



**Region of Veneto**  
**Institute of Oncology**  
**Scientific Institute for Research, Hospitalisation and Healthcare**



REGIONE DEL VENETO

# **INTERNSHIP REGULATIONS**



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## TITLE I - FIELD OF APPLICATION ART.

### 1 - SUBJECT

The Veneto Institute of Oncology IRCSS (hereinafter also referred to as “IOV”) offers internships to support the career choices of students and foster the acquisition of skills through direct experience of the world of work.

These Regulations govern the procedures for internships at the Veneto Institute of Oncology IRCCS, in compliance with state and regional regulations.

### ART. 2 - DEFINITIONS AND FIELD OF APPLICATION

Pursuant to Article 1, paragraph 720 of Law No 234 of 30 December 2021 (Budget Law 2022), an internship is a training pathway that alternates learning and work, aimed at providing professional guidance and training, as well as to improve the meeting between labour supply and demand. If it serves the purpose of obtaining a formally recognised qualification, the internship is defined as curricular.

The following types of internships are available at the Veneto Institute of Oncology IRCCS:

- curricular internships: internships instrumental to the attainment of a formally recognised qualification, organised by universities or by university education providers authorised to issue academic qualifications, by educational institutions issuing qualifications with legal value, or by accredited vocational training organisations, for their students within the period of attendance of an academic or training course, in order to complete alternate periods of learning/working as part of formal education;
- apprenticeships: periods of professional practical training required by professional bodies and governed by specific regulations, the completion of which is a mandatory requirement for access to a given profession;
- internships for training nurses and midwives, technicians, and rehabilitation and prevention personnel, as referred to in Art. 6(3) of Legislative Decree 502/92, as amended;
- internships for training social and health workers;
- internships required by specialisation schools in the health sector;
- P.C.T.O. – Pathways for Transversal Skills and Orientation: traineeships carried out by students at state secondary schools and private/government-approved equivalents to state secondary schools as part of the courses on transferable skills and orientation (formerly dual learning-working programmes).

These regulations do not apply to:

- reintegration/placement traineeships carried out mainly for the unemployed, including mobile workers, and other work experience programmes for the unemployed;
- extra-curricular internships, i.e. all internships that cannot be defined as curricular internships and apprenticeships, aimed at facilitating

career choices through a period of training in a work environment and thus with direct experience of the world of work.

## **TITLE II- CURRICULAR INTERNSHIPS, APPRENTICESHIPS AND PCTOs**

### **ART. 3 - AGREEMENTS**

The activation of curricular internships, apprenticeships and PCTOs follows the stipulation of an agreement between the promoting entity (i.e. universities, university education providers authorised to issue academic qualifications, educational institutions issuing legally-recognised qualifications, accredited vocational training bodies) and the Veneto Institute of Oncology IRCCS, in its capacity as a host entity.

Promoting entities interested in collaborating with the Veneto Institute of Oncology IRCCS must send their request by PEC together with a proposal for an agreement ([protocollo.iov@pecveneto.it](mailto:protocollo.iov@pecveneto.it)).

The agreement governs the relations between the promoting entity and the Veneto Institute of Oncology IRCCS and is subject to stamp duty pursuant to Presidential Decree 642/72, which is normally paid by the promoting entity.

The General and Legal Affairs Unit takes care of the preliminary evaluation for the purpose of concluding the agreement, as well as all subsequent administrative tasks.

Approval of the agreement does not grant automatic authorisation to carry out internships. Internships can only begin following the application for admission by the person concerned and the granting of authorisation pursuant to Articles 5 and 6 of these regulations.

The Veneto Institute of Oncology IRCCS undertakes to welcome at its facilities as many interns as are compatible with its organisation. In any case, the maximum number of interns who can attend the institute at the same time cannot exceed 10% of the institute's employees, in accordance with Ministerial Decree 142 of 1998.

### **ART. 4 - APPLICATION FOR ADMISSION TO THE INTERNSHIP**

The application for admission to the internship must be submitted by the person concerned to the IOV - IRCCS at least 15 days before the start of the internship.

The General and Legal Affairs Unit obtains the opinion of the Area Management of reference of the facility for which the intern is applying and, for internships in the medical Operational Units, also of the Hospital Medical Director. Having obtained the favourable opinion(s), the General and Legal Affairs Unit requests the following documentation from the person concerned:

- a) a copy of a valid ID document;
- b) if the applicant is a non-EU citizen, a copy of their residence permit pursuant to Article 27(f) of Legislative Decree of 25 July 1998, "Testo Unico sull'Immigrazione" (Consolidated Law on Immigration), which must be valid for the entire period of the internship;

- c) a copy of the individual training project (drawn up according to the format provided by the promoting entity), duly completed and signed by the intern, the tutor of the promoting entity and the tutor of the institute;
- d) the privacy statement, duly completed and signed;
- e) declaration of absence of conflict of interest;
- f) certificates relating to occupational safety courses pursuant to Law 81/2008 carried out by the intern, as referred to in Article 11;

#### **ART. 5 - AUTHORISATION AND COMMENCEMENT OF THE INTERNSHIP**

The General and Legal Affairs Unit, having verified the documentation transmitted, sends the notification of authorisation for the internship to the person concerned, to the tutor, to the reference Area Management/Hospital Medical Director, the Health and Safety Officer and to the Company Physician.

#### **ART. 6 - HEAD OF INTERNSHIP AND TUTOR**

The promoting entity is obliged to appoint a tutor as the head of teaching/organisation of the internship.

At the institute, the person in charge of the internship activity is the Director/Head of the Facility where the internship takes place, who assigns each trainee a tutor from the institute, who is a permanent employee with appropriate qualifications and skills in relation to the training project.

The tutor's work is unpaid and provided during working hours.

The institute tutor guides, plans and supervises the internship activity, according to the agreed project. In particular, the institute tutor:

- supervises the regular attendance and correct progress of the intern's activity;
- provides information and monitors the trainee's compliance with the institute's regulations, rules of professional ethics, rules of conduct, rules on occupational hygiene and safety, and rules on the protection of personal data;
- undertakes to have the intern carry out only the activities envisaged in the training project, in accordance with the contractual agreements;
- undertakes, in agreement with the Director/Head of the Operational Unit, to report promptly any incidents/accidents involving the intern to the promoting entity for follow-up action;
- ensures the proper storage of and signs the documents certifying the internship activity;
- prepares the final report on the intern's training and learning outcomes, as appropriate.

#### **ART. 7 - INTERNSHIP STRUCTURE**

The internship structure is defined in the individual training project agreed upon and signed by the tutor of the promoting entity and the institute tutor, in compliance with internal organisational requirements.

Internships do not constitute a prerequisite for the establishment of any future employment or professional service relationship with the institute and do not involve any remuneration for the activity performed. Under no circumstances may the Veneto Institute of Oncology IRCCS use interns to replace its own staff or to fill job vacancies. Interns cannot be engaged in activities involving autonomous decision-making and, in particular, cannot sign official acts of the institute and cannot be assigned to perform independently tasks for which institute staff are responsible.

Interns may, at the express request of the Director/Head of the Operational Unit/Department where the internship takes place, be provided with a trainee badge, which must be returned at the end of the internship.

### **ART. 8 - DUTIES OF THE INTERN**

The intern is required to:

- carry out the activities envisaged by the training project in order to achieve the set training objectives;
- attend the host Operational Unit/Department, observing the access times to company premises set out in the training project;
- comply with the provisions of these regulations and any further instructions given by the tutor and the Director/Head of the Operational Unit/Department where the internship takes place;
- operate in compliance with the institute's directives, with the rules of professional ethics, with the rules on occupational health and safety (Legislative Decree 81/08 as amended) and, furthermore, in compliance with the applicable data protection regulations;
- comply with the provisions contained in the Code of Conduct of the Veneto Institute of Oncology IRCCS;
- notify in writing the institute tutor, the General and Legal Affairs Unit and the competent office of the promoting entity of any interruption of the internship at any time.

### **ART. 9 - INSURANCE**

The promoting entities are obliged to ensure that interns are insured against accidents with the Istituto Nazionale per l'Assicurazione contro gli Infortuni sul Lavoro (INAIL) and for third-party liability with an appropriate insurance company. Insurance must also cover any activities carried out by the intern outside the institute that are part of the training project.

### **ART. 10 - INTERNSHIP CERTIFICATION**

The hours of training carried out must be recorded on a form signed by the institute tutor. Certification of completion of the internship is issued, on the basis of the attendance recorded by the tutor and, at the request of the person concerned, by the Director/Manager of the Unit/Department in which the internship is held.

## **TITLE II - REGULATION OF INTERNSHIPS FOR TRAINING HEALTH CARE PERSONNEL AND CARE WORKERS**

### **ART. 11 - AGREEMENTS**

The activation of internships related to the training of nurses and midwives, technicians, and rehabilitation and prevention personnel, as referred to in Art. 6(3) of Legislative Decree 502/92 and

s.m.i. internships for training care workers (OSS) requires an agreement to be signed between the promoting body and the Veneto Institute of Oncology IRCCS, as the host entity.

Promoting entities interested in entering into an agreement must contact the Veneto Institute of Oncology IRCCS by PEC ([protocollo.iov@pecveneto.it](mailto:protocollo.iov@pecveneto.it)), sending a proposal for an agreement.

The agreement governs the relations between the promoting entity and the Veneto Institute of Oncology IRCCS and is subject to stamp duty pursuant to Presidential Decree 642/72, which is normally paid by the promoting entity.

The General and Legal Affairs Unit takes care of the preliminary evaluation for the purpose of concluding the agreement, as well as all subsequent administrative tasks.

The management of internships for training nurses and midwives, technicians, and rehabilitation and prevention, as referred to in Art. 6, paragraph 3, of Legislative Decree 502/92, as amended, and for training care workers is assigned to the Health Professions Unit.

Approval of the agreement does not grant automatic authorisation to carry out the requested internships. Internships can only begin following the application by the person concerned and the granting of authorisation for the specific internship application pursuant to Articles 5 and 6 of these regulations.

The Veneto Institute of Oncology IRCCS undertakes to welcome at its facilities as many interns as are compatible with its organisation. In any case, the maximum number of interns who can attend the institute at the same time cannot exceed 10% of the institute's employees, in accordance with Ministerial Decree 142 of 1998.

The maximum number of interns is stipulated in the individual agreements.

### **ART. 12 - APPLICATION FOR ADMISSION TO THE INTERNSHIP**

The application for admission to the internship must be submitted by the person concerned to the IOV - IRCCS at least 15 days before the start of the internship.

The General and Legal Affairs Unit obtains the opinion of the Health Director and the Director of the Hospital Medical Directorate (DMO). Having obtained a favourable opinion, the General and Legal Affairs Unit requests the following documentation from the intern:

- a) a copy of a valid ID document:

- b) if the applicant is a non-EU citizen, a copy of their residence permit pursuant to Article 27(f) of Legislative Decree of 25 July 1998, “Testo Unico sull’Immigrazione” (Consolidated Law on Immigration), which must be valid for the entire period of the voluntary work placement;
- c) a copy of the individual training project (drawn up according to the format provided by the promoting entity), duly completed and signed by the trainee, the tutor of the promoting entity and the institute tutor;
- d) the privacy statement, duly completed and signed;
- e) declaration of absence of conflict of interest;
- f) certificates relating to occupational safety courses pursuant to Law 81/2008 carried out by the intern, as referred to in Article 26 below.

### **ART. 13 - AUTHORISATION AND COMMENCEMENT OF THE INTERNSHIP**

The General and Legal Affairs Unit, having verified the documentation transmitted, sends the notification of authorisation for the internship to the person concerned, to the tutor, to the Health Professions Unit, the Health and Safety Officer and to the Company Physician.

### **ART. 14 - HEAD OF INTERNSHIP AND TUTOR**

The promoting entity is obliged to appoint a tutor as the head of teaching/organisation of the internship.

With specific reference to the health profession internships, in compliance with the provisions on training set forth in Article 6(3) of Legislative Decree No 502/92, as amended, and with the provisions of the decision of the Veneto Regional Council (DRGV) No 1429 of 2014, the institute appoints from among its employees and by resolution of the General Manager:

- a Company Internship Contact person;
- a Company Teaching Tutor;
- a Company Internship Guide.

In particular, the Company Internship Contact, who serves as the sole point of contact for all students on the Health Professions degree courses, oversees organisational/administrative activities to ensure the smooth running of internships across company departments and operational units. This position has a three-year term with the possibility of renewal, and it is part-time (DRGV No 1429 of 2014).

The Teaching Tutor is an employee of the institute, who is entrusted with the support and guidance of the student in their internship in the company operational units and departments, and belongs to the same Health Profession as the degree course to which they are assigned. The position has a five-year term with the option for renewal.

The Company Internship Guide is in charge of supporting students during clinical activities. The position is annual and will be automatically renewed unless otherwise decided. The function of the Internship Guide may also be assumed by the Company Teaching Tutor, provided that both functions are guaranteed. The guide ensures that students are integrated into the operational unit/department where the internship takes place and, in accordance with the set objectives,



helps them acquire professional skills and the ability to act in the specific organisational context.

With specific reference to internships carried out by care workers (OSS), in compliance with the provisions of Regional Law No 20 of 16 August 2001, as amended, and by Decree of the General Health and Social Manager No 21 of 1 March 2017, as amended by Decree of the General Health and Social Manager No 68 of 16 May 2022, the institute appoints from among its employees:

- a Company Internship Contact person;
- a Company Teaching Tutor;
- a Company Internship Guide.

In particular, the Company Internship Contact, already identified for the internships for health professions, is also entrusted with the management of activities to ensure the smooth running of the internships for students on the care worker (OSS) courses

The Company Teaching Tutor is an employee of the institute and qualified health professional, with appropriate qualifications and experience, identified by the Health Professions Unit and appointed by resolution of the General Manager.

The Company Internship Guide is appointed by the OUs in which the internship takes place, normally from among staff who are qualified care workers.

#### **ART. 15 - INTERNSHIP STRUCTURE**

The internship structure is defined in the training project agreed upon and signed by the promoting entity and the Director of the Health Professions Unit and the company teaching tutor/internship guide, in compliance with internal organisational requirements.

Internships do not constitute a prerequisite for the establishment of any future employment or professional service relationship with the institute and do not involve any remuneration for the activity performed. Under no circumstances may the Veneto Institute of Oncology IRCCS use interns to replace its own staff or to fill job vacancies. Interns cannot be engaged in activities involving autonomous decision-making and, in particular, cannot sign official acts of the institute and cannot be assigned to perform independently tasks for which institute staff are responsible.

Interns may be provided, upon express request of the Director of the Health Professions Unit sent to Human Resources, with an intern identification card, which must be returned at the end of the internship.

#### **ART. 16 - DUTIES OF THE INTERN**

The intern is required to:

- carry out the activities envisaged by the training project in order to achieve the set training objectives;
- attend the host Operational Unit/Department, observing the access times to company premises set out in the training project;

- comply with the provisions of these regulations and any further instructions given by the tutor and the Director/Head or the Coordinator of the Operational Unit/Department where the internship takes place;
- operate in compliance with the institute's directives, with the rules of professional ethics, with the rules on occupational health and safety (Legislative Decree 81/08 as amended) and, furthermore, in compliance with the applicable data protection regulations;
- comply with the provisions of the Code of Conduct for Civil Servants and the Code of Conduct of the Veneto Institute of Oncology IRCCS;
- give notice of any interruption of the internship at any time by informing their tutor and the competent office of the promoting entity in writing.

#### **ART. 17 - INSURANCE**

The promoting entities are obliged to ensure that interns are insured against accidents with the Istituto Nazionale per l'Assicurazione contro gli Infortuni sul Lavoro (INAIL) and for third-party liability with an appropriate insurance company. Insurance cover must also cover any activities carried out by the trainee outside the institute that are part of the training project.

#### **ART. 18 - INTERNSHIP CERTIFICATION**

The hours of training carried out must be recorded on a form signed by the institute tutor. Certification of completion of the internship is issued, on the basis of the attendance recorded by the tutor and, at the request of the person concerned, by the Director of the Health Professions Unit.

### **TITLE III - INTERNSHIPS REQUIRED BY SPECIALISATION SCHOOLS IN THE HEALTH SECTOR**

The Veneto Institute of Oncology IRCCS offers internships to postgraduates enrolled in the Schools of Specialisation in the health sector reserved for physicians and postgraduates enrolled in the Schools of Specialisation in the health sector reserved for non-medical professions other than physicians.

#### **Internships for physicians undergoing specialised training:**

With regard to internships for physicians undergoing specialised training, the procedures for authorising and carrying out the internship differ depending on whether or not the institute is part of the training network of the specialisation school to which the intern belongs.

In particular, if the institute is part of the training network of the specialisation school to which the physician belongs, the performance of training activities at the institute is regulated by special Memoranda of Understanding between the institute and the university to which the physician undergoing specialised training belongs. These Memoranda of Understanding define how the intern is to perform the care tasks assigned to them and the type of activities to be performed by the trainee physician at the institute.

Internships outside the training network may only begin following the conclusion of a nominative agreement between the institute and the promoting entity governing the internship of the applicant junior specialist.

**internships for non-medical junior specialists:**

Internships carried out by non-medical junior specialists belonging to dual specialisation schools (medical and non-medical), in accordance with the MIUR ministerial provisions No 27469 of 22 November 2016, are governed by the aforementioned Memoranda of Understanding between the institute and the university to which the junior specialist belongs.

Internships for non-medical junior specialists belonging to exclusively non-medical specialisation schools require an agreement between the institute and the promoting entity.

**ART. 19 - AGREEMENTS AND AUTHORISATION**

This Article applies exclusively to internships not governed by specific Memoranda of Understanding between the institute and the university to which the junior specialist belongs, i.e:

- **Internships for junior specialist physicians outside the training network:**

For internships for junior specialist physicians outside the training network, the structure of the individual internship is governed by a personal agreement.

Promoting entities interested in entering into an agreement must contact the Veneto Institute of Oncology IRCCS by PEC([protocollo.iov@pecveneto.it](mailto:protocollo.iov@pecveneto.it)), sending a proposal for an agreement with the relative training project in attachment. The agreement governs the relations between the promoting entity and the Veneto Institute of Oncology IRCCS and is subject to stamp duty pursuant to Presidential Decree 642/72, which is normally paid by the promoting entity.

The General and Legal Affairs Unit obtains the opinion of Area Management of reference of the facility for which the junior specialist physician is applying and from the Hospital Medical Director. Once the favourable opinion has been acquired, the General and Legal Affairs Unit asks the Director/Head of the OU in which the training will be carried out to produce a statement confirming the availability in terms of training capacity in relation to the number of junior specialist physicians from the affiliated university already in training at the facility.

The conclusion of the personal agreement is subject to clearance by the Veneto Regional Authority in accordance with the relevant regional provisions.

Once the agreement has been signed, the General and Legal Affairs Unit sends the notification of approval of the internship to the person concerned, to the tutor, to the reference Area Management and the Hospital Medical Director, the Health and Safety Officer and to the Company Physician.

The General and Legal Affairs Unit requests the following documentation from the junior specialist:

- a) a copy of the individual training project completed and signed by the junior specialist, the tutor of the promoting entity and the institute tutor;

- b) the privacy statement, duly completed and signed;
  - c) declaration of absence of conflict of interest;
  - d) certificates relating to occupational safety courses pursuant to Law 81/2008 carried out by the junior specialist, as referred to in Art. 26 below;
  - e) the policy certificates referred to in Art. 23 below, if the intern is liable for the insurance.
- **Internships carried out by non-medical junior specialists belonging to exclusively non-medical specialisation schools and internships carried out by non-medical junior specialists outside the training network:**

Promoting entities interested in entering into an agreement to include the Veneto Institute of Oncology IRCCS in their training network must contact the institute by PEC([protocollo.iov@pecveneto.it](mailto:protocollo.iov@pecveneto.it)), sending a proposal for agreement. The agreement is subject to stamp duty pursuant to Presidential Decree 642/72, which is normally paid by the promoting entity.

The General and Legal Affairs Unit takes care of the preliminary evaluation for the purpose of concluding the agreement, as well as all subsequent administrative tasks.

Approval of the agreement does not grant automatic authorisation to carry out internships. In particular, following the conclusion of the agreement, internships start following application by the persons concerned and approval of the specific internship application.

In particular, the application for admission to the internship must be submitted by the person concerned to the IOV - IRCCS at least 15 days before the start of the internship.

The General and Legal Affairs Unit obtains the opinion of Area Management of reference of the facility for which the intern is applying. Having obtained a favourable opinion, the General and Legal Affairs Unit requests the following documentation from the intern:

- a) a copy of a valid ID document;
- b) if the applicant is a non-EU citizen, a copy of their residence permit pursuant to Article 27(f) of Legislative Decree of 25 July 1998, "Testo Unico sull'Immigrazione" (Consolidated Law on Immigration), which must be valid for the entire period of the internship;
- c) a copy of the individual training project (drawn up according to the format provided by the promoting entity), duly completed and signed by the intern, the tutor of the promoting entity and the institute tutor;
- d) the privacy statement, duly completed and signed;
- e) declaration of absence of conflict of interest;
- f) certificates relating to occupational safety courses pursuant to Law 81/2008 carried out by the intern, as referred to in Art. 26 below.

The General and Legal Affairs Unit, having verified the documentation transmitted, sends the notification of authorisation for the internship to the person concerned, to the tutor, to the Area Management of the intern's assigned facility, the Health and Safety Officer and to the Company Physician.

## **ART. 20 - HEAD OF INTERNSHIP AND TUTOR**

This Article applies exclusively to internships not governed by specific Memoranda of Understanding between the institute and the University to which the junior specialist belongs.

The promoting entity is obliged to appoint a tutor as the head of teaching/organisation of the internship.

At the institute, the person in charge of the internship activity is the Director/Head of the Facility in which the internship takes place. Each intern is assigned a tutor from the institute, who has appropriate qualifications and experience in relation to the training project.

The tutor's work is unpaid and provided during working hours.

The institute tutor guides, plans and supervises the internship activity, according to the agreed project. In particular, the institute tutor:

- supervises the regular attendance and correct progress of the intern's activity;
- provides information and monitors the trainee's compliance with the institute's regulations, rules of professional ethics, rules of conduct, rules on prevention, hygiene and safety in the workplace, and rules on the protection of personal data;
- undertakes to have the intern carry out only the activities envisaged in the training project, in accordance with the contractual agreements;
- undertakes to report promptly any accidents/incidents involving the trainee to the promoting entity;
- ensures the proper storage of and signs the documents certifying the internship activity;
- prepares the final report on the trainee's training and learning outcomes, as appropriate.

## **ART. 21- INTERNSHIP STRUCTURE**

The internship structure is defined in the individual training project agreed upon and signed by the director of the intern's Specialisation School and the institute tutor, in compliance with internal organisational requirements.

Internships do not constitute a prerequisite for the establishment of any future employment or professional service relationship with the institute and do not involve any remuneration for the activity performed. Under no circumstances may the Veneto Institute of Oncology IRCCS use interns to replace its own staff or to fill job vacancies. Interns cannot be engaged in activities involving autonomous decision-making and, in particular, cannot sign official acts of the institute and cannot be assigned to perform independently tasks for which institute staff are responsible.

Interns may, at the express request of the Director/Head of the Operational Unit/Department where the internship takes place, be provided with a trainee badge, which must be returned at the end of the internship.

Junior specialist physicians shall carry out their training activities in accordance with the degree of autonomy acquired and envisaged by their academic career.

If the junior specialist is an employee of the institute, the internship must be carried out outside working hours.

### **ART. 22 - DUTIES OF THE INTERN**

The intern is required to:

- carry out the activities envisaged by the training project in order to achieve the set training objectives;
- attend the host Operational Unit/Department, observing the access times to company premises set out in the training project;
- comply with the provisions of these regulations and any further instructions given by the tutor and the Director/Head or the Coordinator of the Operational Unit/Department where the internship takes place;
- operate in compliance with the institute's directives, with the rules of professional ethics, with the rules on occupational health and safety (Legislative Decree 81/08 as amended) and, furthermore, in compliance with the applicable data protection regulations;
- comply with the provisions of the Code of Conduct for Civil Servants and the Code of Conduct of the Veneto Institute of Oncology IRCCS;
- give notice of any interruption of the internship at any time by informing their tutor and the competent office of the promoting entity in writing.

### **ART. 23 - INSURANCE**

For internships carried out within the training network of the specialisation school, both medical and non-medical, the institute provides, at its own expense, insurance cover for professional risks, third-party liability and accidents related to the activity carried out at its facilities, under the same conditions as cover for its own employees.

For junior specialist physicians outside the training network, the promoting entity or the junior specialist shall organise, at their own expense, insurance covering third-party liability and accidents connected with the training activity.

For internships carried out by non-medical junior specialists outside the training network, the promoting entities are obliged to ensure that interns are insured against accidents with the Istituto Nazionale per l'Assicurazione contro gli Infortuni sul Lavoro (INAIL) and for third-party liability with an appropriate insurance company. Insurance cover must also cover any activities carried out by the trainee outside the institute that are part of the training project.

### **ART. 24 - INTERNSHIP CERTIFICATION**

This Article applies exclusively to internships not governed by specific Memoranda of Understanding between the institute and the university to which the junior specialist belongs.

The hours of training carried out must be recorded on a form signed by the institute tutor. Certification of completion of the internship is issued, on the basis of the attendance recorded by the tutor and, at the request of the person concerned, by the Director/Manager of the Unit/Department in which the internship is held.

#### TITLE IV - COMMON PROVISIONS

##### ART. 25- SUSPENSION, TERMINATION AND WAIVER OF THE INTERNSHIP

This Article applies exclusively to internships not governed by specific Memoranda of Understanding between the institute and the university to which the junior specialist belongs.

The Director/Head of the Operational Unit/Department where the internship takes place has the right to terminate, suspend or reduce the duration of the internship for justified reasons. -The internship may also be terminated, reduced or suspended at the written and reasoned request of the intern.

Termination of the internship may be ordered ex officio by the Medical Director, the Administrative Director or the Scientific Director, depending on the assigned O.U., if serious reasons exist that prevent the continuation of the training.

Waiver and any other changes to the internship must be communicated to the General and Legal Affairs Unit.

##### ART. 26 - SAFETY AT WORK AND HEALTH SURVEILLANCE

Pursuant to Art. 2(1)(a) of Legislative Decree 81/2008 interns are equivalent to workers, therefore the Veneto Institute of Oncology IRCCS, as far as it is competent, ensures compliance with the protective measures and obligations under the regulations in force.

In particular:

- the promoting entity guarantees the “general training” on safety pursuant to Art. 37 of Legislative Decree 81/2008 'Training of workers and their representatives';
- the host entity is liable pursuant to Art. 36 ('Information to workers') of Legislative Decree 81/2008, as well as for the provision of personal protective equipment (PPE), where required;
- the Veneto Institute of Oncology IRCCS is also responsible for “specific training” on safety pursuant to Art. 37 of Legislative Decree 81/2008 'Training of workers and their representatives'. Therefore, the Veneto Institute of Oncology IRCCS provides specific training for interns in accordance with the risks to which each intern is exposed, taking into account any certified specific training already completed.

The institute undertakes to carry out health monitoring, where necessary in relation to the exposure to occupational risk by performing health surveillance (Article 41 of Legislative Decree 81/08) through the company physician.

For interns who carry out training activities within areas classified as “exposed” to the risk of ionising radiation pursuant to Legislative Decree 101 of 31 July 2020, specific radiation protection measures are required, by both the host and the promoter, which are detailed in the text of the agreement on the basis of a standard model prepared by the Health Physics Unit, agreed with the promoting entity.

## **ART. 27 - PROCESSING OF PERSONAL DATA**

The promoting entity and the Veneto Institute of Oncology IRCCS process personal data in compliance with the provisions of EU Regulation 2016/679 and Legislative Decree 196/2003 as amended.

Veneto Institute of Oncology IRCCS provides the intern with a privacy statement in accordance with Article 13 of Regulation (EU) No 2016/679.

The intern is obliged to comply with the provisions and instructions on personal data protection, and to ensure the necessary confidentiality with regard to all news, data and information of which they become aware during the internship, and not to use them for unauthorised purposes, even after the internship has ended. The intern is personally liable for the breach of personal data and/or health information that they process in the course of their internship activities.

Pursuant to the provision of the Italian Data Protection Authority of 9 November 2005, [healthcare] users must be informed that, in addition to offering care and prevention, some healthcare procedures and services are also observed for educational purposes, and during such procedures and services, specific precautions must be adopted to limit any discomfort for patients, also in relation to the degree of invasiveness of the treatment, for example by limiting the number of students in attendance and respecting any legitimate objections.

If the internship activity entails, in accordance with the relevant training project, the processing of personal data by the intern, the institute tutor is entrusted with the task of authorising the intern, in the name and on behalf of the Data Controller, to process the personal data strictly necessary to complete the training project relating to the internship. At the start of the internship, the General and Legal Affairs Unit, together with the company tutor, checks that the requirements are met for granting authorisation to process data and provides the intern with instructions on how to process personal data. The letter of authorisation to process personal data signed by the authorised person and the tutor is kept on file in the General and Legal Affairs Unit.

The Director/Head of the Operational Unit/Department in which the internship takes place is responsible for monitoring compliance with that set out in this article. Failure to comply with the provisions of this article is grounds for termination of the internship.

With particular regard to internships carried out by junior specialists under Title III of these regulations, the following provisions shall apply:

The Director/Head of the Operational Unit in which the specialist training is carried out authorises, in the name and on behalf of the Data Controller, the junior specialist physicians and health workers (non-medical) to process personal data in order to enable the training activities to be carried out in accordance with the instructions of the specialisation school.

The Director/Head of the Operational Unit where the specialist training takes place issues instructions for the processing of personal data to the junior specialist and requests access to the company applications, limited to that necessary for the performance of the clinical and healthcare activities envisaged by the training courses, from the Information Systems Unit - Qualification Department. At the end of the junior specialist's training period at the IOV - IRCCS, the Director/Head of the Operational Unit where the training took place shall be responsible for informing the





the Information Systems Unit - Qualifications Department, so that the user accounts and access credentials can be deactivated.

#### **ART. 28 - REGISTER OF INTERNS**

An electronic register of interns is created to monitor the attendance of internships at the Veneto Oncology Institute IRCCS. The General and Legal Affairs Unit is responsible for managing and updating the register.

#### **ART. 29 - FINAL PROVISIONS**

These Regulations, which shall be published under 'Transparent Administration' on the institute website, repeal and replace all prior company regulations on the subject and shall take effect from the date of publication of the approval by resolution on the online notice board.

## ANNEX- Legislations

### 1. General regulations:

Article 18, Law No 196 of 24 June 1997 'Regulations on the promotion of employment';

- Ministry and Social Security Decree No 142 of 25 March 1998, "Regulations setting out the norms for the implementation of the principles and criteria contained in Article 18 of the Law 196 of 24 June 1997 on training and orientation internships";
- Legislative Decree No 81 of 9 April 2008 as amended, "Implementation of Art. 1 of Law No 123 of 3 August 2007 on the protection of health and safety in the workplace";
- Regional Law No 3 of 13 March 2009 'Regulations on employment and the labour market';
- Veneto Regional Council Resolution (DGRV) No 337 of 6 March 2012, 'Regulations on internships.' Resolution/CR No 147 of 29.12.2011;
- Agreement between the Government, the Regions and the Autonomous Provinces of Trento and Bolzano on the document containing "Guidelines on training and orientation internships", pursuant to Article 1(34) and (36) of Law No 92 of 28 June 2012. Directory of acts No 86/CSR of 25 May 2017;
- DGRV No 1816 of 7 November 2017, "Regulations on internships, pursuant to the agreement Conference of the State, Regions and Autonomous Provinces of 25 May 2017. Resolution/CR No 104 of 12 October 2017", as amended by DGR No 634 of 24 May 2023;
- EU Regulation 2016/679 and Legislative Decree. 196/2003 as amended;
- Law No 234 of 30 December 2021 (Budget Law for the Financial Year 2022);

### 2. P.C.T.O. regulations:

- Legislative Decree No 77 of 15 April 2005, "Definition of the general rules on the dual learning and working system, pursuant to Article 4 of Law No 53 of 28 March 2003";
- Law No 107 of 13 July 2015, "Reform of the national education and training system and delegation for the reorganisation of existing legislative provisions";
- Law No 145 of 30 December 2018, "State Budget for the 2019 financial year and multi-year budget for the three-year period 2019-2021" (Budget Law for 2019), Article 1(784 et seq.);
- Ministerial Decree No 774 of 4 September 2019, 'Guidelines on the pathways for transversal skills and orientation', referred to in Article 1(785) of Law No 145 of 30 December 2018;
- Sistema di Riferimento Veneto per la Salute e Sicurezza nelle Scuole (SiRVeSS), 'Guidelines for companies/entities hosting students drafted by SiRVeSS Sistema di Riferimento Veneto per la Salute e Sicurezza nelle Scuole', December 2022;

### 3. Regulations on internships for psychotherapeutic practice and qualifying psychologist apprenticeships:

- Law No 56 of 18 February 1989, 'Rules regulating the profession of psychologist'
- Ministerial Decree No 509 of 11 December 1998, 'Regulation laying down rules for the recognition of institutions authorised to provide specialisation courses in psychotherapy in accordance with Article 1796) of Law No 127 of 15 May 1997';
- Interministerial Decree No 567 of 20 June 2022;
- Law No 163 of 8 November 2021 'Provisions on qualifying university degrees'.

4. Regulations on internships for training of nurses and midwives, technicians, and rehabilitation and prevention personnel:

- DGRV No 1439 of 5 August 2014, 'Guidelines on the corporate organisation of activities related to the training of nurses and midwives, technicians, and rehabilitation and prevention personnel, pursuant to Art. 6(3) of Legislative Decree 502/92 as amended';
- DGRV No 1300 of 8 September 2020, 'Approval of the Memorandum of Understanding between the Veneto Regional Authority and the Universities of Padua and Verona on the subject of training for nurses and midwives, technicians, and rehabilitation and prevention personnel. Article 6(3) of Legislative Decree No 502 of 30.12.1992, as amended'

5. Regulations on internships for Care Workers (OSS):

- Standing Conference for relations between the State, the Regions and the Autonomous Provinces of Trento and Bolzano, Provision of 22 February 2021, 'Agreement between the Minister of Health, the Minister for Social Solidarity and the Regions and Autonomous Provinces of Trento and Bolzano, for the identification of the role and the relative professional profile of the care worker and for the definition of the educational system of training courses;
- Regional Law No 20 of 16 August 2001, 'The professional profile of the care worker' as amended;
- Decree of the General Health and Social Manager No 21/2017 'Guidelines for the organisation at the Companies and Entities of the Regional Health Service of the internship activities envisaged by the course for Care Workers (former Regional Law 20/2001, as amended).

6. Regulations on internships at specialisation schools in the health sector:

- Legislative Decree No 368 of 17 August 1999, 'Implementation of Directive 93/16/EEC on the free movement of doctors and the mutual recognition of their diplomas, certificates and other evidence of formal qualifications and of Directives 97/50/EC, 98/21/EC, 98/63/EC and 99/46/EC amending Directive 93/16/EEC';
- Ministerial Decree No 68 of 4 February 2015, 'Reorganisation of specialisation schools in the health sector';
- Interministerial Decree No 402 of 13 June 2017, 'Interministerial Decree laying down the standards, requirements and indicators of training and care activities of specialisation schools in the health sector'.