

## MANAGEMENT OF VOLUNTARY ATTENDANCIES PROCEDURES

Date: 11/20/2015

Rev.No. : 0

PRO. No. 147

### Management of Voluntary Attendance Procedure (11/20/2015)

	NAME	DATE	SIGNATURE
Drawn up by:	Progetti e Business Development ( <i>Projects and Business Development</i> )		
Verified by:	Direzione Risorse Umane ( <i>Human Resources Department</i> )		
	Direzione Sanitaria Aziendale ( <i>Corporate Healthcare Management</i> )		
	Direzione Sanitaria di Presidio Gemelli ( <i>"Gemelli" Health Post Management</i> )		
	Direzione Sanitaria di Presidio Columbus ( <i>"Columbus" Health Post Management</i> )		
	Affari Generali e Legali ( <i>General and Legal Affairs</i> )		
	Servizio Prevenzione e Protezione ( <i>Prevention and Protection Service</i> )		
	Servizio Radioprotezione e Igiene osp. ( <i>Radiation Protection &amp; Hospital Care Service</i> )		
Approved by:	Direzione Generale ( <i>General Management</i> )		

Organisational level of application:

- Corporate**
- Department**
- Operational Unit**

#### STATE OF REVISIONS

Rev. No.	PARAGRAPHS REVISED	REVIEW DESCRIPTION	DATE
0		First Draft	

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### PURPOSE

This Regulation defines the modalities adopted for the management of voluntary attendance at the Facilities of Fondazione Policlinico Universitario A. Gemelli (hereinafter only "Fondazione").

### FIELD OF APPLICATION

Voluntary attendance is different from training, therefore this Regulation does not apply to internships, educational projects, training courses as well as to the following categories subject to specific regulatory provisions:

- Graduates of the Faculty of Medicine and Surgery and other Faculties admitted to practical training at Fondazione in order to participate to State Examination;
- Students enrolled in Degree Courses and/or training or professional Specialisation Schools for whom training is provided for the acquisition of degree/post graduate/professional training Diplomas;
- Holders of scholarships or research grants;
- Holders of self-employment contracts.

### DEFINITION AND ACRONYMS

Fondazione: "Fondazione Policlinico Universitario Agostino Gemelli"

SITRA: "Servizio Infermieristico, Tecnico e Riabilitativo Aziendale" (*"Nursing, Technical and Rehabilitation Corporate Service"*)

DRU: "Direzione Risorse Umane" (*Human Resources Department*)

### OPERATIONAL MODALITIES

#### 4.1 GENERAL CONDITIONS FOR ADMISSION

1. The following are allowed to voluntarily attend the Facilities of Fondazione: undergraduates; specialists; and graduates who wish to acquire and refine experience and knowledge typical of health, medical, technical and administrative activities which are carried out at Fondazione.
2. Attendance is permitted to professional figures that match with job profiles operating at Fondazione.
3. The purpose of voluntary attendance is cultural and professional refinement prohibited from pursuing activities that are proper to employment relationship, as well as any clinical activity and/or institutional tasks. Successful applicants to attendance are forbidden to perform any educational activity unless authorised in the manner and form regulated by legal and regulation provisions.
4. Admission is subject to prior consent to attendance by Heads of the Host Operational Unit as well as to prior vision and complete acceptance of this Regulation. In the case of professional figures matching with job profiles managed by the Servizio Infermieristico, Tecnico e Riabilitativo Aziendale - SITRA (*"Nursing, Technical and Rehabilitation Corporate Service"*), consent to attendance shall be expressed by the Head of the afore said Service. The responsibility to manage attending personnel and verify that provisions of this Regulation and applicable laws are complied with lies with the Head of the Organisational Unit where attendance is being carried out.

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5. As coverage of costs incurred by Fondazione, the Attender is required to pay a contribution on behalf of Fondazione itself the amount of which is determined as follows:

- a) attendance duration up to 6 months: 50€
- b) attendance duration up to 12 months: 80€

The Attender must make the payment by bank transfer, taking care to use the following references:

- Beneficiary: **FONDAZIONE POLICLINICO UNIVERSITARIO AGOSTINO GEMELLI**
- Iban Code: **IT5920200805314000102940493**
- Reason: **CONTRIBUTION TO COVER COSTS OF VOLUNTARY ATTENDANCE**

No contribution shall be due for attendancies with less than three months' duration which are authorised by way of exception under following Article 4.2, paragraph 2.

6. Attendance shall be carried out absolutely free of charge and shall not give rise to the establishment of any working relationship with Fondazione.

#### 4.2. DURATION AND REVOCATIONS OF VOLUNTARY ATTENDANCE

1. Attendance may be authorised for a minimum period of three months up to a maximum period of 12 months.
2. In exceptional circumstances with consent by the Head of the Host Operating Unit attendance may be allowed for shorter periods than the limits specified in the preceding paragraph.
3. The authorisation to attendance may be revoked at any time for reasons of expediency related to operational needs or if there is any professional, deontological or behavioural motivation on the part of the Attender including arbitrary interruption of attendance.

#### 4.3. FULFILLMENTS BY APPLICANTS FOR ATTENDANCE ADMISSION

1. Applicants for attendance must submit their applications on appropriate forms where they shall indicate the Operational Unit they wish to attend, period and motivation as well as, in the form of self-certification in accordance with Italian Presidential Decree 445/2000:
  - Personal data;
  - Educational qualification.
2. Applicants for attendance must acquire on application forms (see Annex) the approval signature of the Head of the Operational Unit which is affected by attendance (i.e. SITRA Manager in cases provided for by Art. 4.1, paragraph 4), as well as the approval signature of the Health Post Manager if healthcare area facilities are concerned.

Once acquired the signatures referred to in the previous point, applicants shall deliver to the Human Resources Department the attendance application form together with:

- an insurance policy, valid throughout the attendance period<sup>[1]</sup> for permanent disability and death resulting from accidents and diseases contracted during the attendance;

<sup>[1]</sup> Under the heading “professional activity” the insurance policy must include that one of Attender at Fondazione Policlinico Universitario A. Gemelli.

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- certification of payment complying with Art. 4.1, paragraph 5 of this Regulation.

3. Following the acceptance of the application by the DRU, applicants for attendance at those Clinical Care Operational Units not falling within cases provided for under subsequent paragraph 4, must contact the Health Surveillance Service (located on 2nd floor, Wing A, Room No. A230e - tel. 063015.7290-8528, opening times: 10:30-12:30/14:30-15:30) for possible acquisition of suitability judgement by the Competent Medical Doctor.
4. Applicants for attendance who are employees of other Healthcare Organisations can provide the DRU with the suitability certification already acquired from their Holding of provenance in order to have judgement confirmation released by the internal Competent Medical Doctor.

#### 4.4 EXAMINATION OF APPLICATIONS

1. After acquiring complete documentation the Human Resources Department shall transmit it to the Health Surveillance Service which: (i) shall start the process of acquisition of the suitability judgement by the Competent Medical Doctor, in cases where subsection of the Attender to medical examination is deemed necessary or, (ii) shall return the documents received to the DRU together with an assessment stating that the type of attendance requested does not require any suitability certification by the internal Competent Medical Doctor, in cases where subsection of the Attender to medical examination is deemed unnecessary.
2. On the basis of provisions under paragraphs 1 and 2 of previous Art. 4.3, the Human Resources Department shall formalise the attendance and take steps to allow Attenders access to services provided after verifying the regularity of the request, the consent of the Operational Unit Head (i.e. SITRA Manager, in cases covered by Art. 4.1, paragraph 4), the conditions of admissibility according to the receptivity of the Host Organisation, and anything else required by this Regulation.

#### 4.5. OBLIGATIONS BY ATTENDERS

1. The Attender is obliged to observe Corporate regulations as well as the organisational/operational provisions in force at the attended Operational Unit, and to review both procedures regarding first aid, fire-fighting, evacuation of workplaces, and accidents published in the "Documentation" section of the Corporate Portal, and the rules contained in the "Safety Handbook" delivered by the Human Resources Department.
2. The Attender has the duty of confidentiality and protection of personal data and the obligation not to disclose data and news which he/she might learn during attendance. The violation of this rule constitutes a grave cause for immediate revocation of attendance permission.
3. The Attender must always wear an identification card. The Attender of Health/Clinical Care Areas is obliged to undergo checks by the Health Surveillance Service; he/she is also bound to comply with any other rule and prescription provided by current provisions, including the Corporate ones, with regard to safety and risk exposure.
4. Attenders are required to adopt specific uniforms, in cases where this is obligatory for the personnel with corresponding functional positions.

#### 4.6 FULFILLMENTS BY OPERATIONAL UNIT HEADS

1. The Head of the Operational Unit where voluntary attendance is being carried out is directly responsible of:

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- health and safety of the Attender in compliance with regulations, Corporate procedures and operating instructions with regard to protection from exposure risk;
  - compliance by the Attender to the provisions of this Regulation;
  - verification of actual attendance;
  - reports to the Human Resources Department of any breach or non-observance of this Regulation which might invalidate the authorisation to attendance.
2. Those Heads of Operational Unit identified as Managers pursuant to Legislative Decree No. 230/95 are required to comply with provisions of the Radiation Protection Regulation. In particular, they must provide the Qualified Expert with information necessary for classifying the radiation protection of the Attender. If the Attender is classified as radio-exposed, before the start of ionizing radiation exposure the Head of the O.U. where attendance is being carried out must ensure that the Attender is provided with suitability certification by the authorised Medical Doctor.

### 4.7. FINAL CERTIFICATION

1. At the end of voluntary attendance, the Head of the Host Operating Unit, upon request of the concerned person, shall release a special certification witnessing the voluntary attendance performed. Such certification shall mention only fully carried out periods, with neither any evaluation or judgment about nor any description of activities.

## 5. RESPONSIBILITIES

The previous Chapter "Operational Modalities" identifies the responsibilities assigned by this procedure to the following Organisational Structures and Professional Figures:

- Human Resources Department;
- Health Post Management;
- Health Surveillance Service;
- Head of C.O.U.(Complex Operational Unit), and Head of O.U. (Operational Unit);
- Attender.

## 6. REFERENCES

n/a (not applicable)

## 7. ANNEX

1) Attendance Application Form



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### 8. LIST OF EDITORS

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