

I.O.V
VENETO
ONCOLOGY
INSTITUTE

Veneto Region
Veneto Oncology Institute
Institute of Hospitalisation and Scientific Care



REGULATIONS ON FREQUENCIES AND INTERNSHIPS

REV. 0 Resolution no. of



INDEX

ART.1 - OBJECT AND TYPES OF ATTENDANCE

ART.2 - VOLUNTARY ATTENDANCE

ART. 2.1 - DEFINITION

ART.2.2 - REQUIREMENTS FOR ADMISSION TO VOLUNTARY ATTENDANCE

ART. 2.3 - ADMISSION TO ATTENDANCE

ART. 2.4 - INSURANCE COVERAGE

ART. 2.5 - INCOMPATIBILITY

ART. 2.6 - REQUEST FOR VOLUNTARY ATTENDANCE

ART. 2.7 - METHOD OF CONDUCT

ART. 2.8 - AVAILABLE PLACES

ART. 2.9 - ATTENDANCE SUSPENSION AND TERMINATION

ART. 2.10 - CERTIFICATION OF ATTENDANCE

ART.3 - INTERNSHIPS

ART. 3.1 - DEFINITION

ART.3.2 - TYPES OF INTERNSHIP

ART.3.3 - AGREEMENTS

ART. 3.4 - INSURANCE COVERAGE

ART. 3.5 - APPLICATION FOR ADMISSION TO THE INTERNSHIP

ART. 3.6 - INTERNSHIP MANAGER AND INSTITUTE TUTOR

ART. 3.7 - PROCEDURE

ART. 3.8 - DUTIES OF THE TRAINEE

ART. 3.9 – DURATION

I.O.V
VENETO
ONCOLOGY
INSTITUTE

Veneto Region
Veneto Oncology Institute
Institute of Hospitalisation and Scientific Care



ART. 3.10 - MAXIMUM NUMBER OF TRAINEES

ART. 3.11 - SUSPENSION AND TERMINATION OF THE INTERNSHIP

ART.3.12 - INTERNSHIP CERTIFICATION



ART. 1 - OBJECT AND TYPES OF ATTENDANCE

These Regulations govern the procedures relating to attendance in various capacities at the Institutes' facilities.

Pursuant to current legislation, the Veneto Oncology Institute - IRCCS, as host, has the right to admit attendants who request it to its facilities, upon proposal of the same or of the relative promoter, in the forms and within the limits provided for by these Regulations.

Interested parties must be in possession of qualifications suitable for the research programs of the Institute or for the specific purposes of the destination structure.

The authorisation to attend must be compatible with the concrete organisational structure of the company and with the human, instrumental and logistic resources available.

For the purposes of the following Regulations, two types of attendants are identified:

- voluntary attendance: attendance is accessed at the request of the interested party, without the need for an agreement;
- internships: attendance is accessed on the basis of an agreement with the Institute, in the context of agreements with public or private organisations.

ART.2 - VOLUNTARY ATTENDANCE

2.1- Definition

Voluntary attendance at the Institutes's Services is configured as a training and updating tool aimed at acquiring, widening or perfecting the knowledge relating to activities carried out in the Institute.

In no way is it configured as an employment relationship with the Institute, not even of a temporary nature, nor can it be understood as a requirement for the same. Voluntary attendance



does not involve the payment of any compensation or reimbursement of expenses that entail a financial burden to be borne by the Institute.

2.2 - Requirements for admission to voluntary attendance

Anyone of adult age may be admitted to attend, in possession of a qualification and professional entitlement, where envisaged, consistent with one of the professional profiles indicated in the current national collective labour agreements, subject to the opinion of the Director/Head of the structure, endorsed by the Health Department, by the Administrative Department or by the Scientific Department according to their respective competence.

2.3 - Admission to attendance

Admission to attendance is subject:

- to the favourable opinion of the Director of the structure and of the Head of the Service at which the applicant has requested voluntary attendance after consultation with the Management;
- to the favourable opinion of the Director of the structure and of the Head of the Service at which the applicant has requested voluntary attendance after consultation with the Management;
- to the favourable opinion of the Manager of the Health Professions in the case of health professionals linked to the Sector;
- to the declaration, by the attendant, to exempt the Institute from any civil and criminal liability for willful misconduct or gross negligence that may derive from the attendance activity;
- to the self-certification of the qualification held by the trainee;
- to qualification, where envisaged.

2.4 - Insurance coverage

The Institute guarantees coverage for civil liability towards third parties, in accordance with Veneto Regional Government Decree no. 573/2011 as amended, under the same conditions as its



staff. The coverage provided does not include cases of willful misconduct and gross negligence. Consequently with regard to the hypotheses of "gross negligence" that could possibly be attributable to the attendant, they will have to insure themselves for the same.

The IOV also guarantees coverage for attendants in the event of accidents, covering the subject in the event of death and permanent disability. Accidents "in itinere" are included in the guarantee.

2.5 - Incompatibility

Voluntary attendance is incompatible with:

1. the performing of activities linked to a scholarship provided by the Institute;
2. specialisations in progress at the Institute;
3. the performing of freelance activities at the Institute;
4. simultaneous attendance at another department and/or service at the Institute;

Employees of public or private structures must be authorised in advance by the structures to which they belong;

2.6 - Request for voluntary attendance

The application must be submitted by completing in its entirety the specific form annexed to these Regulations, (Annex A) available on the institutional website, and to the general protocol.

The application for admission to attendance must contain an explicit declaration of acknowledgement and full acceptance of these regulations, a copy of which will be delivered together with the form referred to in the previous section.

The form must be sent, through the protocol office, to the Multispecialty Department of Human Resources and General Affairs of the Institute, duly signed, authorised by the Director/Head of



the Organisational Unit of the Institute, where the attendance will take place and signed by the Medical Director/Scientific Director, by the Administrative Director or by the Director of the Department for Health Professions according to the respective competence.

2.7 - Methods of conduct and duties of the attendant

Admission to attendance usually lasts six months, up to a maximum of one year.

At the end of the attendance, the Director/Head of the Unit must draw up a certificate of attendance to be sent to the Multispecialty Department of Human Resources and General Affairs of the Institute.

Attendance begins following authorisation by managerial decree of the Multispecialty Department of Human Resources and General Affairs.

The attendant activity is carried out free of charge.

The attendant must:

1. attend the Unit to which they were admitted for a time of not less than 20 hours per week, according to the directives of the Director/Head of the structure who is required to monitor attendance;
2. keep in view the identification badge provided by the Multispecialty Department of Human Resources and General Affairs;
3. participate in the project activities, in compliance with the company directives, the rules of professional ethics and those relating to hygiene and safety in the workplace (Italian Legislative Decree 81/08 and subsequent amendments), as well as with the indications given by the Director of the Unit or by their delegate;
4. maintain the necessary confidentiality regarding the data, information or knowledge acquired during the attendance (Italian Legislative Decree 30 June 2003, no. 196 "personal data protection code");
5. comply with the company regulations in force.



Volunteers are observers for the purposes of study, training or research of the activities carried out at the structures of the Institute and, as such, cannot directly carry out tasks or functions that fall within the technical-professional skills of employees or of those with a self-employment contract.

Attendants will be provided with an identification card, to be returned at the end of the attendance period.

2.8 - Available places

The number of volunteers welcomed in the Units/Services will be subject to the opinion of the relative **Director/Manager** and may not in any case exceed the maximum number of 2 units per Service.

2.9 - Attendance suspension and termination

The Director/Manager of the Service, if there are justified reasons, may suspend the attendance or reduce its duration. The reduction or suspension can also be ordered with the written and motivated request of the interested party.

2.10 - Certification of attendance

The hours of attendance carried out must be reported on appropriate forms signed by the Director/Head of the Service and by the tutor.

The certification will be issued, on the basis of the attendance detected by the Director/Head of the Service and at the request of the interested party, by the Director of the Department of Human Resources and General Affairs.

ART. 3 - INTERNSHIPS



3.1 - Definition

The internships covered by these Regulations are those compulsorily provided for in the university study plan, or in those of specialisation schools, professional schools, institutes, institutions, recognised associations, courses for social health operators and governed by Italian Ministerial Decree no. 142 of 25 March 1998. Regulation containing rules for the implementation of the principles and criteria referred to in article 18 of Law 196 of 24 June 1997, on training and orientation internships.

The internship is therefore aimed at acquiring skills, creating events of alternation between theoretical study and "learning in the field" and at facilitating professional choices through direct knowledge of the world of work.

For the implementation of the training period, a specific agreement must be stipulated between the applicant body and the Institute.

3.2 - Types of internship

The institute welcomes at its facilities, compatibly with the concrete company organisational structure and the human and instrumental resources available, attendees aimed at carrying out:

- **curricular internships:** through the implementation of training projects, they are promoted by universities or university educational institutions authorised to issue academic qualifications, by educational institutions that issue qualifications with legal value and by professional training bodies included in the regional list of accredited training bodies to their students or pupils, within the period of attendance of a study or training course, to carry out events of alternation between school and work, inserted in formal education and training courses;
- **internships for access to the profession:** a period of professional practice required by professional associations and governed by specific regulations;
- **extracurricular internships** which are divided into:



- 1. training and orientation internships:** internships initiated within 12 months of obtaining a qualification or professional training (diploma, degree, university master, doctorate, professional qualification) aimed at facilitating professional choices, employability in the transition phase from school to work through training in the production sector and direct knowledge of the world of work;
- 2. placement/reintegration internships:** internships aimed at facilitating the insertion or reintegration into the labour market of unemployed workers, not in employment, suspended in the redundancy scheme on the basis of specific agreements in implementation of active labour policies for the provision of social safety nets and/or belonging to specific categories of subjects;
- 3. summer orientation internships:** internships promoted during the summer holidays, in the period of suspension of studies, for an adolescent or young person, regularly enrolled in a cycle of secondary education or vocational training, with orientation and training purposes in line with the training path of pupils/students.

Internships do not involve, to all intents and purposes, the establishment of an employment relationship or professional work with the Institute;

3.3 - Agreements

Internships, in addition to these Regulations, are subject to the regulations deriving from agreements stipulated between the Institute and Schools, Universities and Bodies, legally recognised and in compliance with the regional legislation in force.

3.4 - Insurance coverage

The promoters are required to guarantee insurance coverage for trainees against accidents at work at the National Institute for Insurance against Accidents at Work (INAIL) as well as at a suitable insurance company, for civil liability towards third parties.



The insurance coverage must also cover any activities carried out by the trainee outside the company that are part of the training and orientation project.

3.5 - Application for admission to the internship

Once the agreement has been stipulated and signed by the parties, the application for admission to the internship must be submitted, at least 15 days before the internship begins, to the Department of Human Resources and General Affairs, by the School/University/Body, and must be legally recognised.

Admission to the internship is subject:

- a) to the favourable opinion of the Multispecialty Department Director/ Head of the Service at which the internship/apprenticeship will have to be carried out and of the proposed tutor and/or agreed with the Institute, including the favourable opinion of the Health Profession Directorates in the case of health professionals related to the area of the Sect;
- b) to presentation by the trainee or of the School/University of a copy of the training project duly completed, and including the signature of the trainee, the tutor/school/university referent and the tutor of the Institute. In particular for the health professions the training project must contain specific objectives;
- c) to acceptance by the trainee of the Institutes' regulations in force;
- d) to the declaration, by the trainee, to exonerate the Institute from any responsibility for civil and criminal order for wilful misconduct or gross negligence that may derive from the attendance activity;
- e) to the issuing, if the internship activities present risks for which health surveillance is required, of the certificate of suitability for the task, prepared by the competent doctor of the Institute; the judgement of suitability expressed by the Competent Doctor of the Veneto Oncology Institute is transmitted through the Institute to the respective affiliated training bodies/promoters and to the Head of the Institute or the Manager responsible for the area where the attendee will carry out their activity.



- f) to presentation by the trainee of a certificate of suitability for the tasks envisaged by the training objectives of the internship. This certificate must also certify the immune status for exanthematous diseases such as measles, chicken pox, rubella and mumps, assessed through specific serological investigations. In case of immunity, the subject may be denied access to certain internships and departments. This certificate must also specify that the screening for latent or active tuberculous infection with negative results for the active form was carried out in the previous three months (with specific tests such as Mantoux or IGRA+chest X-ray test in case of positivity to the same, and further investigations if necessary)

3.6 - Internship manager and tutor of the Institute

The person in charge of the internship is the Director/Head of the facility attended; for trainees, a tutor from the Institute is appointed, a permanent employee in the qualification consistent with the training project, enrolled in the relevant professional register.

The Institute's tutor activity is carried out free of charge and during working hours. The tutor of the Institute carries out the activity of guiding, planning and supervising of the internship activity, according to the agreed project and reports to the proposing body in the specific ways provided for as required, in compliance with their role.

The tutor of the Institute guarantees the correct maintaining of the documents in which the activity is attested, and also draws up the final report on the training and learning aspects of the trainee, where applicable.

3.7 - Procedural methods

The duration of the internship is established by the proposing Body after obtaining the opinion of the Manager and/or Coordinator of the facility attended.

The internship methods are agreed with the Head of the Facility in compliance with internal organisational needs and consistent with the training project.



3.8 - Trainee duties

Trainees are required to:

1. comply with the directives given by the Head of the Service in which the internship takes place;
2. operate in compliance with the directives of the Institute, with the rules of professional ethics and with those relating to hygiene and safety in the workplace (Italian Legislative Decree 81/08 and subsequent amendments) and also in compliance with the regulations in force on the protection of personal data.

Trainees cannot be engaged in activities that involve decision-making autonomy and in particular cannot sign official Institute deeds or be autonomously assigned to the tasks of the Institute personnel.

Trainees will be provided with an identification card, to be returned at the end of the traineeship period.

3.9 - Duration

The maximum duration of the internship is defined, according to the different types of internship, as indicated by Regional Government Decree no.1324 of 23 July 2013.

3.10 - Maximum number of trainees

The maximum number of trainees cannot exceed 10% of the employees of the facility where the traineeship takes place. Any increase in this number must be agreed with the Management.



3.11- Suspension and termination of the internship

The Service Manager, if there are justified reasons, may suspend the internship or reduce its duration. The reduction or suspension of the internship can also be arranged at the written and motivated request of the interested party.

3.12- Internship certification

The internship hours carried out must be reported on the appropriate form signed by the tutor of the Institute. The release of the certification certifying the internship provided will be issued, on the basis of the attendance recorded by the tutor and at the request of the interested party, by the Director of the Human Resources and General Affairs Department.