and Spanish, participants should have sufficient proficiency to follow lectures and express themselves in both languages without difficulty.
- Candidates are also requested to provide a separate paragraph containing answers to all following questions:
- 1. For how long have you been working as a radiotherapy clinical medical physicist in a hospital?*
 - 2. What is the name of the Hospital/Centre you are currently working in?*
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3. *Do you currently work in a radiotherapy department? If yes, please briefly describe your main tasks.*
4. *What radiation therapy equipment is available (for example, Linacs, Co60, brachytherapy afterloader, including type and brand) in the hospital/centre you are working in?*
5. *What imaging equipment is available (for example, CT scans, IGRT equipment) in the hospital/centre you are working in?*
6. *What radiotherapy techniques are used in your current centre (for example, 3DCRT, IMRT, VMAT, etc.)?*
7. *What equipment is available in your hospital/centre for QA/QC in imaging*
8. *What are the activities you regularly perform in QA/QC of imaging in radiotherapy?*

Please note that incomplete applications or applications that do not provide answers to the above-mentioned questions will be rejected.

Application procedure:

Official nominations should be submitted via the IAEA application InTouch+ platform (<https://Intouchplus.iaea.org>) and sent through the official channels established i.e. through the designated National Liaison Office for IAEA Matters. They must be received by the International Atomic Energy Agency, through InTouch platform, not later than **February 15, 2019**.

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 TN 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.

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