



# **Terms of Reference: Training Services for Regulatory Staff in Safety Evaluation of New Radiotherapy Facilities**

**Radiation Protection Authority of Zimbabwe**

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### **3. PART 2: TRAINING OF REGULATORY STAFF ON THE REVIEW AND ASSESSMENT OF RADIOTHERAPY FACILITIES**

#### **3.1 INTRODUCTION**

This document gives terms of reference for a Radiotherapy Specialist contracted by the Radiation Protection Authority of Zimbabwe (RPAZ) to train staff on the Review and Assessment Methods applicable to the various stages of licensing a radiotherapy facility. The scope of the training will cover Design, Construction, acceptance and commission, operation, decommission of radiotherapy centres.

The primary work of the Specialist shall be;

- a) to train RPAZ staff on the general and specific aspects of assessing the clinical, medical physics and radiation protection and safety issues in Radiotherapy

#### **3.2 Inputs to be Considered in Delivering the Training Programme**

The specialist shall use the following as reference material in developing and implementing the training programme:

- National Legal and Regulatory requirements, guidance and regulatory procedures specific to review and assessment of Radiotherapy facilities
- International standards and best practices related to radiotherapy facility regulation
- Technical reports on clinical, medical physics, radiation protection and safety of radiotherapy facilities

#### **3.3 Duration of the program**

The duration of the program will be over 3 months broken down in periods of 5days per module.

#### **3.4 Programme Outline**

The specialist shall conduct the training in the form of:

- Presentations on international standards
- Lectures
- Sharing of experiences and best practices
- Group discussions
- Desktop exercises

#### **3.5 Outputs**

The following shall be expected from the specialist following the training:

- Evaluation report of participant performance
- Recommendations for future training needs



### **3.6 Interfaces**

The specialist is expected to interface with the following regulatory system processes

- Authorization process
  - Inspection process
  - Enforcement process
  - Document control process
  - Communication process
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