DOMANDE BUSTA 1

Si richiede al candidato di illustrare, per ciascuna area individuata, le seguenti 4 tematiche:

1. **Il candidato illustri le cinque responsabilità del Pubblico Dipendente;**
2. **Il candidato illustri i principi del D.lgs. 33/2013 e la pubblicazione obbligatoria;**
3. **Il candidato illustri il Whistleblowing come strumento di contrasto della corruzione;**
4. **Il candidato illustri le differenze tra Hardware e software.**

Donald Verdi

Fondazione IRCCS - Istituto Nazionale per lo studio e la cura dei tumori - MILANO

PROVA ESTRATTA 23062026

DOMANDE BUSTA 2

Si richiede al candidato di illustrare, per ciascuna area individuata, le seguenti 4 tematiche:

1. **Il candidato illustri le forme di lavoro flessibile nelle amministrazioni pubbliche;**
2. **Il candidato dopo aver illustrato le tipologie di provvedimenti di un IRCCS, si soffermi sull'iter di approvazione dei provvedimenti della Fondazione;**
3. **Il candidato indichi chi nomina il Responsabile della Prevenzione della Corruzione e della Trasparenza in un IRCCS;**
4. **Il candidato illustri cos'è una USB.**



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DOMANDE BUSTA 3

Si richiede al candidato di illustrare, per ciascuna area individuata, le seguenti 4 tematiche:

1. **Il candidato illustri il Piano Triennale di Fabbisogni del Personale e la gestione delle graduatorie concorsuali da parte dell'Ufficio Risorse Umane;**
2. **Il candidato illustri le funzioni della figura del responsabile del procedimento introdotto dalla legge 241/1990;**
3. **Il candidato illustri quali sono i dati personali che non vanno pubblicati;**
4. **Il candidato illustri per cosa si usa Microsoft Word.**



Veronica Gemelletti

PROVA ESTRATTA 23062026

DOMANDE BUSTA 4

Si richiede al candidato di illustrare, per ciascuna area individuata, le seguenti 4 tematiche:

1. **Il candidato illustri le cause di cessazione del rapporto di lavoro;**
2. **Il candidato illustri gli organi di un IRCCS;**
3. **Il candidato illustri il concetto di prevenzione della corruzione;**
4. **Il candidato illustri cos'è una cella di excel.**

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DOMANDE BUSTA 5

Si richiede al candidato di illustrare, per ciascuna area individuata, le seguenti 4 tematiche:

1. **Il candidato illustri i ruoli e compiti del Direttore Amministrativo;**
2. **Il candidato illustri quali controlli vengono effettuati prima dell'adozione di una deliberazione o di una determinazione di una azienda sanitaria e gli eventuali controlli successivi;**
3. **Il candidato illustri il concetto di conflitto di interessi;**
4. **Il candidato illustri cos'è una cartella.**

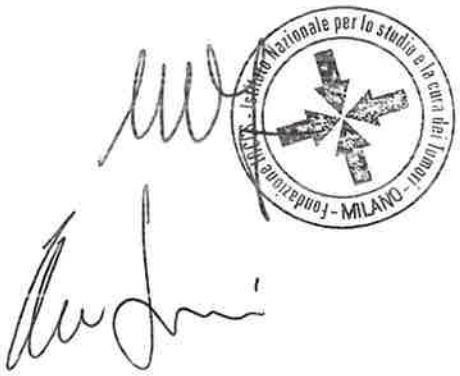


PROVA ESTRATTA 23.06.2026

DOMANDE BUSTA 6

Si richiede al candidato di illustrare, per ciascuna area individuata, le seguenti 4 tematiche:

1. **Il candidato illustri le funzioni di ARAN e la contrattazione collettiva nazionale ed integrativa aziendale;**
2. **Il candidato illustri i registri obbligatori previsti dalla L.R. 23/2015, con particolare riferimento al repertorio dei contratti;**
3. **Il candidato illustri l'organizzazione del sistema di trasparenza in un'azienda sanitaria;**
4. **Il candidato illustri cosa si intende per compressione di un file.**



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DOMANDE BUSTA 7

Si richiede al candidato di illustrare, per ciascuna area individuata, le seguenti 4 tematiche:

1. **Il candidato illustri in sintesi il sistema di valutazione del personale, in base alla normativa vigente;**
2. **Il candidato illustri il PIAO;**
3. **Il candidato illustri il Piano Nazionale Anticorruzione;**
4. **Il candidato illustri cosa consente la combinazione di tasti control+v in un file word.**



PROVA ESTRATTA 23.06.2026

DOMANDE BUSTA 8

Si richiede al candidato di illustrare, per ciascuna area individuata, le seguenti 4 tematiche:

1. **Il candidato illustri le fasi che portano alla firma di un contratto integrativo aziendale o di un accordo sindacale;**
2. **Il candidato illustri sinteticamente i principi generali dell'attività amministrativa, con riferimento all'art. 1 della Legge n. 241/1990;**
3. **Il candidato definisca cos'è l'ANAC;**
4. **Cosa consente la combinazione di tasti control+x in un file word.**

PROVA ESTRATTA 23062026

DOMANDE BUSTA 9

Si richiede al candidato di illustrare, per ciascuna area individuata, le seguenti 4 tematiche:

1. **Dopo aver illustrato i diritti del pubblico dipendente, il candidato definisca cosa si intende per diritto di salute e sicurezza sul luogo di lavoro;**
2. **Il candidato illustri il sistema dei controlli previsti dalla normativa, con particolare riferimento alla regolarità amministrativo-contabile;**
3. **Il candidato illustri il concetto di rotazione del personale;**
4. **Il candidato illustri a cosa serve la stampa unione.**



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DOMANDE BUSTA 10

Si richiede al candidato di illustrare, per ciascuna area individuata, le seguenti 4 tematiche:

1. **Il candidato illustri l'organizzazione di un'azienda sanitaria o di un IRCCS;**
2. **Il candidato illustri la semplificazione dell'azione amministrativa;**
3. **Il candidato illustri i compiti del RPCT;**
4. **Il candidato illustri cos'è il backup.**



PROVA NON ESTRATTA 23/06/2026

DOMANDE BUSTA 11

Si richiede al candidato di illustrare, per ciascuna area individuata, le seguenti 4 tematiche:

1. **Il candidato illustri le sanzioni disciplinari previste dal CCNL comparto Sanità;**
2. **Il candidato illustri cosa si intende per Pubblica Amministrazione Digitale;**
3. **Il candidato illustri, nell'ambito della prevenzione della corruzione, il concetto di incompatibilità;**
4. **Il candidato illustri cos'è il pannello di controllo.**



Nicole Adamoli

PROVA ESTRATTA 23.06.2026

DOMANDE BUSTA 12

Si richiede al candidato di illustrare, per ciascuna area individuata, le seguenti 4 tematiche:

1. **Il candidato illustri il sistema di classificazione del personale in un'Azienda Sanitaria;**
2. **Il candidato illustri il concetto di semplificazione amministrativa con riferimento ai procedimenti amministrativi informatici;**
3. **Il candidato parli del Responsabile della Trasparenza;**
4. **Il candidato illustri per cosa si usa prevalentemente il programma excel.**



PROVA ESTRATTA 23062026

TESTO INGLESE:

1. The ADMINISTRATIVE MANAGEMENT DEPARTMENT is a management-focused organisational unit whose purpose is to coordinate and streamline the activities of the departments under its remit.

The Department's responsibilities involve providing support to the Foundation's governing bodies, in particular the Administrative Directorate and all other organisational units, ensuring the performance of administrative functions and the optimal integration of professional, financial and technological resources to achieve departmental objectives.

Among the Department's main responsibilities are verifying the achievement of the objectives pursued by the departmental organisation, streamlining operational systems across units, simplifying administrative procedures, and promoting human resources development initiatives within the Department.

2. The unit GENERAL AND LEGAL AFFAIRS is part of the Administrative Management Department. The unit's primary responsibilities include, in particular:

- keeping abreast of regulatory updates;
- out-of-court activities, litigation management, and settlement negotiations;
- providing cross-functional legal and regulatory advice;
- managing litigation related to assets;
- relations with insurance companies, claims management, and the Claims Assessment Committee;
- operational coordination of the approval process for the Foundation's measures;
- technical and operational support and collaboration with the Board of Directors' Secretariat;
- general protocol.

3. HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT: The Human Resources Management and Development Unit is responsible for ensuring the correct application of collective and company-specific contractual provisions, as well as for recruiting and assigning staff to company departments in accordance with the required skills. It also works to ensure that staff carry out their duties in full awareness of their contractual rights and in compliance with their institutional obligations.

The unit is divided into the following sectors:

- Legal
- Payroll and Benefits
- Attendance and Staff Flow
- Training

In particular, it is responsible for:

- providing support in the preparation of corporate organisational documents, as well as in planning and determining staffing requirements;
- managing the personnel expenditure budget and processing the relevant data for the preparation of the budget, final accounts and quarterly certifications;
- staff recruitment processes;
- legal, economic and social security aspects of staff matters, including relevant regulations;
- human resources development and staff appraisal systems, including support for appraisal bodies;
- trade union relations;
- disciplinary proceedings;
- non-standard contracts (co.co.co., co.co.prof.) and scholarships;

- extra-institutional assignments pursuant to Article 53 of Legislative Decree 165/2001;
- support to the General and Legal Affairs Department for conciliation procedures and labour disputes;
- Siss card (PdA-PdR: Point of Access and Registration);
- compliance with transparency, anti-corruption and simplification requirements in matters falling within its remit.

4. BUDGETING, FINANCIAL PLANNING AND ACCOUNTING:

The Complex Unit for Budgeting, Financial Planning and Accounting, reporting to the Administrative Directorate, is responsible for the management of the company's analytical accounting, with particular regard to the preparation of the main financial statements: Budget Forecast, quarterly Income Statements, and Annual Financial Statements.

It also manages Accounts Payable and beneficiaries (master data, invoice registration, payment orders) and Accounts Receivable (master data, invoice issuance, reminders and debt collection, collection orders).

It carries out the Foundation's financial management: Treasury and Cash Management (including relations with the Treasury institution).

It oversees the Foundation's tax and fiscal obligations, including the related filings, as well as the maintenance of VAT registers.

It is responsible for the acceptance of donations and other monetary contributions, excluding objects and capital goods.

It is in charge of the administrative management of Intramural Private Practice Activities, with particular regard to active invoicing, allocation of fees to the professionals involved, analyses for statistical and strategic evaluations and related reporting, relations with entities and insurance companies, optimization of administrative procedures, and compliance checks with the applicable regulations.

The Complex Unit for Budgeting, Financial Planning and Accounting is ISO 9001:2008 certified; therefore, all activities are carried out according to procedures formalized within the Foundation's Quality System.

5. RECEPTION – CUP AND PRIVATE PRACTICE: The Reception - CUP and Private Practice Complex oversees active healthcare agreements (the provision of consultations and services to public and private third parties under both institutional and private practice arrangements), passive healthcare agreements, and agreements with private professional practices for the practice of intramural private practice. It also manages agreements with universities, educational institutions, and accredited organizations for internships and training programs. It provides support to the Health Directorate in defining strategies for promoting areas of clinical excellence, in collaboration with the Scientific Directorate.

6. PURCHASING MANAGEMENT: The Procurement Management Unit is part of the Administrative and Technical Department
The main functions carried out by the unit include, in particular:

- conducting procedures for the award of supply and service contracts;

- fulfilling obligations relating to the completion of procedures concerning tenders, private negotiations and in-house procurement;
- managing e-procurement activities and purchases via the Lombardy Region's 'SINTEL' IT platform;
- managing activities and purchases through CONSIP agreements and agreements with the Regional Procurement Centre;
- issuing supply orders to meet the needs identified by the Foundation's departments;
- procurement planning;
- drafting of contracts for goods and services for the Foundation;
- maintenance and management of the supplier list;
- verification of requirements and consumption statistics;
- proposals for regulations within the areas of competence;
- conducting market surveys.

7. TECHNICAL ASSET MANAGEMENT: The Technical and Asset Management Unit is responsible for the planning, design, tendering, execution and testing of maintenance works and services, as well as for the planning and implementation of routine and major maintenance work on buildings and facilities.
   The unit's mission is to ensure the highest level of safety and comfort in the buildings comprising the Foundation, through the study, planning and execution of works relating to structures and systems, with a view to improving the quality of the environments, particularly those intended for patients and the public.

The main activities carried out by the unit are as follows:

- Contribute to the development of the company's investment plan;
- Compile requests for the design and execution of works in order to draw up the three-year programme/annual list of public works;
- Identify requirements for feasibility studies and Preliminary Design Documents (PDDs);
- Plan and commission engineering services;
- Monitor and evaluate completed works;
- Manage authorisation procedures relating to the works carried out;
- Monitor the various stages of works execution (handover, accounting, any suspensions, any changes during construction, subcontracting, any disputes);
- Organising the final inspection and handover of the works;
- Updating the technical documentation for buildings and systems, in particular any changes to floor plans and system diagrams;
- Managing utility contracts for the supply of water, electricity and gas to operational properties;
- Organising and managing routine and major maintenance works, using both in-house and external staff;
- Drafting technical tender specifications for the award of management or maintenance services relating to the properties and associated systems;
- Managing operating licences, inspections, measurements and checks, reports and documentation, including those submitted to regulatory bodies concerning the management, maintenance and safety of the properties and systems;
- Manage operating licences, inspections, measurements and checks, as well as reports, including those submitted to regulatory bodies responsible for the management, maintenance and safety of buildings and facilities;
- Manage safety in the performance of maintenance work, related contracts and any construction sites.