



Technical Meeting on Safety Culture in Medical Uses of Radiation

**IAEA Headquarters
Vienna, Austria**

1–3 October 2018

Ref. No.: EVT1703356

Information Sheet

A. Introduction

Many medical errors in diagnostic imaging, nuclear medicine and radiotherapy can be attributed to the need for improvement of safety culture in the relevant facilities. As part of various efforts to address this issue, the International Atomic Energy Agency (IAEA) will develop a curriculum and training tools to provide staff at medical facilities with the information that they need to improve safety culture within their working environment.

B. Objectives

The purpose of the meeting is to develop training material for strengthening radiation safety culture in medicine. Participants from Member States and professional organizations will be requested to provide information on current activities in radiation safety culture in their country, and to help define the training curriculum and methodology for improving safety culture in medical applications.

C. Expected Outcomes

Medical radiation professionals will benefit from having prepared training material, evaluation and assessment tools to help promote a strong safety culture. Regulatory bodies will benefit from the implementation of the training material, because the latter is expected to reduce the number of reportable

errors as well as cases of non-compliance with regulatory requirements. A strong culture of safety helps to promote the use of radiation in medicine in a manner that is compliant with safety standards. Professional organizations can benefit from the training by incorporating the material into continuing professional development and university educational programmes. The public can have greater confidence that radiation used in medicine is used safely and that there is no harm to patients.

D. Target Audience

The target audience for the meeting comprises radiation professionals and representatives of regulatory bodies and international organizations that are active in the field of radiation protection.

E. Working Language

English

F. Application Procedure

Designations should be submitted through InTouch+ (<https://Intouchplus.iaea.org>) or using the attached **Participation Form (Form A)**. Completed requests should be endorsed by the competent national authority (e.g., Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority), or by an organization invited to participate, and returned through the established official channels. They must be received by the IAEA not later than **10 September 2018**. Designations received after that date or applications sent directly by individuals or by private institutions cannot be considered. Designating Governments and invited organizations will be informed in due course of the names of the selected candidates and at that time full details will be given on the procedures to be followed with regard to administrative and financial matters.

G. Expenditures and Grants

No registration fee is charged to participants. The IAEA is generally not in a position to bear the travel and other costs of participants in the meeting. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally **one or more participants** per country, provided that, in the IAEA's view, the participant(s) will make an important contribution to the meeting. The application for financial support should be made at the time of designating the participant(s).

H. Venue

The meeting will be held at the IAEA's Headquarters in Vienna, Austria, specifically in Meeting Room M2 of the Vienna International Centre (VIC), and will start at **09:30 on Monday, 1 October 2018**. Participants are advised to arrive one hour prior to the convening time of the meeting to allow for timely registration. Participants will need to present an official photo identification document in order to be admitted to the VIC premises.

The following IAEA web page can be accessed for more detailed information on Vienna and the VIC:
<http://www-pub.iaea.org/iaecameetings/GeneralInfo/Guide/VIC>

I. Visas

Participants who require a visa to enter Austria should submit the necessary application to the nearest diplomatic or consular representative of Austria at least four weeks before they travel to Austria. Since Austria is a Schengen State, persons requiring a visa will have to apply for a Schengen visa. In States where Austria has no diplomatic mission, visas can be obtained from the consular authority of a Schengen Partner State representing Austria in the country in question.

J. Organization

Scientific Secretary

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Administrative Coordinator

Ms Janine Foran

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Subsequent correspondence on scientific matters should be sent to the Scientific Secretary and correspondence on other matters related to the meeting to the Administrative Coordinator.



Participation Form

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To be completed by the participant and sent to the competent official authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority) of his/her country for subsequent transmission to the International Atomic Energy Agency (IAEA), Vienna International Centre, PO Box 100, 1400 Vienna, Austria, either electronically by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary (D.Gilley@iaea.org) and to the Administrative Coordinator (J.L.Foran@iaea.org).

Participants who are members of an invited organization can submit this form to their organization for subsequent transmission to the IAEA.

Deadline for receipt by IAEA through official channels: 10 September 2018

Family name: (e.g. Smith)	First name(s): (e.g. John)	Mr/Ms
Institution:		
Full address:		
For urgent communications please indicate:	Tel.:	
	Fax:	
	Email:	
Nationality:	Designating Government or organization:	
Mailing address (if different from address indicated above):		