CTE 5
Technologist Committee
Friday, October 30, 09:00-10:30

Session Title
Departmental Organisation

Chairpersons
Andras Kedves (Kaposvar, Hungary)

Programme
09:00 - 09:29   Wendy Kemps (Brussels, Belgium): Management Basics

09:29 - 09:58   Aljaz Socan (Ljubljana, Slovenia): Radiopharmacy

09:58 - 10:27   Kunthi Pathmaraj (Victoria, Australia): Radiation Protection

Educational Objectives
• Highlight the different approaches to managing a department
• Highlight the training involved
• Discuss the processes involved in the management of staff
• Discuss standard operating Procedures (SOPs) and/or audits
• Illustrate the importance of planning, staff planning as well as patient planning
• Highlight the importance of communication
• Highlight that the patient remains the central aim of the whole organisation
• Highlight the importance of creating an open and appropriate culture in a department

Radiopharmacy
• Briefly discuss the management of quality assurance and quality control in the radiopharmacy department
• Highlight the importance of cost-effectiveness in a radiopharmacy department
• Discuss the overall financial costs of examinations that are cancelled or rescheduled
• Discuss the importance of planning examinations in order to accommodate the radiopharmaceutical to be available
• Illustrate where possible a method to reduce as much waste as possible
• Discuss the importance of communication and training within the team
• Discuss briefly what GMP is
• Illustrate the fundamentality of audit (if applicable)
• Whenever possible, please make reference to external organisations such as IAEA
Radiation Protection
- Highlight the duties and responsibilities of a nuclear medicine professional
- Discuss the management of radiation protection in various areas in nuclear medicine, such as PET/CT, pregnant women, interventional, conventional, and therapeutic nuclear medicine
- Highlight the importance of basic medical physics knowledge for the nuclear medicine professional
- Highlight the importance of audits and regular quality assessments
- Highlight the importance and make reference to a nuclear medicine manual/education/paper whenever possible

Summary
This session will highlight the basics of the management needed to run a nuclear medicine department. As part of advanced practice, a technologist may move on towards a more managerial role whilst having the background of radiology and nuclear medicine. A managerial role in a nuclear medicine department involves liaison with other departments to make it a multi-disciplinary team. The importance of communication and continuous training in a nuclear medicine department is key.

Key Words
SOP, GMP, radiation protection, management, departmental organisation, communication, training