

Regulation concerning voluntary attendance at a University Hospital in Ferrara

Art.1

Scope of application

This regulation applies to those who wish to acquire or deepen experiences e relative knowledge and each functional position present in the organic endowment.

It does not apply to the following categories:

- Graduates of the Faculty of Medicine and other faculties admitted to practical training in hospital, in order to participate in the state exam.
- Enrolled in degree courses and / or schools of training or professional specialization, for which the internship is foreseen for the purposes of the acquisition of the degree or post-graduate specialization, or the diploma of professional training.
- Subjects admitted to carry out internships and internships governed by specific company regulations.
- the scholarship holders
 - holders of self-employment contracts (co.co.co, co-co-pro, freelancers, research fellows with social security benefits, etc.)

Art. 2

Admission requirements

The aspirants to voluntary attendance must submit an application to Director General of the University Hospital of Ferrara, indicating the Service / U.O. / Management where they intend to carry out voluntary attendance, as well as the frequency period, using the attached forms.

The aforementioned must be presented at the Service for the maintenance of Protocol Computer scientist and Document Flow Management.

The application must be declared in accordance with articles 46 and 47 of Presidential Decree 445/2000:

- 1) educational qualification
- 2) certificate of professional qualification for the functional position for which the certificate is required;
- 3) enrollment in the professional register where required

Failure to declare results in inadmissibility of the question.

The administration reserves the right to carry out random checks pursuant to art. 71 Presidential Decree 445/2000.

Without prejudice to the provisions of article 76, and in particular that anyone who makes false statements, creates false documents or uses them

In the cases provided for by the aforementioned consolidated text it is punishable under the penal code and the special laws on the subject,

if from the check referred to in article 71 the non-truthfulness of the content of the declaration emerges, the declarant loses the benefits eventually obtained to the issued provision based on the untruthful declaration.

Anyone who makes false statements, creates false documents or uses them in the cases provided for by present single text is punished under the penal code and special laws on the matter.

Admission to attendance is also subject to:

- the stipulation by the visitor of an insurance policy against the risks of accidents, occupational diseases, permanent disability or death, for maximum amounts not lower than € 75,000.00

- the stipulation by the visitor of a policy for civil responsibility towards third parties, including among them the University Hospital of Ferrara, for the risks deriving from the performance of the activities for which they are authorized pursuant to this regulation.

The insurance must provide for a single limit not lower than 258,000.00 euros.

A copy of the aforementioned contracts must be attached to the admission application.

On the frequency application expresses opinion of the Service Manager / U.O. / Direction at which the aspirant asked for voluntary attendance.

Art. 3

Duration of the frequency

The voluntary frequency authorized starting from the moment of enforceability of the determination until 31 December of each year. At the beginning of the year interested parties will have to rephrase the request. The frequency cannot be carried out simultaneously in several Services / U.O. / Directions.

Art.4

Mode of attendance at the frequency

The methods of conducting the attendance (time frame, attendance registration ...) are agreed with the Head of Services /U.O. / Directorate, who must certify the attendance monthly, using the forms attached to this provision.

Certificates attested to attendance are issued following an hourly commitment of at least 18 hours per week.

Attendees cannot be engaged in activities that involve decision-making autonomy and in particular cannot sign official company deeds and cannot be employed independently to staff tasks of the University Hospital.

Art.5

Duties of the visitor

The goer is required to comply with the instructions given by the Service Manager /U.O. / Direction in which the frequency takes place; moreover, it will have to operate in compliance with corporate directives and professional ethical standards, including the provisions of Law 190/2012 and current Decrees, on the subject of preventing corruption and the absence of conflict of interest.

The visitor, upon admission, will have to contact the Occupational Health Service to undergo the health checks provided for by current legislation regarding any risks related to the Service / U.O. / Direction where the attendance takes place.

Visitors to areas exposed to radiological risk or other risk areas will have to undergo the same controls as for employees.

The visitor is required to wear the uniform for the staff of the relevant qualification, displaying the identification tag provided by the Company.

Those admitted to the frequency will be given by the Occupational Medicine Service, the information relating to accidents involving a biological risk

Art.6

Absence

Absence from attendance must be promptly communicated to the Service Director /U.O. / Direction.

The temporary absence for refresher courses, congresses, must be documented by a certificate attesting to participation, to be presented to the Director of the Service / U.O. /Direction.

Art.7

Final rules

The frequencies governed by these regulations are carried out absolutely free of charge and do not involve the establishment of employment relationships, professional services or coordinated and continuous collaboration with the University Hospital of Ferrara.

To the General Manager
Company University Hospital
Street A. Moro 8
44124 CONA (FE)

The undersigned _____
born to _____
_____ (province) _____ Birthday/the _____ to be a
resident of _____ (provide _____)
Street _____ number _____ Postal Code: _____
phone number _____ e mail _____

REQUESTS

to be admitted to voluntary attendance at the Service / Operational Unit /
Directorate _____ - _____
of this University Hospital for a period of months _____
starting from the company _____

Aware of the penal sanctions, in the case of untruthful declarations and false documents, referred to
in the art. 76 D.P.R. 445 of 12/28/2000

DECLARES

(pursuant to Article 46.P.R. 445 of 12/28/2000)

* to be in possession of the following educational qualification: _____
obtained at the University of _____ in the year _____
* to have obtained professional qualification on _____
(if the qualification is required for the exercise of the profession)
*to have been enrolled in the register of the Order of the _____ of the
province of _____
(if registration is required for the exercise of the profession);

Also declares:

*to have already attended the Service / Operational Unit / Direction of _____
_____ in the year _____
*to stipulate the insurance policy against accidents and civil liability risks, in the terms described in
the attached regulation;
*to have read and understood the regulations concerning voluntary attendance at the University
Hospital of Ferrara and to undertake to respect it;

*to be aware that in the event of false declarations ascertained by the proceeding Administration, the penal sanctions envisaged will be applied, and the forfeiture of the benefit obtained on the basis of the untruthful declaration;

* to express their consent to the processing of personal data, in accordance with current privacy legislation, for institutional purposes and within the limits of the law.

The declarant

(SIGNATURE)

Date _____

OPINION OF THE DEPARTMENT RESPONSIBLE FOR THE DEPARTMENT / SERVICE /
OPERATING UNIT

The Director

(STAMP AND SIGNATURE)

**Declaration pursuant to art. 15 of Legislative Decree 33/2013 in
declaration in lieu of an affidavit**

The undersigned _____ born a / in the _____
_____ and resident in _____ as a volunteer goer

**Aware of the provisions of Article 76 of the D.P.R. 445/2000, regarding the penal consequences
of false declarations, training or use of false documents**

DECLARE

in relation to the provisions of Law 190/2012 and implementing decrees:

() not to carry out a professional activity

or

() to carry out a professional activity (*indicate type, corporate name / company / study, and
possible reference to the curriculum vitae*);

Also DECLARES that there are no situations, even potential ones, of conflict of interest that
prevent the completion of attendance.

Place and date _____ Signature _____

Existing from stamp duty pursuant to Article 37, Legislative Decree 445/2000