

February 3, 2004

ALL AGREEMENT STATES, MINNESOTA, PENNSYLVANIA

**ACCEPTANCE TO THE TELETHERAPY AND BRACHYTHERAPY COURSE (H-313)
(STP-04- 006)**

Enclosure 1 is the list of students from the States selected to attend the March 15-19, 2004, Teletherapy and Brachytherapy Course (H-313). Please provide the list of students and the travel instructions (Enclosure 2) to each individual from your program that is on the list. States with students attending this course have agreed to pay travel expenses and where designated the tuition. To cover the tuition expense, each State should submit a purchase order or equivalent document, to the U.S. Nuclear Regulatory Commission, to the following address:

U.S. Nuclear Regulatory Commission
Office of the Chief Financial Officer
Attn: Leah P. Tremper
Mail Stop T-9E10
Washington, DC 20555

The NRC will, in turn, issue you a bill (invoice). If for any reason your attendee is unable to attend, please submit to us a written purchase order, or equivalent to cancel, prior to the starting date of the course.

We ask that you inform us of any cancellations 30 days prior to the course starting date. This will assist us in ensuring that States with candidates on waiting lists have an opportunity to fill vacated slots that may open up after our course acceptance letters have been sent to you.

If you have any questions regarding this correspondence, please contact me or the individual named below.

| | | | |
|-------------------|-------------------|-----------|----------------|
| POINT OF CONTACT: | Brenda G. Usilton | INTERNET: | BGU@NRC.GOV |
| TELEPHONE | (301) 415-2348 | FAX | (301) 415-3502 |

/RA/

Josephine M. Piccone, Deputy Director
Office of State and Tribal Programs

Enclosures:
As stated

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OFFICIAL RECORD COPY

TELETHERAPY AND BRACHYTHERAPY COURSE (H-313)
MARCH 15-19, 2004
HOUSTON, TX

| STATE | PARTICIPANT(S) | PAYING TUITION/ SPACE AVAILABLE |
|---|--------------------------------|------------------------------------|
| MARYLAND Radiological Health Program Air&Radiation Management Administration MD of the Environment 1800 Washington Blvd., Suite 750 Baltimore, MD 21230-1724 | Robet Nelson | Space Available |
| MINNESOTA Division of Environmental Health Minnesota Department of Health 121 E. Seventh Place, Suite 220, P.O. Box 64975 St. Paul, MN 55164-0975 | Timothy Donakowski | Paying Tuition |
| NEW MEXICO NM Department of Environment 1190 Saint Francis Drive, Room S2100 P.O. Box 26110 Santa Fe, NM 87502-0110 | Walter Medina Sherry Miller | Paying Tuition Paying Tuition |
| NORTH DAKOTA Division of Air Quality NDakota Department of Health 1200 Missouri Avenue, Room 304, P.O. Box 5520 Bismarck, ND 58506-5520 | Justin Griffin | Space Available |
| TEXAS TX Department of Health 1100 West 49th Street Austin, TX 78756-3189 | Eric Skotak | 1. Paying Tuition |

ENCLOSURE 1

INSTRUCTIONS TO STUDENTS

ACCEPTANCE: This is to advise you that those individuals in Enclosure 1 have been accepted for participation in the training course (H-313), "Teletherapy and Brachytherapy course." This course is scheduled to be presented March 15-19, 2004, at the Advanced Health Education Center (AHEC), 8502 Tybor Street, Houston, Texas 77074, Telephone: (713) 772-0157 or 1-800-239-1361.

COURSE: The course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, March 19, 2004, which will end at 3:30 p.m. **Please refer to AHEC's Web page at URL: <http://www.AHECOnline.com> for hotel information and transportation between the hotel and the AHEC. Click on General Information.** An tentative outline for the course (Enclosure 3) is attached.

LODGING: You should plan to arrive on Sunday March 14, 2004 and depart on Friday, March 19, 2004. Some hotels offer transportation to and from the AHEC. Participants must make their own lodging and travel arrangements. Individuals should request a State or government employee rate at the hotel.

Meals/Restaurants (Houston/AHEC Classes)

There are multiple eating facilities within walking distance, such as Subway, Chinese Buffet, and Denny's. If you have a car, the possibilities are many. If it rains, AHEC has a small lunch area and you can order and have sandwiches or pizza delivered.

Ground Transportation from Airports to Houston Hotels

Airport Express, services ground transportation to and from both Intercontinental and Hobby airports. Buses depart every 30 minutes for designated terminals and will take you to the Galleria where you should call a cab to deliver you to your hotel. Call 713-523-5695 or 713-523-8888 for Airport Express Information.

Cab fare is approximately \$40 from Hobby Airport and \$60 from Intercontinental to hotels in your area. Bus fare is \$10 - \$20. Airport Express Ticket Agent is located in baggage claim area.

Call 713-236-1111 for Yellow Cab Company. If you call a cab service, **establish the rates prior to engaging the taxi.** **Parking:** Parking in Houston is on surface lots and is free of charge.

Teletherapy/Brachytherapy
Tentative Course Schedule
March 15-19, 2004

| Day | Time | Topic | Faculty |
|------------------|----------------|---|-------------------------------|
| Monday | 8-9AM | Introduction & Public Health Aspects of Breast Cancer | Kempa |
| | 9-9:30AM | Principle of Radiobiology & Effects on Normal Tissue | Kempa |
| | 9:30-11:00 | Overview of Radiation Therapy Treatment Modalities and Fundamentals | Kempa |
| | 11-12 PM | Principles of Clinical Dosimetry | Kempa |
| | 12-100 PM | Lunch | |
| | 1-2 PM | Clinical Management of the Patient | Kempa |
| | 2-3PM | Principles of Clinical Dosimetry | Kempa |
| | 3-5 PM | Clinical Site Visit Hermann Hospital Gamma Knife | Martir |
| Tuesday | 8-9:00 AM | Review/External Beam Therapy | Kempa |
| | 9:00-11:00 | Teletherapy Source & Room Design & Teletherapy Dosimetry & Calibration | Scheele |
| | 11-12 PM | Radiation Safety | Martir |
| | 12-1 PM | Lunch | |
| | 1- 3 PM | Principles of External Beam Treatment Planning | Kempa |
| | 3-4 PM | Basic Dosimetry Calculations | Kempa |
| | 4-5 PM | Workshop: External Beam Calculations | Kempa |
| Wednesday | 8-8:30 AM | Review Homework | Kempa |
| | 8:30-11:00 | Brachytherapy; History, Principles ,Practical Applications & Rad. Safety | Lawyer/Kempa |
| | 11-12 PM | Radiation Safety Concerns in Brachy. | Kempa |
| | 12-1 PM | Lunch | |
| | 1-2:00 PM | Quality Control Concepts in Brachytherapy | Kempa |
| | 2-2:45 PM | Workshop: Calculating Dose in tissue | Kempa |
| | 3-5 PM | Clinical Site Visit Memorial Hermann Southwest LDR | Schele/ Hamburger |
| Thursday | 8-11:45 AM | Overview of HDR Brachytherapy and HDR Quality Control Program | Lawyer |
| | 11:45-12:45 PM | Lunch | |
| | 1-5 PM | Clinical Site Visit: MD Anderson Output Spot Checks: Cobalt 60 Clinical Management of the Patient HDR Site Visit | Wells Washington Lawyer |
| Friday | 8- 8:45 AM | Emerging Technologies | Kempa |
| | 9-10 AM | Treatment Deviations/Quality Management | Kempa |
| | 10-11 AM | Select Case Presentations | Kempa |
| | 11-12 PM | Workshop: Case Review & Applicable Regulations | Kempa |
| | 12-1 PM | Lunch | |
| | 1-2 PM | Course Review | Kempa |
| | 2-3:30 | Exit Examination | |