

PROCEDURE
VOLUNTARY ATTENDANCE MANAGEMENT

Rev.: 1

PRO: 147

Procedure
Voluntary Attendance Management
PRO.147

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Approved by:	Marco Elefanti	General Director FPG-IRCCS		

Organizational level of application:

- Corporate**
 Department
 Operational Unit

REVISIONS STATUS

Rev. No.	REVISED PARAGRAPHS	REVISION DESCRIPTION	DATE
0			11/20/2015
1	3	DRU (Human Resources and Organization Department) Name Change	07/10/2023
	4.1 paragraph 5	Changing contribution quotas	
	4.3 paragraph 2	Clarification of the documents to be produced	
	4.3 paragraph 3	Added Code of Ethics reference	
	4.3 paragraph 4	Removed reference to the next paragraph	
	4.3 paragraph 5	Replaced DRU (Human Resources and Organization Department) with Health Surveillance.	

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	4.5 paragraph 1	Inserted link for safety regulations	
	4.6 paragraph 2	Reference to REG. 004 inserted.	

1. PURPOSE

This Procedure defines the methods adopted for the management of voluntary attendance at the facilities of Fondazione Policlinico Universitario A. Gemelli IRCCS (hereinafter only "Fondazione").

2. FIELD OF APPLICATION

Voluntary attendance constitutes an institution other than an internship and therefore, this document does not apply to internships, training projects, traineeships and the following categories, which are the subject of specific regulatory disciplines:

- Graduates of the Faculty of Medicine and other faculties admitted to practical internship at the Fondazione for the purpose of participation in the state examination;
- Enrolled in degree programs and/or professional training or specialization schools, for which the internship is provided for the purpose of acquiring the degree or postgraduate specialization, or professional training qualification;
- Holders of scholarships or research grants;
- Holders of self-employment contracts.

3. DEFINITIONS AND ACRONYMS

Fondazione: "Fondazione Policlinico Universitario Agostino Gemelli IRCCS"

SITRA: "Corporate Nursing, Technical and Rehabilitation Service"

DRU: "Human Resources and Organization Department".

4. MODES OF OPERATION

4.1. GENERAL CONDITIONS OF ADMISSION

Diplomates, specialists, and graduates who intend to acquire and perfect experience and knowledge typical of the health, medical, technical and administrative activities carried out in Fondazione are eligible for voluntary attendance.

Attendance is allowed for figures corresponding to the professional profiles operating in Fondazione.

The purpose of voluntary attendance is cultural and professional refinement with a prohibition to carry out activities proper to the employment relationship, as well as any welfare activities and/or tasks of an institutional nature. Those admitted to attendance are not allowed any educational activities that are not formally authorized in the form and manner governed by laws and regulations.

Admission is subject to the prior consent to attendance by the Heads of the Host Operating Unit and to the prior vision

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and full acceptance of this document. In the case of figures corresponding to professional profiles managed by the Corporate Nursing, Technical and Rehabilitation Service (SITRA), consent to attendance is given by the Manager of the aforementioned Service. Responsibility for managing the attending personnel and verifying that they comply with the provisions of this document and current legal regulations lies with the head of the Organizational Unit where the attendance takes place.

By way of covering expenses incurred by the Fondazione, the Attendee is required to pay a contribution to Fondazione itself, the amount of which is determined as follows:

- duration of attendance up to 3 months: 100€
- duration of attendance up to 6 months: 150€
- duration of attendance up to 12 months: 200€

The attendee is required to make the payment by bank transfer, taking care to use the following references:

- Beneficiary: FONDAZIONE POLICLINICO UNIVERSITARIO AGOSTINO GEMELLI
- Iban Code: IT59Z0200805314000102940493
- Reason: **CONTRIBUTION TO COVER VOLUNTEER FREQUENCY EXPENSES**

Attendance is conducted absolutely free of charge and does not result in the establishment of any employment relationship with Fondazione.

4.2. DURATION AND REVOCATION OF VOLUNTARY ATTENDANCE

Attendance may be authorized for a minimum period of three months up to a maximum of 12 months.

Exceptionally, with the consent of the Head of the Host Operating Unit, attendance may be authorized for shorter periods than the limits indicated in the previous paragraph.

Authorization for attendance may be revoked at any time for reasons of expediency related to operational needs, or if there are professional, ethical or behavioral reasons of the attendee including arbitrary interruption of attendance.

4.3 FULFILLMENTS OF ASPIRANTS FOR ATTENDANCE ADMISSION

Aspiring attendants must formulate an application on the appropriate form, in which they must indicate the Operating Unit they intend to attend, the period, the reason as well as, in the form of self-certification in accordance with Presidential Decree 445/2000:

- personal data
- Educational qualification.

Aspiring attendees must acquire on the application form (see Attachment) the signature for approval of the Head of Operational Unit involved in the attendance (or of the Head of SITRA in the cases referred to in Article 4.1, paragraph 4) and, for facilities in the health area, of the Medical Director.

Having acquired the signatures referred to in the preceding point, prospective attendees must forward to the Human Resources and Organization Department, the attendance request form together with:

- insurance policy, in Italian or English, valid for the entire period of attendance, for permanent disability and death resulting from injuries and illnesses contracted during attendance. The insurance policy

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must provide under the heading "professional activity," that of attending at the Fondazione Policlinico Universitario A. Gemelli IRCCS;

- proof of payment made in accordance with Article 4.1, paragraph 5 of this document;
- Permit of Stay for Study Purposes valid for the period of attendance (for non-EU citizens)
- clearance from the employer (for employees)

By signing the form, prospective attendees declare that they know and accept the contents of the Code of Ethics and the Model of Organization, Management and Control adopted by Fondazione (available at the website: www.policlinicogemelli.it) and undertake to comply with all its provisions. In case of violation of even one of the provisions contained in the Code of Ethics, Fondazione has the right to terminate attendance.

Following the DRU's acceptance of the application, applicants for attendance at care units must contact the Health Surveillance Service (located on the 2nd floor, Wing A, room no. A230e -tel. 063015.7290-8528 during the hours 10:30-12:30/14:30-15:30) for the possible acquisition of the judgment of suitability by the Medical Officer.

Applicants for attendance who are employees of other health companies may provide the Health Surveillance with the suitability judgment already acquired by the company of origin, in order to confirm the judgment that will be issued by the internal Medical Officer.

4.4 EXAMINATION OF APPLICATIONS

The Human Resources Department, having acquired the complete documentation, forwards it to the Health Surveillance Service, which: (i) initiates the process of acquiring the judgment of suitability by the Competent Doctor, in cases where it assesses that it is necessary to submit the attendee to a medical examination, or, (ii) in cases where it assesses that it is not necessary to submit the attendee to a medical examination, returns the documentation received to the DRU with the assessment that the type of attendance requested does not require judgment of suitability by the internal Competent Doctor.

On the basis of the provisions of paragraphs 1 and 2 of Article 4.3, the Human Resources Department, after verifying the regularity of the application, the consent of the Head of the Operational Unit (or the Head of SITRA in the cases referred to in Article 4.1, paragraph 4), the conditions of procedural eligibility depending on the receptivity of the host facility and anything else provided for in these regulations, formalizes the attendance and takes steps to allow the attendee access to the services provided.

4.5 OBLIGATIONS OF THE ATTENDEE

The attendee is obliged to observe the company regulations, organizational/operational provisions in force at the Operational Unit attended and to read the procedures regarding first aid, firefighting, evacuation of workplaces and accidents published on the company document portal "CATFLOW", as well as the safety regulations that can be consulted at the following link:

<http://intranet.policlinicogemelli.it/download/vademecum-sicurezza/?wpdmdl=3254>

The attendee has a duty of confidentiality and not to disclose data and news of which he/she has become aware during attendance, he/she is also obliged to comply with the instructions given by Fondazione for persons authorized to process personal data, pursuant to Article 29 of Regulation (EU) 2016/679 and Article 2-quaterdecies of Legislative Decree 196/2003, as amended by Legislative Decree 101/2018 on "Provisions for the adaptation of national legislation

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to the provisions of EU Regulation 2016/679". (MOD. PRO.147.002).

The attendant must wear an identification card at all times. The frequenter of health/assistance areas is obliged to undergo Health Surveillance checks; he/she is also obliged to comply with any other provisions and prescriptions provided for by the current dispositions, including company regulations, regarding safety and exposure to risks.

The attendee is obliged to wear a specific uniform in cases where it is mandatory for personnel holding the corresponding functional position.

4.6 FULFILLMENTS OF THE HEAD OF THE OPERATING UNIT

The Head of the Operating Unit at which the voluntary attendance takes place is directly responsible for:

- of the health and safety of the attendee in compliance with regulations, company procedures and operating instructions for protection from exposure risk;
- of the attendee's compliance with the provisions contained herein; of the verification of actual attendance;
- of reports to the DRU of any non-compliance or non-observance of this document that could result in the forfeiture of the attendance authorization.

Operating Unit Managers identified as managers in accordance with Legislative Decree 230/95 are required to comply with the requirements of the Radiation Protection Document (REG. 004 revision 3). In particular, they must provide to the Qualified Expert the information necessary for the radiation protection classification of the attendee. Should the attendee be classified as radio-exposed, the person in charge of the OU at which the attendance takes place must ensure that, before exposure to ionized radiation begins, the attendee has a suitability judgment from the Licensed Physician.

4.7 FINAL CERTIFICATE

At the end of the voluntary attendance, at the request of the person concerned, the Head of the Host Operating Unit issues special certification of the voluntary attendance carried out.

In this certification, only the periods actually performed are mentioned, without any evaluation or judgment of merit or description of the activity.

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5. RESPONSABILITY

FUNCTION	RESPONSABILITY
DRU	Verifies the documentation submitted by prospective attendees, the presence of the necessary authorizations, and formalize the authorization for attendance
Health Management	Expresses opinion on the activation of frequencies at the nursing units
SITRA	Authorizes attendance for figures corresponding to the job profiles it manages
Head of Health Surveillance	Issuance of the Judgement of Suitability by the competent physician
Head of Operational Unit	Authorizes attendance at their O.U. For further responsibilities, please refer to Article 4.6

6. REFERENCES

- REG. 004 Radiation protection and worker surveillance Revision 3.

7. ATTACHMENTS

- 1) MOD.PRO.147.001 Attendance Request Form.
- 2) Appointment of Person Authorized to Process Personal Data pursuant to Article 29 of EU Regulation 2016/679.

8. LIST OF EDITORS

- Angela Petrucci