

Assessments of Radiological Control Programs

This 3-day day course will enable participants to correctly identify strengths and weaknesses of radiological protection programs with specific guidance provided on improving operational radiation protection performance in all major areas. Although preventing regulatory violations is a key course objective, participants will be given guidance on evaluating the efficient use of resources (instrumentation, procedures, staffing, etc.). Current regulatory philosophy on radiation protection programs will be addressed with emphasis on minimum program qualifications, "fatal flaws," performance indicators, management qualities, and response to special problems. The course will conclude with a review of proper documentation of appraisals and corrective actions, tracking systems, and follow-up evaluations.

Topics

ASSESSMENT OBJECTIVES

- Demonstrating regulatory compliance
- Identifying program strengths & weaknesses
- Evaluating efficient use of resources
 - Highlighting program weaknesses
 - Initiating corrective actions
 - Preventing regulatory violations

STANDARDS AND GUIDELINES FOR PROGRAM ASSESSMENT

- Regulatory guidance
- Peer group input
- Functional elements of an effective program
- Program organization & administration
- Personnel qualifications & training
- Program personnel
- General employees
- External radiation control
- Internal radiation control
- Instrumentation & equipment
- Solid radioactive waste
- Personnel dosimetry
- Radioactive contamination control

APPRAISER QUALIFICATIONS

- Academic
- Work experience
- Special qualifications

APPRAISAL ORGANIZATION

- Independent third party overview
- Reporting relationships
- Corporate oversight vs. outside consultants
 - Advantages
 - Disadvantages
 - Appraisal Scope

APPRAISER/APPRAISEE RELATIONS

- Setting proper appraisal environment
- Teamwork
- Appraisal preparation
- Appraisal conduct
- Entry briefings
- Contact persons
- Daily debriefings
- Response to significant findings during appraisal
- Exit debriefing
- Interpersonal skills

CORRECTIVE ACTION PLANS

- Elements of an effective Corrective Action Plan
- Establishing priorities
- Monitoring results
- Feedback into operating programs

FOLLOW-UP EVALUATIONS

- When necessary
- Schedule
- Scope

APPRAISE HP PROGRAMS EFFECTIVELY AND CONFIDENTLY BY...

- Learning critical interpersonal skills necessary to gain cooperation and respect during appraisals.
- Identifying program strengths and weaknesses through proper trend analysis of data.
- Using objective performance indicators to key-in on problem areas and critical program flaws.
- Identifying the elements of an effective corrective action plan that satisfy regulatory requirements.
- Placing proper emphasis and priority on significant findings through daily debriefings and tactful exit interviews.

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THE AMERICAN ACADEMY OF HEALTH PHYSICS (AAHP) HAS AWARDED THIS COURSE 20 CONTINUING EDUCATION CREDITS. ASSIGNED ID NUMBER: 2011-00-017

FOR FURTHER INFORMATION OR ASSISTANCE, PLEASE CONTACT:

Technical Management Services
 Phone: 1-860-738-2440
 Fax: 1-860-738-9322
 info@tmscourses.com
 www.tmscourses.com