

INSTRUCTIONS FOR VOLUNTARY ATTENDANCE

Attendance can be carried out for a period of minimum 15 days and maximum 6 months

ADDITIONAL DOCUMENTS

After the verification of the requirements and after receiving the authorization for the attendance, it is necessary to provide the following documents within 30 days:

- Accident insurance certificate (art. 5 of the Regulation) or application for AOU Meyer insurance policy (€80 price). For further information, please write to frequenza.volontaria@meyer.it;

- Payment certificate of €250,00 (+ €80 if you subscribe AOU Meyer insurance policy) by bank transfer to the following bank account:

AZIENDA OSPEDALIERA UNIVERSITARIA MEYER

Bank: BANCO BPM

IBAN: IT50Q0503402801000000009613

BIC/SWIFT:

BAPPIT21N25

Bank transfer description: "Contributo Frequenza volontaria" + Name of the attendant

(in case of voluntary withdrawal or interruption, forfeiture and revocation, the paid amount will not be refunded)

- Certificates proving that the applicant attended and passed safety-training courses, as indicated in art. 6 of the Regulation (to enrol in distance learning courses, send an email to: frequenza.volontaria@meyer.it which will inform the competent office);

- Copy of a valid student or internship visa.

DOCUMENTS FOR THE EVALUATION OF OCCUPATIONAL DOCTOR

In order to obtain a judgement of suitability, essential for the attendance, it is necessary to contact Health Surveillance, which will schedule the medical examination required.

It is also compulsory to provide the following documents:

- COVID-19 Vaccination Certificate + EU Digital COVID Certificate;
- Vaccination certificates for: Hepatitis B, Measles, Mumps, Rubella and Varicella;
- Vaccination certificates for Diphtheria, Tetanus and Pertussis (within the last 10 years);
- Titration (IgG) for Measles, Mumps, Rubella and Varicella;
- Titration for Hepatitis B (HbsAg + HbsAb) and C;
- Mantoux or Quantiferon test within the last 3 months.

For further information, please contact Health Surveillance:

sorveglianza.sanitaria@meyer.it

Phone: 0555662619 – 2846



(The occupational doctor cannot authorize the attendance in case of missing documents. Moreover, it is impossible to start the attendance period before the medical examination.)

PRELIMINARY INFORMATION

On the starting day of attendance it will be the responsibility of the authorized visitor:

- Collect the forms for the Uniform Request and Attendance Record at Servizi amministrativi di Presidio (Alberto Ferraioli) from 9.00 to 13.00 (Monday-Friday).
- Collect the identification card at UOC Amministrazione del Personale from 9am to 1pm (Monday-Friday);
- Go to room no. 5 of Dipartimento delle professioni sanitarie (DEC Lavanolo) with the completed Uniform Request Form (for uniform supply authorization)

Please note: the authorization process ends with a letter of authorization (it is not possible to start attendance before receiving the letter).

Please send application and documents to:

frequenza.volontaria@meyer.it