

GENERAL RULES AND OPERATING PROCEDURES FOR THE AUTHORISATION AND MANAGEMENT OF VOLUNTARY ATTENDANCE AT THE FACILITIES OF THE RIZZOLI ORTHOPAEDIC INSTITUTE (IOR) FOR OBSERVATIONAL PURPOSES IN THE HEALTH, WELFARE, SCIENTIFIC RESEARCH AND ADMINISTRATIVE FIELDS

The Rizzoli Orthopaedic Institute, a hospital facility and scientific research centre, which is also the seat of national and international university teaching, encourages the exchange of knowledge also through the dissemination of scientific knowledge.

With a view to promoting cultural and professional growth and the exchange of significant innovation experiences on issues from across the scientific world, the Institute, a centre of excellence at world level, welcomes professionals of various kinds from Italy and abroad, who wish to attend the Facility in order to acquire and perfect their skills in the various professional fields of expertise.

CHAPTER I - NATURE AND PURPOSE

Article 1.

Purposes

The present document defines the tasks, responsibilities and organisation of attendance requests made by Italian and foreign citizens to the Rizzoli Orthopaedic Institute (hereinafter IOR), for the purpose of acquiring or perfecting, through observation, knowledge typical of scientific and administrative health care activities.

This Regulation does not apply to curricular traineeships and internships governed by specific regulations and by agreements entered into by the IOR with university, school or vocational training institutions and in training courses for personnel employed by other Companies, or which envisage specific research agreements and agreements for scientific collaborations between Bodies.

CHAPTER II - COMMON PROVISIONS

Article 2

Persons admitted to attendance and application for admission

For the purposes of this document, Italians and foreigners who choose to attend the Institute for a certain period of time in order to increase their knowledge through the observation of professionals, who carry out their activities in the various sectors and areas of care, research and administration and who are an expression of the excellence of this Institute, are admitted to attendance.

If they belong to the health care professions, applicants for attendance must hold the qualification and professional qualification provided for in their respective systems of origin, and, as a rule in the case of the medical profession, the specialisation diploma in the discipline for which they are applying to attend the IOR.

The request for admission to voluntary attendance, addressed to the Operating Unit chosen by the candidate, must be made by the latter by completing the appropriate form available on the IOR's institutional website(www.ior.it).

It will then be the responsibility of the above-mentioned Operating Unit to interface with the relevant Directorate, which is authorised to issue the authorisation or refusal of attendance.

In particular, candidates must declare, in the form of self-certification pursuant to Presidential Decree no. 445/2000

- a) surname and first name;

- b) place and date of birth;
- c) residence and citizenship;
- d) home address, telephone number, e-mail address and PEC (if in possession);
- e) **(only for Italian citizens) tax code;**
- f) possession of the qualification with indication of date and institution that issued the qualification;
- g) (for medical profiles only) possession of the qualification to practise the profession in accordance with the provisions of the Order to which they belong;
- h) (Only for Foreign Citizens) to be in compliance with current legislation governing immigration and the condition of foreigners (Art. 27, letter f, Legislative Decree of 25 July 1998 'Consolidation Act on Immigration;
- i) No criminal convictions or report any pending disciplinary/judicial proceedings.

Reference is made to the legal provisions in force concerning substitutive certifications and related checks

It is at the discretion of the director of the host structure, after assessing the candidate's CV, to accept professionals even without a specialised qualification.

The following must be attached to the application:

- a) educational and professional curriculum vitae in European format;
- b) photocopy of a valid identity document;
- c) in the case of academic and professional qualifications obtained outside the EU: Legalisation of academic and professional qualifications in the forms set out in art. 33 DPR 445/2000 or through the simplified forms (Apostille stamp) provided for by international conventions to which Italy is a party (Hague Convention of 05/10/1961)
- d) Copy of accident insurance policy (to be submitted after receipt of acceptance of the application).

The application must be sent, exclusively in a single file in PDF format, by Certified Electronic Mail to the address of the Operative Unit identified for the frequency, which will proceed to the relative protocol with the assignment of the Volunteer Attendee's personal file on the institutional BABEL platform. If the applicant does not have a certified mail address, the request made by ordinary mail may also be accepted.

Article 3

Assessment of the application. Admission to attendance

The application is assessed by the Director of the host Operating Unit after consulting the Medical/Scientific/Administrative Director, having regard to the subjective aspects (the applicant's curriculum vitae) and the organisational and management context of the attendance.

The application must be submitted, preferably, between 1 and 30 April and between 1 and 30 September of each calendar year; the Director of the receiving Operative Unit, after assessing the applicant's curriculum vitae, has the right to admit the applicant to attendance outside the aforementioned deadlines.

Admission to attendance is decided by means of a letter from the Department to which the Operating Unit indicated in the application belongs, after the latter's opinion on the usefulness of the attendance is obtained, indicating the facility (or facilities) where the attendance is to take place, the period of attendance (with start and end date), the reference tutor. The letter of authorisation to attend is formalised and entered into the document management system and sent to the attendee at the address declared in the application.

Attendance entails a presence in the facility compatible with service and organisational requirements and determined in agreement with the facility Director and the tutor.

For the purposes of attendance at the IOR, the Volunteer Attendant will be given an identification card complete with name, qualification and photograph.

It will be issued by the competent office of the institute, following the established procedure.

Attendance may be terminated at any time by express written declaration by the interested party and must be promptly communicated to the Director of the facility and the relevant Management.

Attendance may also be revoked by the management of the Institution at any time, even before the authorised expiry date, for reasons of expediency linked to the operational requirements of the IOR or for other objective reasons, or if there are valid reasons of a professional, deontological or behavioural nature on the part of the attendee.

Article 4

Duration

Voluntary attendance at the IOR facilities is authorised for a minimum of 7 days and a maximum of 12 months.

In the case of guests/visitors present for less than 7 days, a certificate may be issued, on unstamped paper, attesting to their mere presence at the Institute.

Any exceptions to the duration of presence are granted at the reasoned request of the Director/Manager **of the host establishment.**

Article 5

Tutor

For the purely didactic aspects, the Facility Director/Manager identifies a Tutor belonging to the same professional profile as the volunteer, whose activity is aimed at establishing, customising, implementing and verifying the pathway of the Volunteer Attendee

The Tutor is responsible for:

- Welcome the Volunteer Attendant into the Facility;
 - Accompanying and encouraging observational participation in the Facility;
 - Promoting moments of reflection aimed at the didactic educational purpose;
 - Enforce health, safety and privacy regulations in the Institute;
 - Closing attendance with a brief assessment/verification;
- Information on each individual candidate for attendance will be stored in a special digital file.

Article 6

Attendance Register

On the basis of accepted applications, a digitised attendance register will be activated by the individual Directorate on the institutional BABEL platform.

Article 7

Activities

The presence of the Volunteer Attendant is exclusively for the purpose of observing activities carried out by experienced professionals and participating in discussions, team meetings and the like. The Voluntary Attendant may not perform any duties or functions falling within the technical-professional competence of the employees or contracted personnel, nor may he/she replace them, nor may he/she issue any certification for the IOR. Under no circumstances may the Voluntary Attendant be employed to supplement the normal operation of the Facilities, nor perform any activity that gives rise to direct responsibility and/or commitments of the IOR. The performance of care activities, which are in direct contact with the patients or which are in any case part of the employment relationship, is forbidden.

Since it is carried out free of charge, voluntary attendance does not in any case lead to the establishment of an employment or professional relationship, nor can it be understood as a prerequisite for their future establishment, its sole purpose being to improve the knowledge of the Voluntary Attendee.

The Voluntary Attendee participates in the activities of the structure to which he/she is assigned according to the organisation of activities established by the Director of that structure under the supervision of the assigned tutor.

Although not having any employment relationship with the IOR, the Volunteer Attendant, in accordance with the procedures indicated by the Director of the Facility and his collaborators, must:

- a) comply with the internal rules of the Company, with particular regard to the timetable and organisation of activities, safety regulations, professional secrecy and regulations on confidentiality and protection of personal data, as well as the content of the Regulations in force within the Institute
- b) if they belong to professional categories registered with professional associations/orders, they must behave in compliance with the relevant code of ethics, wearing, where required, the gown and personal protective equipment provided by the Company.
- c)

Each Directorate authorises access to the premises and the use of the appropriate equipment.

In the event of non-compliance with the provisions set out in points a) and b) above, the Director of the structure may order the interruption of attendance.

At the end of the pre-established period of attendance, the Voluntary Attendee will draw up a brief report on the activity carried out, with a certificate from the Tutor appointed by the relevant Directorate on the type of course followed and a declaration of profitable and regular attendance.

If the Volunteer Attendee is unable to attend, he/she must promptly inform the Director of the facility and the Tutor, indicating this on the attendance register.

Article 8

Insurance

Following acceptance of the application and before starting attendance at the Institute, the Volunteer Attendee must prove that he or she has an insurance policy covering accident and/or occupational disease risks (e.g. permanent or temporary disability or death). The insurance policy borne by the Voluntary Attendee must be valid for the entire period of attendance and must include an express commitment to renewal. The accident policy must be supplemented by coverage for radiation risk in the event of attendance at Facilities that use equipment that generates ionising radiation.

The insurance policy must be renewed each time it expires, under penalty of forfeiting the attendance

authorisation.

Article 9

Health and Safety at the Workplace of the Attendee

The Rizzoli Orthopaedic Institute, in order to guarantee information and training on any risks related to the presence in its facilities, shall provide the Volunteer Attendee with documentation containing information on current legislative obligations regarding health and safety in the workplace, which the Volunteer Attendee is obliged to know.

The IOR guarantees the Voluntary Attendee, for the aspects falling within its competence, compliance with the provisions on health and safety in the workplace set out in Legislative Decree no. 81/2008 as amended and supplemented, proceeding in particular to

- To the assessment of risks pertaining to the areas and activities carried out within the Rizzoli Orthopaedic Institute during attendance;

The implementation of the prevention and protection measures identified as necessary in relation to the risks highlighted and the regulations in force.

For the purposes of admission, Volunteers who apply to attend the institute may, if necessary, be subjected to health checks by the Health Surveillance Service of the Rizzoli Orthopaedic Institute, *for the protection of the interested party*.

For operational aspects, reference will be made to the Health Surveillance Service, after contact by e-mail/telephone (at least one month before arrival), which will be in charge of keeping the volunteer's health and risk file, if subjected to health surveillance pursuant to art. 41 of Legislative Decree 81/2008 and following as amended.

In this case the file will be kept at the Health Surveillance Service pursuant to Article 25, paragraph 1, letter e) of Legislative Decree 81/2008 as amended.

In any case, should it be deemed necessary by the IOR for the purposes of protecting third parties, they may be subject, subject to informed consent, to the checks deemed necessary for this purpose.

If the prospective Volunteer Attendant is in possession of recent documentation proving that the above-mentioned health checks have been carried out, he/she is required to hand them over to the Occupational Physician, working within the IOR, for the necessary checks.

The documents and data contained therein will be processed by the Competent Doctor in compliance with current legislation on the protection of personal data.

For the purposes of a correct insertion of the Voluntary Attendants in the health facilities pertaining to the Rizzoli Orthopaedic Institute, the final evaluation of these checks will be given to the interested party and to the tutor of reference in order to protect privacy.

Applicants for voluntary attendance while pregnant, for the entire period of gestation, may not be admitted to facilities where risk conditions may occur.

The state of pregnancy must be communicated to the reference Structure in order to justify the absence and to comply with maternity protection regulations.

The Voluntary Attendee is given instructions by the tutor on health and safety in the workplace in accordance with Legislative Decree no. 81/2008, as well as on the specific risks associated with the activity carried out at the facility where the attendance takes place, also with reference to the use of personal protective equipment.

The company regulations on exposure to ionising radiation apply to the Volunteer Attendant.

Tutors are also considered to all intents and purposes to be in charge of safety and accident prevention aspects with regard to the students themselves.

Article 10

Certification of attendance

At the end of the period of attendance, the relevant Directorate will issue the Volunteer Attendee with a certificate of attendance on unstamped paper and for the uses permitted by law.

CHAPTER V - TRANSITIONAL AND FINAL PROVISIONS

Article 11 Final

Provisions

Attendees may benefit from the internal canteen service against payment of the relevant fee for external staff, as well as from the Entity's laundry service (according to the indications provided by the service itself) for the provision, free of charge, of gowns in accordance with the indications provided by the host Facility. This is without prejudice to other possible agreements between various associations and the Institute within the framework of national and international scientific/healthcare exchanges. (Appendix B)

In accordance with the regulations governing the processing of personal data, the participants are authorised to process personal data in full compliance with the obligation to keep data confidential and anonymous.

Article 12

Validity.

These Rules and Regulations repeal and replace all other prevailing company rules on the subject, without prejudice to any specific positions that were previously authorised.

For anything not provided for in these Rules and Regulations, the provisions in force on the subject shall apply.