

Programme

MONDAY, 24 AUGUST 2015

Time	Title	Speaker
Session 1: Perspectives on Quality Management Systems Moderator: SOLANKI, Kishor, IEX		
08:30-10:00	Welcome Remarks Participants' Self Introduction: <i>Each participant should give a short introduction regarding professional and country designation, and a short statement on what efforts are being done to improve the quality of nuclear medicine practice at their country / regional level. Maximum of two minutes per participant</i>	Sunaree Hamilton/ANL Staff and Rodolfo Nuñez-Miller ALL PARTICIPANTS (see attached list)
10:00-10:30	Coffee Break	
10:30-11:00	IAEA Programmes in Nuclear Medicine	NUÑEZ-MILLER, Rodolfo, IAEA
11:00 -11:30	Professional Perspectives on Quality Management	NUÑEZ-MILLER, Rodolfo, IAEA
11:30-12:30	QA Activities in a Nuclear Medicine Department: Role in Patient Protection and Safety	PREVOT, Sylviane, IEX
12:30-13:30	LUNCH BREAK	
Session 2: QUANUM in ACTION: Overview Moderators: BAJC, Marika, IEX		
14:30- 15:30	AUDIT REVIEW STRUCTURE I 2.1. Purpose 2.2. Establishing the audit plan 2.3. Composition of the audit team 2.4. Preparation for the audit 2.5. Components of the audit and responsibilities of the audit team	BAJC, Marika, IEX
15:30-16:00	Coffee/Tea Break	
16:00-17:00	AUDIT REVIEW STRUCTURE II 2.5.1. Entrance briefing 2.5.2. Assessment 2.5.3. Minimum requirements 2.5.4. Conformance and non-conformance statement 2.5.5. Exit briefing 2.6. Conclusion and report 2.7. Dissemination of report 2.8. Follow-up	MARENGO, Mario, IEX

17:00-17:15	Discussion	All Participants
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TUESDAY, 25 AUGUST 2015

Time	Title	Speaker
Session 3: The Audit Process and QUANUM Principles in Detail I		
Moderator: NUÑEZ-MILLER, Rodolfo, IAEA		
09:00-09:30	Implementing QUANUM Audit at Hospital Level: Challenges	BIRKENFELD, Bozena
09:30-10:00	Implementing QUANUM Audit at National Level: Challenges	PREVOT, Sylviane, IEX
10:00-10:30	Practical implementation and the Audit process Guide to audit questionnaire CHECKLIST 1-4 Strategies and policies Administration and management Human resources development Computer systems and data handling	PREVOT, Sylviane, IEX
10:30-11:00	Coffee Break	
11:00-11:30	Practical implementation and the Audit process Guide to audit questionnaire CHECKLIST 5-8 Radiation regulations and safety compliance Radiation protection of the patient Evaluation and assurance of the quality system Quality control for imaging equipment	MARENGO, Mario, IEXP
11:30-12:30	Practical implementation and the Audit process Guide to audit questionnaire CHECKLIST 9-12 General diagnostic clinical services Assessment of diagnostic imaging procedures Assessment of non-imaging diagnostic procedures General radionuclide therapy Assessment of therapy	BAJC, Marika, IEX
12:30-13:30	Lunch Break	
13:30-14:30	Practical implementation and the Audit process Guide to audit questionnaire CHECKLIST 13-17	SOLANKI, Kishor, IEXP

	IAEA Operational Guidance on Hospital Radiopharmacy Radiopharmacy operational level 1 Radiopharmacy operational level 2 Hormone and tumour markers	
14:30-14:45	Coffee Break	
14:45-15:30	Internal/External audits: QUANUM .	SERA, Terez, EANM-EARL
15:45	<i>Departure to U. Chicago Hospital</i>	IAEA Experts and Participants

WEDNESDAY, 26 AUGUST 2015

Session 4: The Audit Process and QUANUM Principles in Detail II

Moderator: MARENGO, Mario, IEX

09:00-10:00	Report Writing Content of report, Format of report, Timing of report <i>* Radiopharmacy operational level 3</i>	SOLANKI, Kishor, IEXP
10:00-11:00	Going through the checklist: Hands on demonstration/ Familiarization of QUANUM 2.0 features	NUÑEZ-MILLER, Rodolfo, IAEA Facilitators: 1. BAJC, Marika, IEX 2. SOLANKI, Kishor, IEXP 3. MARENGO, Mario IEXP 4. PREVOT, Sylviane IEXP
11:00-11:30	Coffee Break	

Session 5: Auditor and Auditee Perspective on QUANUM Checklists

Moderator: MARENGO, Mario, IEX

11:30-12:00	Guiding Principles: Checklist 1-8 (PART 1) What is Expected, What to Look For, Means of Verification, Going through the QUANUM audit schedule. Workshop Group Assignment (Break out into Six groups) Distribution of Reflective Questions per Group	MARENGO, Mario, IEXP
12:00 -13:00	LUNCH Break	
13:00-14:00	Role Playing: Being Audited: An eye on Checklist 1-8 (PART 2)	Group Facilitators Facilitators: 1. BAJC, Marika, IEX 2. SOLANKI, Kishor, IEXP 3. MARENGO, Mario IEXP 4. PREVOT, Sylviane IEXP

14:00-14:30	Coffee Break	
14:30-15:30	Cont. Role Playing: Being Audited: An eye on Checklist 1-8 (PART 3)	Group Facilitators Facilitators: 1. BAJC, Marika, IEX 2. SOLANKI, Kishor, IEXP 3. MARENGO, Mario IEXP 4. PREVOT, Sylviane IEXP
15:30-16:00	Presentation of Group Reflection Feedback and Discussion	Participants

THURSDAY, 27 AUGUST 2015

Session 6 : Auditor and Auditee Perspective on QUANUM Checklists		
Moderator: PREVOT, Sylviane, IEX		
09:00-09:30	Guiding Principles: Checklist 9-12 (PART 1) What is Expected, What to Look For, Means of Verification Workshop Group Assignment (Break out into Six groups) Distribution of Reflective Questions per Group	BAJC, Marica, IEXP
09:30-10:30	Role Playing: Being Audited/ Being an Auditor: An eye on Checklist 9-12 (PART 2)	Group Facilitators 1. BAJC, Marika, IEX 2. SOLANKI, Kishor, IEXP 3. MARENGO, Mario IEXP 4. PREVOT, Sylviane IEXP
10:30-11:00	Coffee Break	
11:00-12:00	Role Playing: Being Audited/ Being an Auditor: An eye on Checklist 9-12 (PART 3)	Group Facilitators 1. BAJC, Marika, IEX 2. SOLANKI, Kishor, IEXP 3. MARENGO, Mario IEXP 4. PREVOT, Sylviane IEXP
12:00-12:30	Presentation of Group Reflection Feedback and Discussion	Participants
12:30 -13:30	LUNCH Break	
13:30-14:30	QUANUM and beyond (EARL)	SERA, Terez, EANM-EARL

FRIDAY, 28 AUGUST 2015

QUANUM WORKSHOP Session Five: Auditee Perspective on QUANUM Checklists

Moderator: NUÑEZ-MILLER, Rodolfo, IAEA

09:00-09:30	<p>Guiding Principles: Checklist 13-17 (PART 1) What is Expected, What to Look For, Means of Verification</p> <p>Orientation to QUANUM Checklists 13-17: (PART2) Guiding Principles Auditee Perspective Workshop Group Assignment (Break out into Four groups then in pairs) Distribution of Reflective Questions per Group</p>	SOLANKI, Kishor, IEX
09:30-11:30	<p>Role Playing: Being Audited/ Auditor: An eye on Checklist 13-17</p>	<p>Group Facilitators</p> <ol style="list-style-type: none"> 1. BAJC, Marika, IEX 2. SOLANKI, Kishor, IEXP 3. MARENGO, Mario IEXP 4. PREVOT, Sylviane IEXP
11:30-11:45	Coffee Break	
11:45-12:30	<p>Presentation of Group Reflection Feedback and Discussion Workshop Highlights and Summary</p>	<p>Participants</p> <p>NUÑEZ-MILLER, Rodolfo, IAEA</p>
12:30 -	End of Workshop	