



Region of Veneto Veneto
Institute of Oncology



Scientific Institute for Research, Hospitalisation and Healthcare REGIONE DEL VENETO

VOLUNTARY WORK PLACEMENT REGULATIONS



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ART. 1 – SUBJECT

These Regulations outline the procedures for voluntary work placements at the Veneto Institute of Oncology IRCCS.

As the host entity, the Veneto Institute of Oncology IRCCS may at its discretion admit to its facilities interns who send work placement applications, according to the procedures and restrictions set forth in these Regulations and exclusively for the purpose of developing and/or perfecting their professional knowledge.

ART. 2 – DEFINITION OF VOLUNTARY WORK PLACEMENT

Voluntary work placements consist of training and refresher courses aimed at acquiring, deepening or perfecting knowledge relating to activities carried out within the institute and is based on the exclusive observation of activities carried out in the relevant company facilities.

Volunteer interns cannot perform tasks or functions that fall within the technical and professional areas of responsibility of employed or contracted staff, cannot engage in activities involving decision-making autonomy, and cannot replace employed staff. Under no circumstances can they be employed to ensure or supplement the normal operation of the facilities, nor can they sign any official documents of the institute.

Voluntary work placements do not constitute any employment relationship with the institute, nor do they imply any obligation with regard to future employment, nor do they envisage any remuneration or reimbursement of expenses entailing a financial burden on the institute.

ART. 3 – REQUIREMENTS

Voluntary work placements are open to persons aged eighteen or over who possess the academic and professional qualifications, as appropriate, consistent with one of the professional profiles indicated in the current national collective labour agreements for the health sector and with the duties assigned to the Operational Unit of the placement institute.

Employees of public and private entities may also request work placements, subject to prior approval from their employer. Pregnant women cannot attend voluntary work placements for the duration of the mandatory maternity leave (pursuant to Legislative Decree No 151 of 2001).

Admission to voluntary work placements must be specifically approved in accordance with Article 6 below.

ART. 4 – INCOMPATIBILITY

Voluntary work placements are incompatible with:

- being an employee of the institute;
- carrying out activities as part of a scholarship granted by the institute;
- specialist medical training carried out at the institute;
- carrying out activities involving a conflict of interest – even if potential – pursuant to the Code of Conduct for Civil Servants and the institute's Code of Conduct;
- the performance of freelance activities at the institute;
- simultaneous work placement in an additional Operational Unit and/or department at the institute.



ART. 5 – APPLICATION FOR ADMISSION

The application for admission to voluntary work placement, completed using the designated form available on the institute website, must be sent to the institute at least 15 days prior to the start date of the placement via certified e-mail (PEC) (protocollo.iov@pecveneto.it) or hand-delivered to the Registry Office (Ufficio Protocollo).

The applicant must self-certify, pursuant to Article 46 of Presidential Decree No 445/2000:

- possession of a qualification, licence and/or registration on the register (where applicable);
- that there are no grounds for incompatibility as set out in Article 4 of these Regulations;
- the absence of any actual or potential conflicts of interest.

Together with the above application form, the applicant must attach the following documents:

- a copy of a valid ID document;
- 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;
- the privacy statement duly completed and signed;
- copy of an accident insurance policy certificate, including cover for death or permanent disability as referred to in Article 10 below;
- documentation proving the recognition/assimilation of the academic qualification if it was obtained abroad;
- certificate of any occupational safety training already undertaken.

ART. 6 – ADMISSION TO THE WORK PLACEMENT

Admission to the work placement is subject – in addition to the submission of the documents referred to in Article 5 above – to the favourable opinion of the Director/Head of the intended Operational Unit (O.U.) and of the competent Area Manager.

The General and Legal Affairs Unit authorises voluntary work placements, having first ascertained the regularity of the documentation submitted, the existence of the necessary application requirements and having obtained the necessary favourable opinions. Authorisation may be denied, at the sole discretion of the institute, for reasons of expediency or for organisational reasons.

The General and Legal Affairs Unit records the voluntary work placement authorised, indicating its duration, and the O.U. attended, in the record of volunteer interns referred to in Article 15 below.

The number of volunteer interns accepted in the institute's Operational Units/Departments is determined by the relevant Manager/Head and may not, in any event, exceed a maximum of 2 interns per Operational Unit/Department.

The Director/Head of the host Operational Unit is responsible for the activities carried out by the interns, also with reference to the measures to be observed in relation to the rules on occupational health and safety, pursuant to Legislative Decree 81/2008, and in relation to the processing of personal data.

ART. 7 – DURATION

Voluntary work placements normally last six months, and may be extended at the request of the intern. In



any case, the total duration of a work placement cannot exceed one year. The request for extension must be sent to the General and Legal Affairs Unit at least 30 days before the end of the previously authorised work placement, accompanied by the favourable opinion of the Director/Head of the assigned Operational Unit and the insurance policy certificate relating to the additional period of work placement requested.

The work placement extension is noted by the General and Legal Affairs Unit in the register of voluntary interns referred to in Article 15 of these Regulations.

ART. 8 – WORK PLACEMENT STRUCTURE AND INTERN DUTIES

The work placement structure is agreed with the Director/Head of the assigned Operational Unit/Department, in accordance with internal organisational requirements. Work placements are unpaid.

At the request of the Director/Head of the assigned Operational Unit/Department, interns are provided with a badge certifying their intern status, to be returned at the end of the work placement.

The intern is required to:

- attend the Operational Unit to which they have been assigned for at least 20 hours per week, in compliance with the directives issued by the Director/Head;
- comply with the provisions of these Regulations and any further instructions given by the Director/Head or the Coordinator of the Operational Unit/Department where the voluntary work placement 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 81/2008 as amended) and the applicable data protection regulations;
- comply with the provisions of the Code of Conduct for Civil Servants and the Veneto Institute of Oncology IRCCS;
- give notice of any interruption to the work placement at any time, by writing to the General and Legal Affairs Unit and the assigned Director/Head of the Operational Unit.

Volunteer interns are observers for the purposes of study, training or research of the activities carried out at the institute and may not perform tasks or functions that fall within the technical and professional area of expertise of institute staff.

At the end of the work placement, the assigned Director/Head of the O.U. must certify completion of the work placement and send notification to the General and Legal Affairs Unit and to the intern.

ART. 9 – INSURANCE

Interns must personally take out a suitable accident insurance policy — except in cases where the competent Area Manager deems it in the interests of the institute to provide insurance cover directly — with a maximum cover of at least EUR 150,000.00, including cases of death and permanent disability, with a duration of at least the period of the work placement.

In the event of a request to extend the work placement, failure to renew the insurance shall mean the placement shall be terminated immediately.



Third party liability insurance is provided by the institute under the terms of the third party liability policy taken out by the Veneto Institute of Oncology.

ART. 10 – OCCUPATIONAL HEALTH AND SAFETY

Within its area of responsibility, the institute guarantees the intern that it shall comply with the provisions on occupational health and safety, pursuant to Legislative Decree No 81/2008 as amended, ensuring in particular:

- risk assessment of the areas and activities involved in the work placement;
- the implementation of the prevention and protection measures identified as necessary in relation to the risks highlighted and the legislation in force;
- the information and training provided for in Articles 36 and 37 of Legislative Decree 81/2008, as amended.

The intern hereby indemnifies the institute against all consequences arising from failure to comply with the technical, safety, hygiene and health rules and regulations in force.

ART. 11 – SUSPENSION, TERMINATION AND WAIVER

The Director/Head of the assigned O.U. may suspend the work placement or reduce its duration for justified reasons. -The placement may also be reduced or suspended at the written and reasoned request of the intern.

Termination of the work placement 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 voluntary work placement. In this case, termination of work placement will be notified by the General and Legal Affairs Unit.

Waiver and any other changes shall be communicated to the General and Legal Affairs Unit, which will make the appropriate entries in the register of volunteer interns.

ART. 12 – PROCESSING OF PERSONAL DATA

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

Interns are obliged to comply with the regulations in force on the protection of personal data (Legislative Decree No 196 of 30 June 2003, 'Personal Data Protection Code' as amended and Regulation (EU) No 2016/679), as well as to ensure the necessary confidentiality with regard to all news, data and information of which it becomes aware, and are prohibited from using them for unintended purposes, even after the end of the voluntary work placement. Failure to comply with the provisions of this article is grounds for early termination of the voluntary work placement.

The Director/Head of the Operational Unit/Department in which the work placement takes place is responsible for monitoring compliance with that set out in this article.

In accordance with the provisions of the Italian Data Protection Authority *Healthcare Facilities: Respect for Human Dignity - 9 November 2005*, if the event that the intern should be in attendance during the provision of care, the Director/Head of the Operational Unit/Department must adopt specific precautions during such care aimed at limiting any discomfort for patients, also in relation to the degree of invasiveness of the treatment, for example by limiting the number of trainees/interns present and respecting any legitimate



objections. In any case, the patient must give their consent to the presence of the intern during care.

ART. 13 – WORK PLACEMENT CERTIFICATION

The work placement hours must be recorded on special forms signed by the Director/Head of the assigned O.U..

ART. 14 – REGISTER OF VOLUNTEER INTERNS

In order to monitor the presence of volunteer interns at the institute, there is a computerised register of volunteer interns. The General and Legal Affairs Unit is responsible for entering the data, including the personal details of the interns, the assigned O.U., the date of authorisation and duration of the work placement, any extensions and any suspensions, terminations or waivers.

ART. 15 – 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.