



Radiation Protection Adviser (RPA) Register

Application Guidelines for Approval by the EPA for Inclusion on the
RPA Register

*to an undertaking involved in the practice of **medicine,**
dentistry, chiropractic and veterinary medicine*

Prepared by
The Radiation Protection Regulation Programme

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Introduction

It is a requirement of Article 19 of the Radiological Protection Act, 1991 (Ionising Radiation) Order, 2000 (S.I. No. 125 of 2000) that all undertakings which are licensed by the EPA shall appoint a Radiation Protection Adviser (RPA) to advise and assist the licensee in meeting the requirements for complying with the Order. Furthermore, S.I. No. 125 of 2000 states that the EPA shall establish and maintain a register containing the names of persons approved by the RPA Assessment Committee as persons who may be appointed to act as an RPA. The RPA Assessment Committee will consider the competence of those wishing to be placed on the register and will record the names of successful applicants in the Register which will be maintained by the EPA.

Approval is recognition of core competence in radiation protection practice and will be awarded to persons having demonstrated that they hold the necessary qualifications, training and experience to ensure that arrangements are in place for the protection of persons from ionising radiation. Approval does not imply suitability to act as RPA for a particular licensee and it remains the responsibility of the licensee to ensure that a person appointed is suitable for the practice(s) in which the licensee is engaged.

Requirements for Approval

Any individuals, corporate or unincorporated body of persons wishing to be approved by

the RPA Assessment Committee as persons or bodies who may be appointed to act as RPAs (*to an undertaking involved in the practice of **medicine, dentistry, chiropractic and veterinary medicine***) must be able to demonstrate to the RPA Assessment Committee's satisfaction that they have:

1. The training, knowledge and experience of radiation protection listed in Appendix 1 which is based on the Basic Syllabus for the Qualified Expert as set out in paragraph 2 of Annex 1 of the Official Journal of the European Communities C133; 30.04.98.
2. A degree or equivalent qualification in a physical science.
3. The equivalent of seven years full time experience in a post directly concerned with radiation protection practice.
4. The ability to advise the licensee on the implementation of relevant regulatory requirements and radiation protection practices for work involving potential for significant exposure to radiation.

Where an application is being made by a body, such as a hospital department, the application should detail the names, qualifications etc. of the individuals who will provide the RPA services within that department. Approval granted to such a body would apply to the particular individuals in the department at the time the approval is issued and that the approval may not automatically survive changes in the staffing of the department. The EPA must be

informed of any change in the availability of approved individuals.

Approval will normally remain valid for five years. Persons wishing to have their approval renewed will be required to demonstrate that they have maintained their knowledge and competence in radiation protection practice since the approval was first granted.

Assessment Procedure

All applicants are required to complete the application form which is designed to assist the applicant to provide the necessary information about their education, training and work experience. With reference to the *'requirements for approval'* the applicant must also supply additional documentation to support the application. **This documentation must include evidence that the applicant does, in fact, have the range and depth of experience of radiation protection principles and practice which meets the requirements of the basic syllabus.** This documentation must include:

- An outline of current employment including an organisational chart
- A résumé of radiation protection experience

Applications for approval to act as an RPA will be assessed by an RPA Assessment Committee. The Assessment Committee will comprise of an external chair person, two independent assessors with extensive experience in radiation protection

and senior scientific staff of the EPA. The RPA Assessment Committee may request further information from the applicant. The RPA Assessment Committee will make a recommendation to the Director of the EPA's Office of Radiological Protection (ORP) as to whether or not the applicant should be approved to act as an RPA.

Granting of Approval

- The ORP Director will determine whether or not approval should be granted taking account of the recommendation of the Assessment Committee.
- The Approval will be valid for five years, after which time it must be renewed if the RPA wishes to continue to provide RPA services to licensees.
- Any complaint against or information questioning the competence of, a person approved to act as an RPA will be investigated by the EPA. The EPA reserves the right to remove a person's name from the register of approved persons at any time.
- In the event that the applicant fails to meet the eligibility criteria he/she will be notified of this decision. The applicant will be informed of the areas in which they failed to meet the criteria.
- In the event that the ORP Director decides a person's name should be removed from the register, the ORP Director will invite that person to make a submission, within four weeks of the decision to remove his/her name from the register, to appeal the

decision.

Appeals Process

Applicants who have been refused approval or have been removed from the register have the right of appeal to the EPA within four weeks of being notified. In these circumstances the Board of the EPA will appoint a panel of at least two assessors not previously associated with the appellant's original application to investigate the appeal. This Appeals Panel will submit its report to the Board who will decide the outcome of the appeal.

The aim of the appeal process is to ensure that the Assessment Committee's assessment has been fair and reasonable.

Appeals shall be accompanied by a statement from the appellant setting out the grounds for appeal. All appeals will be treated as a matter of urgency. The Appeals Panel will consider the following:

- the statement from the appellant setting out the grounds for the appeal;
- all available information from the original Assessment Committee.

The Appeals Panel reserves the right to request additional information and/or interview the appellant if considered necessary.

Following its investigation the Appeals Panel will report its recommendations to the Board who will decide the outcome of the

appeal and inform the appellant accordingly. The decision of the Board is final.

Cost Implications

The application fee associated with making an application for RPA approval is €550. The fee is non-refundable in the event that an application is unsuccessful.

Additional Material/Supporting Evidence

The applicant is required to provide sufficient evidence of education, training, knowledge and/or experience to meet the requirements set out in Appendix 1. In determining the nature of the evidence required the applicant should ask himself/herself "What evidence do I need to provide in order to demonstrate that I have the knowledge, competence and experience required to act as an RPA?"

Guidance Notes to Completing the Application Form

Part 1: Applicant Details

The EPA will receive requests from licensees for the names of RPAs who are available to be appointed to act as an RPA to their particular activities. Please indicate whether you wish to be included in a list that will be made available to licensees. Please note it is important to indicate your correspondence address as this will be included on the list.

Part 2: Qualifications and Training

This section must be fully completed. It is not

sufficient to refer to the additional material supporting the application.

- Please list only Degrees, Diplomas and Academic Awards which are recognised academic or professional qualifications in a physical science and are relevant to your application.
- Please also include, in the space provided or on a separate sheet(s), information regarding thesis titles, project reports and publications etc. if relevant. *Please note that the Assessment Committee reserves the right to request proof of any qualification claimed. Certificates, diplomas etc. should not be sent unless specifically requested.*
- Please enter here any training courses and scientific meetings attended over the previous three to five years which are relevant to your work in radiation protection. This information will be used in assessing your level of knowledge of the principles and practice of radiation protection. This section should include courses organised by your employer, official bodies, professional bodies, colleges etc. Where courses are examined please provide the examination result.
- Please also enter evidence of Continuous Professional Development (CPD) in the specific area of radiation protection. This will demonstrate a commitment to a structured approach to

learning in order to develop and maintain the skills and knowledge necessary to remain up to date in the subject field. This may be indicated in the form of CPD points or hours accumulated relevant to radiation protection from attending conferences or seminars, experiential learning, on-the-job training, short courses, obtaining formal qualifications etc. Five CPD points relevant to radiation protection or equivalent (e.g. five hours CPD) a year for the previous three years is recommended.

- Please list membership details of professional and learned societies; this is intended to assist in assessing your professional status. List only those you consider relevant.

Part 3 Professional Record

This section must be completed. It is not sufficient to refer to the additional material supporting the application.

3.1 List current and past employments, for the previous seven years, relevant to your application including the appointment dates.

3.2 A description of your present post must also be attached. If you have held your current position for less than two years please include a description of any previous post(s) held.

3.3 Please provide an organisational chart which must indicate the level of your

responsibility, not only with respect to radiation protection but also in relation to line management functions. The chart should clearly outline your relationship to Senior (Hospital) Management where relevant and your role within the organisation in terms of Radiation Protection. You should include an estimate of the percentage of your total time spent on work directly related to radiation protection practice. As indicated on the form you may also provide additional organisation charts relating to previous posts which you consider relevant to the application.

3.4 Please attach a résumé of radiation protection experience detailing your experience and highlighting those aspects most relevant to your application. Please list any formal courses and/or training given including to whom it is given.

Please remember when compiling the required attachments that this material must include evidence that you do, in fact, have the range and depth of experience of radiation protection necessary to meet the requirements of the basic syllabus for the Qualified Expert as set out in paragraph 2 of Annex 1 of the Official Journal of the European Communities C133; 30.04.98.

Applicant's Undertakings

The application must be signed by the applicant declaring that the information

provided in support of the application is accurate and true.

Return of Application

Please ensure that your details are clearly indicated on all attachments. A soft copy of your application, including all support documentation, must be submitted to the RPA Assessment Committee c/o RadRegulatory@epa.ie

The application must be accompanied by the appropriate fee (€550). Please quote your name on EFT transfers for traceability, EPA bank details are below:

Bank of Ireland
Ballsbridge,
Dublin 4

Account No: 27440604

Sort Code: 90 – 09 – 73

BIC: BOFII2D

IBAN No: IE91 BOFI 9009 7327 4406 04

Appendix 1

Basic Syllabus for the Radiation Protection Adviser

1. Basic Knowledge

- (i) atomic and nuclear physics, interaction of radiation with matter
- (ii) biology, biological effects of radiation
- (iii) detection and measurement methods
- (iv) quantities and units
- (v) types of sources (nuclear devices/sealed sources, radioactive substances, irradiating apparatus)

2. Basis for Radiation Protection Standards

- (i) epidemiology; linear hypothesis; stochastic and deterministic effects
- (ii) ICRP principles including justification, optimisation and dose limitation
- (iii) practices and interventions
- (iv) legal and regulatory requirements including international recommendations/conventions, EU directives and Irish legislation

3. Operational Radiation Protection

- (i) hazard and risk assessment
- (ii) minimisation of risk, ALARA
- (iii) classification of workers
- (iv) designation of areas and area monitoring
- (v) personal dosimetry, external and internal
- (vi) emergency procedures including remedial actions/decontamination

- (vii) work authorisation
- (viii) dealing with contractors
- (ix) communication skills

4. Organisation of Radiation Protection

- (i) role of Radiation Protection Adviser
- (ii) role of Radiation Protection Officer
- (iii) Radiation Safety Committee
- (iv) safety culture (importance of human behaviour)
- (v) record keeping (sources, doses, unusual occurrences)
- (vi) quality control/auditing
- (vii) radiation safety procedures
- (viii) analysis of past incidents including experience feed-back

5. Waste Management

- (i) principles of management and disposal
- (ii) legislation governing disposal
- (iii) critical group concept and dose calculation for critical group
- (iv) control and monitoring of releases

6. Transport

- (i) IAEA transport regulations
- (ii) Carriage of Dangerous Goods legislation

