CHECKLIST 3. HUMAN RESOURCES DEVELOPMENT

No.	Component	LC	Example of result / type of evidence
3.1	Do all staff members have a written job description that clearly sets out their duties and responsibilities?		Example of a record (job description)
3.2	Are all staff members appropriately trained and qualified, as specified in their job description?		Example of a record (personnel file)
3.3	Does the service offer specific training for technologists to work in nuclear medicine (NM)?		Example of a record (training report)
3.4	Does the service offer specific training for nurses to work in NM?		Example of a record (training report)
3.5	Are all staff members suitably trained in handling radioactive sources?		Example of a record (training report)
3.6	Does the service have adequate tools for objective monitoring of any training?		Check written instructions describing tools for training monitoring
3.7	Does the service have mechanisms to provide professional education and development opportunities for all staff categories?		Check the training standard operating procedure (SOP)
3.8	Is there a regular internal review of competences to identify training needs?		Check the training SOP
3.9	Does the service provide continuing training in radiation safety and radiation protection?		Example of a record (personnel file)
3.10	Do staff members have access to educational and scientific resources?		Check available educational materials
3.11	Is quality management part of training programmes for professionals involved in NM?		Example of a record (personnel file)

Note: LC: level of conformance (range 0–4). 0: absent or inappropriate; 1: planned or approximate; 2: partial conformance or partial implementation; 3: near full conformance or near full implementation; 4: full conformance or full implementation.