

PADUA HOSPITAL

Art. 1 Subject and legal nature of voluntary attendance

1. The Hospital of Padua may, at its discretion, authorize the voluntary attendance at its facilities to persons who possess an academic title and professional qualifications, where applicable, consistent with the required attendance, exclusively for the purpose of maintaining, analyzing and/or perfecting their professional knowledge.

Attendance applications are also available for professionals coming from foreign institutions, including non-EU countries, whose aims and purposes are consistent with the hospital's activities in promoting cultural exchanges with other realities (frequenting for cultural exchanges).

2. Voluntary attendance does not constitute any sort of employment relationship with the Hospital, not even of a precarious nature, nor can it be taken as a precondition for a future relationship.

3. Volunteer frequenters are observers for study, training or research purposes of the activities carried out in the reference company's facilities. Frequenters can in no way carry out activities in place of the employees. They cannot directly carry out tasks or functions that fall within the technical/professional skills of the employees or contracted parties, nor can they be employed in activities that entail decision-making autonomy.

4. The Director of the U.O.C. (Complex Operating Unit) is directly responsible for the presence of the individual admitted to voluntary attendance. If the frequenter wishes to carry out medical assistance activities, in accordance with and under the direct responsibility of the Director of the UOC, a reference tutor must be formally identified and the medical assistance activities must be specified in a detailed plan, to be attached at the time of submitting the request for free attendance, which will subsequently be forwarded to the relevant Directorates for approval/authorization by their approval.

5. Voluntary attendance does not imply any direct financial costs for the Hospital.

Art. 2 Requirements for admission to voluntary attendance

Persons over the age of 18 with an academic title and professional qualification, where applicable, in line with one of the relevant healthcare, administration and technical, both managerial and division professional profiles operating in the Hospital, can be admitted to voluntary participation, according to the current regulatory and contractual provisions regarding NHS personnel.

Art. 3 Incompatibility

1. Voluntary attendance is incompatible with other working relationships that have been formally established with the Hospital of Padua, for example carrying out of activities in relation to scholarships, specializations, masters, term contracts etc..

2. It is forbidden to simultaneously attend two different Hospital U.O.C.s.

Art. 4 Application for attendance admission

1. The request for admission to voluntary frequenting, addressed to the General Director, must be forwarded by the interested party using the appropriate form available on the hospital website. Applications for admission to attendance can be submitted directly to the Hospital protocol section, forwarded by post or certified e-mail to protocollo.aopd@aopd.veneto.it

The applicant must declare the following, subject to taking on the relevant responsibility in case of false declarations pursuant to art. 46 and 47 of the D.P.R. n. 445/2000:

- a) the personal data, residence and/or domicile, telephone number and e-mail address;
- b) the relevant academic title, and any qualification and/or Professional Association enrollment (where applicable). In the event that the qualification was achieved abroad, recognition of the qualification by the competent Italian authority will be needed, where the professional figure does require a compulsory qualifying exam and/or enrollment;
- c) the non-existence of criminal convictions or any reported criminal convictions or any judicial proceedings in progress.

2. The applicant, upon indicating the facility he/she wishes to attend, must obtain the favorable opinion of the facility's Director, expressed via a signature at the bottom of the admission attendance application form.

The request, after being registered, will be sent by the UOC General and Legal Affairs Office to the Administrative Directorates, Hospital Medical Directorate and Management of the Medical Professions in relation to the relevant profile for authorization, after verifying the organizational sustainability.

The UOC General and Legal Affairs, once obtained the necessary authorizations, will contact the interested party who will be asked to complete the application with:

- a) a copy of the accident insurance policy, including cases of death or permanent disability.
- b) a copy of the residence permit for Non-EU citizens
- c) a photocopy of the identity document.

d) a health certificate, using the facsimile provided in the appropriate form available on the Hospital website, issued by the general practitioner, whereby the immune status must be attested for exanthematic diseases such as measles, chicken pox, rubella, mumps, evaluated through specific serological investigations. In case of non immunity the individual must undergo vaccination.

Furthermore, the certificate must specify that screening search has been carried out during the last three months for latent or active tuberculosis infection, with a negative result for the active form (with specific tests such as the Mantoux or IGRA + Chest X-ray test in case of positivity and further investigations if necessary).

In the case of personnel already followed by the Preventive Medicine services of this Hospital or the University of Padua or other Hospitals, in the absence of an unprotected exposure notification to a patient with a tuberculosis bacilli infection, the validity of the relevant exams (which must be obtained by the frequenter at the respective Preventive Medicine service) is 12 months.

The UOC General and Legal Affairs will verify the regularity of the documents attached to the application and will complete the administrative procedure by informing the interested party.

Art. 5 Insurance coverage

1. Frequenters must personally provide for the stipulation of an appropriate insurance policy against accidents with a liability coverage of no less than Euro 150,000.00 inclusive of cases of death and permanent disability and of any condition attributable, in any way, to the attendance carried out, which covers the entire agreed attendance period.

2. Non-renewal of insurance, should the attendance period be extended, implies immediate termination of the attendance authorization.

3. The insurance coverage relating to third-party liability is instead guaranteed by the Hospital within the terms established by the RCT/RCO policy stipulated by the Hospital Administration.

Art. 6 Duration of attendance

1. The maximum duration of the attendance period is one year, extendable for a further 12 months, up to a maximum of two renewals; the minimum period duration is three months.

2. The extension must be requested at least 30 days prior to the expiry of the frequency period by submitting a specific request accompanied by the opinion/approval of the Director of the facility attended. The renewal application will follow the same procedure as the initial application.

3. The Director of the Operative Unit/Service or the Administrative Directorate, Medical Hospital and Health Professions may, at any time, after adequate written motivation, interrupt the period of voluntary attendance and/or reduce its duration. The reduction or suspension of attendance can also be arranged upon written and motivated request by the interested party.

Art. 7 Non admission to voluntary attendance

1. A pregnant candidate cannot be admitted to attendance for the entire period of compulsory leave from work (Legislative Decree No. 151/2001).

2. Retirees cannot be admitted to voluntary attendance. Retirees may access, free of charge, a specific project approved by the Medical Hospital Directorate for fixed-term activities, up to a maximum of six months, extendable only once for a further 6 months. The project must not in any way foresee carrying out medical assistance activities.

Art. 8 Obligations of the voluntary frequenter

1. The voluntary frequenter must:

a) adhere to the instructions given by the person in charge of the facility where attendance takes place;

b) adhere to, as the person in charge of processing personal data –pursuant to the decision by the General Director no. 231 of 30th March 2006 - the regulations dictated by the Legislative Decree dated 30th June 2003, n. 196, concerning the "Code regarding the protection of personal data" and regulations provided for by the current "Privacy Manual";

c) comply with company regulations and rules on hygiene, safety and health in the workplace;

d) wear, in a visible way, during the frequency period, the identification tag, where "frequenter" is specified, and return it at the end of the frequenting period to the UOC General and Legal Affairs;

d) wear the same uniform and sanitary footwear provided for employees;

e) sign the relevant attendance form;

f) declare to have read and comply with the code of conduct published on the Hospital website;

The frequenter will be given two white coats to be collected at the laundry service at the request of the Operating Unit Coordinator.

Art. 9 Health and safety in the workplace

Information/training pursuant to Legislative Decree no. 81/2008;

1. In order to ensure basic information and training on possible risks related to the voluntary frequenter's presence in the Hospital, the General Affairs Service will provide documentation by the Prevention and Protection Service (CD, instructions, verification questionnaire) containing information regarding current legislative requirements concerning health and safety in the workplace.
2. Frequenters are obliged to fill in the appropriate verification questionnaire within 20 days after being given the documentation, along with the activity that he/she usually carries out and forward it to the Prevention and Protection Service of the Hospital for subsequent assessments.

Art. 10 Cafeteria

Frequenters have the right to access the cafeteria, subject to prior authorization by the UOC Logistics and Services during the days when attendance exceeds 4 hours, through the purchase of meal vouchers, whose total cost is sustained by the hospital, amounting to (currently) the sum of € 8.55 including VAT, upon presenting the identification card.

Art. 11 Responsibilities of the Hosting Facility Managing Director

1. The U.O.C. Director of the facility hosting the voluntary frequenter is responsible for supervisory and checking functions as well as for verifying compliance with the deontological-professional regulations.
2. Should it be deemed necessary, the U.O.C. Director may authorize the frequenter to access the Hospital computer networks, using the standard procedures, and will be required to disable their access at the end of the frequency period.
3. At the request of the interested party, the U.O.C. Director will give the U.O.C. Human Resources the necessary information for issuing the attendance certification.