

**SERVIZIO SANITARIO REGIONALE  
EMILIA-ROMAGNA  
Istituti Ortopedici Rizzoli di Bologna**



*San Michele in Bosco  
Area Monumentale I.R.C.C.S.*

Scientific Institute for Hospitalization and Treatment

## **VADEMECUM FOR VOLUNTARY ATTENDERS AT THE RIZZOLI ORTHOPAEDIC INSTITUTE**

### **WHO CAN APPLY FOR VOLUNTARY ATTENDANCE**

Italian and foreign citizens being health, welfare, scientific research and administrative professionals may apply for voluntary attendance at the IOR.

Voluntary attenders being health care professionals must possess the qualification and professional license required by 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 Institute.

### **HOW TO SUBMIT AN APPLICATION FOR VOLUNTARY ATTENDANCE**

The application must be addressed to the Operating Unit chosen for attendance by filling in the appropriate form available on the Institute's institutional website ([www.ior.it](http://www.ior.it)).

The authorisation (or refusal) will be issued by the Directorate to which the Operational Unit identified by the volunteer is attached.

Notification of the authorisation will be sent to the Directorate to which the Operating Unit chosen by the volunteer attendee belongs, using the same e-mail address used by the latter to submit the application.

### **DURATION OF ATTENDANCE**

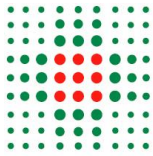
Voluntary attendance of the IOR facilities is authorised for a minimum of 7 days and a maximum of 12 months.

### **ISSUE OF IDENTIFICATION CARD**

An identification card will be issued to the volunteer admitted to attendance.

For contact: Sabina Sosti - Management of the organisation's Historical and Repository Archives - issue of ID cards and magnetic cards - SC Legal and General Affairs ([sabina.sosti@ior.it](mailto:sabina.sosti@ior.it) – 051.6366010).

### **GOWN COLLECTION (FOR MEDICAL AND SCIENTIFIC PERSONNEL)**



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The voluntary attendee will be assigned a temporary code, valid only for the duration of attendance, through which he/she will be able to access the gown dispensing machines by filling in the appropriate form, which will be issued to the voluntary attendee by the competent IOR office.

For contact: Deborah Bullini - Nursing Coordinator - Head of Contracted Services Management ([deborah.bullini@ior.it](mailto:deborah.bullini@ior.it) - 051.6366944)

## **INSURANCE**

Following authorisation to attend and before the start of the observational activity, the voluntary Attendant must produce an insurance policy against the risks of accident and/or occupational disease (e.g. permanent or temporary invalidity).

The policy is payable by the voluntary attendee, must be valid for the entire period of attendance, with provision for renewal, and must be supplemented by coverage for radiation risk in the event of attendance at facilities that use equipment that generates ionising radiation.

## **CERTIFICATE OF ATTENDANCE**

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