**TRAINEESHIP PROGRAMME**

*ex Lege 163/2021 e D. Intermin. 567/2022 e integrazioni*

**TRAINEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TUTOR (Psychologist):**

**Dott./ssa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**LOCATION(S) OF TRAINEESHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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*(Indicate the location(s) where the traineeship activity will be conducted)*

**TRAINEESHIP PERIOD:**

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total amount of hours:**

**[ ]** 250 hours **[ ]** 375 hours **[ ]** 750 hours

**DETAILED PROGRAMME OF TRAINEESHIP:**

**GENERAL OBJECTIVES**

According to art. 2, c.10 of Interministerial Decree (*Decreto Interministeriale*) n. 654/2022, traineeship must make it possible, or at least facilitate, the achievement of skills aimed at:

* case evaluation;
* appropriate use of psychological tools and techniques for gathering information to perform case and context analysis;
* preparation of a theoretically grounded and evidence-based professional intervention;
* process and outcome evaluation of the intervention;
* preparation of a report;
* return to patient/client/user/institution/organization;
* establishing appropriate relationships with patients/clients/users/institutions/organizationsa;
* establishing appropriate relationships with colleagues;
* understanding of the legal/ethical/deontological profiles, as well as their possible conflicts.

**SPECIFIC TRAINING OBJECTIVES**

*(What the trainee will learn during the traineeship period carried out in the facility)*

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**PRINCIPAL ACTIVITIES**

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**PLANNED STEPS AND TIMEFRAME FOR CARRYING OUT THE ACTIVITIES**

*Indicate the days of the week and times when the trainee will attend the TPV site and be engaged in the activities indicated above*

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*Please note that it is not possible to exceed 7 hours per day and 39 hours per week; however, for a fruitful TPV experience, it is recommended not to exceed 6 hours per day and 30 hours per week*

**Insurance policies**

Accident Insurance Policy n. Z085534 Zurich Insurance

Civil Responsibility Insurance: Policy RCT/O n° 420262484 - Company: Generali Italia SpA.

**Functions of the tutor**

* 1. introduction of the trainee into the different contexts of professional activity: relations with institutions, interpersonal relations, technical and instrumental equipment;
  2. verification of the trainee's experience through constant monitoring, help in critical understanding and contribution of suggestions and corrections to supplement the experience;
  3. final evaluation of the traineeship that takes into account the trainee's achievements and his or her ability to integrate within the institutional context in which the experience was carried out.

**Evaluation of traineeship**

For the purpose of evaluating TPV activities, the tutor completes a booklet in which he or she makes an assessment of the trainee's skills related to "knowing how to do and being a psychologist."

With the completion of the booklet, the tutor issues a formal certificate of attendance, along with an evaluation of the skills displayed by the trainee. The TPV is passed by the achievement of a passing grade.

**Signatures for acknowledgement and acceptance**

*The signing of the project by the Legal Representative of the Organization/Instituttion and the tutor authorizes the trainee to carry out the traineeship in the period and with the schedule above.*

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| *Trainee* |  | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| *Tutor* |  | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| *Legal Representative* |  | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

*Place and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**ALLEGATO AL PROGETTO TPV PRESSO SEDE ESTERA**

*(da compilarsi a cura del tirocinante)*

**Obblighi e diritti del tirocinante**

Il tirocinante è tenuto a:

* mantenere un atteggiamento e un comportamento congrui alla professione per la quale sta svolgendo il tirocinio, essendo quest’ultimo di fatto il primo approccio alla professione futura;
* approfondire la conoscenza del Codice Deontologico degli Psicologi Italiani, uniformando progressivamente il suo comportamento all’insieme delle sue regole e dei principi che lo ispirano;
* a concordare con il Tutor assegnatogli il progetto individualizzato di tirocinio;
* svolgere le attività previste dal progetto formativo, osservando gli orari concordati, rispettando l’ambiente di lavoro e le esigenze dell’attività istituzionale;
* seguire le indicazioni dei tutor e fare riferimento ad essi per qualsiasi esigenza di tipo organizzativo od altre evenienze;
* a rispettare le norme previste dalla convenzione, oltre che rispettare i regolamenti delle sedi di tirocinio e le norme di igiene, sicurezza e salute sui luoghi di lavoro;
* attenersi alle vigenti norme di tutela della privacy garantendo la assoluta riservatezza per quanto attiene ai dati, alle informazioni e alle conoscenze acquisiti durante lo svolgimento del tirocinio; condividendo con il tutor il segreto professionale non deve rivelare notizie o informazioni relative agli utenti, gli operatori e la struttura ospitante, apprese durante e dopo lo svolgimento del tirocinio;
* al termine del periodo di tirocinio il tirocinante dovrà dimostrare l’acquisizione delle competenze professionali iniziali concordate con il tutor e riportate nel progetto individualizzato di tirocinio, avvalendosi di un portfolio in cui registra il lavoro svolto, valuta le competenze acquisite e identifica i bisogni di sviluppo professionale, oltre che a redigere, su eventuale richiesta del tutor un elaborato conclusivo scritto, e - ove previste - a compilare le schede di valutazione finale.

**Per presa visione e accettazione:**

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| *Tirocinante* |  | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
|  |  |  |

*Luogo e data: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*