

A photograph of two healthcare professionals, a man and a woman, standing in a hospital hallway. They are both wearing white scrubs and giving thumbs up. The man is on the left, wearing teal pants. The woman is on the right, wearing white pants. Her name tag identifies her as Dragana Jakovljevic, Stationsschulung, Medizinische Klinik II. The hallway has a green exit sign above them.

# **INTEGRATION PROGRAM**

for international nurses





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## DEAR APPLICANTS,

are you an international nurse looking for a career in Germany? Then you are in good hands with us! Since 2016, the team of the Integration program at Uniklinik RWTH Aachen has been supporting international nurses with their integration and professional recognition. As a result, more than 320 participants from around 15 countries have now successfully started their careers as nurses, anesthesia technicians, surgical assistants or midwives at Uniklinik RWTH Aachen.

There are many challenges associated with the recognition of your foreign professional qualification and the start of a new life in Germany. The integration program team is always at your side, promoting your skills and supporting you with any questions or problems you may have. In order to give you long-term career prospects, you will receive a permanent employment contract once you have successfully completed your professional recognition.

This brochure gives you an overview of what we offer, the Uniklinik RWTH Aachen as an employer and life in the city of Aachen.

Your team of the integration program





# UNIKLINIK RWTH AACHEN

## DATES AND FACTS



**9,000** employees work at Uniklinik RWTH Aachen. 64 percent of the employees are female, 36 percent are male.

The university hospital treats **50,000** inpatients and **200,000** outpatients per year.

**240** by **130** meters is the size of the main building.

In **1971** construction work on the building in Pauwelsstraße began. The building was inaugurated in 1985.

There are over **3,000** students at the Faculty of Medicine.

The university hospital unites **36** specialist clinics, **33** institutes and **6** interdisziplinäre units.

Around **400** trainees from a wide range of disciplines are employed here – most of them in the healthcare sector.

Next to the main building the laundry, kitchen, medical records archive, central sterilization, warehouse, pharmacy, waste disposal, technical center and workshops operate on **19,000** square meters.

The main building has around **1,400** beds and **6,600** rooms, including lecture halls.



## YOUR BENEFITS

With more than 9,000 employees, Uniklinik RWTH Aachen is one of the largest employers in the region. We offer our employees interesting challenges and a wide range of opportunities for further development. Your benefits at a glance:

- a secure job and a long term professional future
- Support with language problems
- Support from the employees of the integration program
- Compatibility of family and career
- Performance-related pay in accordance with the collective agreement (TV-L)
- depending on availability: accommodation in the immediate vicinity of the workplace
- Discounts on public transport or parking
- a company daycare center and short-term and off-peak childcare
- numerous further education opportunities
- Corporate benefits program

### Onboarding app for new employees

Since 2021, new employees have had the opportunity to get to know us via our [onboarding app](#). The app contains all the important and interesting information about the hospital, offers support and contacts, and invites you to keep up to date with interesting facts about your new job.







## LIVING IN AND AROUND AACHEN

### INTERESTING FACTS ABOUT THE CITY OF AACHEN AND STÄDTEREGION

- » StädteRegion Aachen is an **association of municipalities** including the cities of Aachen, Alsdorf, Baesweiler, Eschweiler, Herzogenrath, Monschau, Stolberg and Würselen as well as the municipalities of Simmerath and Roetgen.
- » Around 563,000 people live in the StädteRegion Aachen, the city of Aachen has over **250,000 inhabitants** from **164 nations**.
- » Aachen is located in the border triangle of the Netherlands - Belgium - Germany and is the **most westerly city** in Germany.
- » Aachen Cathedral is the **most important landmark** in the city of Aachen. For centuries, it was the coronation site of German emperors and the final resting place of Charlemagne. In 1978, Aachen Cathedral became the **first UNESCO World Heritage Site**.
- » **Six international airports** can be reached from Aachen at hourly intervals.
- » The Rheinisch-Westfälische Technische Hochschule Aachen (RWTH Aachen) is one of the **largest German universities for technical degree courses**. Over 47,000 students were enrolled in the 2022/23 winter semester.
- » With 264 meters, the Lousberg is Aachen's **highest local mountain** and is located in the immediate vicinity of the city center. Visitors have an impressive view over the city from here.
- » Aachen has a **traffic-calmed old town** with many historic buildings, fountains and winding alleyways.



On the website of the City of Aachen you will find a lot more information about living in Aachen and the StädteRegion. The "Newcomer Service" of the City of Aachen will help you to settle into your new place of residence.



## NEW TO AACHEN? 🌐🌐🌐🌐🌐

Aachen is known for Charlemagne, famous for its Printen, hot springs and one of the largest international horse shows (CHIO) – but Aachen is so much more. Whether it's the historic center, the many cafés and pubs or nearby recreational areas such as the Eifel, all of this makes Aachen a city where residents and visitors alike feel at home. Here you can get tips on Aachen from employees.

"Aachen's landmark is not the cathedral for nothing. Millions of mosaics adorn the interior and make the cathedral shine. This monumental building can be viewed from many angles, especially through the blooming magnolias in spring. The Münsterplatz square in the shadow of the cathedral is a great place to spend time while watching the hustle and bustle around it and listening to the street musicians playing beautiful melodies to accompany the scenery."

"In the picturesque old town is Aachen's oldest coffee shop, 'Van den Daele' located, which makes almost every passer-by pause for a moment, or a little longer, to look at the delicacies in the shop window. With all kinds of tarts, pralines, patisserie or a traditional piece of Belgian rice cake, it's a wonderful place to meet for a coffee."

"The 'Egmont' leads from the market onto Pontstraße and impresses with its quaint, Belgian charm. It is a café, bistro and pub in one and in March and November there is a 'Chanson Evening' every Wednesday - a bit quirky, but a must-see. Singing along is allowed! You can easily order food from the Lebanese restaurant next door, which is then delivered to the café."

"The highlight of every year is the SeptemberSpecial - a series of open-air concerts lasting several days, during which open-air stages are set up throughout the city center and music from a wide variety of genres cheerfully enlivens the city. On the Katschhof, you can get a bird's eye view of the cathedral and town hall from the Ferris wheel. Culinary delights are provided by various local food stalls."







## THE INTEGRATION PROGRAM

### WHAT WE OFFER

The integration team is responsible for application procedures, preparatory processes, support in the first few weeks after arrival and is very familiar with recognition procedures. The necessary administrative groundwork is laid (finding accommodation, basic contracts or registration matters) and the nurses receive help with their cultural and professional orientation in Aachen and Uniklinik RWTH Aachen.

After the initial phase, the staff remains a constant point of contact for further questions that may be bureaucratic or for situations at work that may require mediation.

### OUR MAIN ACTIVITIES

- information and support with recognition
- three to five weeks of Onboarding:

#### *Integrative content:*

Orientation at the workplace and in the environment, Support with language difficulties and finding accommodation, Teaching units: how everything works in Germany) and integrative (social/cultural) units, Connection in the house, nursing orientation

#### *Administrative matters, such as:*

Dealing with authorities, Registration with the health insurance company, university doctor (company doctor), contract basics, opening an account

- Handovers on/or communication with station management/nursing service management

**The team will also be available to answer any further questions you may have after your induction.**

### VIDEO



In our video clip, the three international nurses Dragana Jakovljević, Rizziene Ann Ubaldo and

Mohamed El Biach talk in their native languages about their experiences with the integration program and their start of a new life in Aachen.

**German:**



**English:**





## THE TEAM BEHIND THE INTEGRATION PROGRAM



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## CONTACT



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## YOUR PATH TO A PERMANENT EMPLOYMENT CONTRACT

### 1. Apply for a notice of assessment

First you can expect the process of professional recognition. In North Rhine-Westphalia, the district government in Münster is responsible for this. The central recognition office for healthcare professions checks the authenticity of the documents and classifies the foreign professional qualification as equivalent.

After your foreign professional qualification has been checked, you will therefore receive a notice of assessment which determines which measures are suitable for qualification (adaptation course or knowledge test). You can only start working for an employer with this document.

### 2. Contact Uniklinik RWTH Aachen and send the required documents

Collect the required documents and send them to us together.

### 3. Job interview

The next step is the job interview. The employees of the integration program and the nursing management will conduct an interview with you and decide whether they can open up the path to professional recognition for you. In addition to assessing your personal suitability, important criteria include your language skills and whether the Uniklinik RWTH Aachen can provide the training you need. When you arrive in Germany, you will have to take the professional knowledge test or an adaptation period (further information in step 5).

### 4. Preparation and administrative processes

Now comes the process of administrative requirements. Among other things, you will need to apply for a visa or residence permit and a work permit. Various documents are usually required for this (confirmation of accommodation, proof of health insurance, approval from the Federal Employment Agency). There are also other things to take care of. For example: applying for a police clearance certificate, obtaining a language certificate, giving notice of termination of employment in the home country, updating vaccinations, travel planning, etc.

### 5. Welcome to the Uniklinik RWTH Aachen

You can now look forward to arriving at Uniklinik RWTH Aachen. We will be happy to guide you through the initial period in an onboarding program lasting several weeks. Integration is not the same as induction – everyone involved can make a contribution. After all, a successful integration is in everyone's interest!



Integration measures:

*Professional knowledge test:* The greater the differences between the training content in Germany and that from your country of origin, the more likely it is that you will have to take a specialist knowledge test. To do this, you attend a preparatory course and can then achieve equivalence of the qualifications by passing an oral and a practical examination.

*Adaptation course:* If the amount of theoretical and practical knowledge to be acquired is less, you can take an adaptation course, which usually comprises a few weeks of theory lessons and rotations in various practical areas. In your case, the course does not end with an examination, but with an evaluation.

### 6. Obtain professional recognition (professional certificate)

As soon as you have received the equivalence certificate, you can apply for the professional certificate together with a certificate of good conduct, your B2 language certificate and other documents at the health authority in Aachen (nurse and midwives) or at the district government in Cologne (nursing staff) or at the DKG in Berlin (technical assistants in anesthesia, operating assistants). This process usually only takes a few weeks.

### 7. Permanent employment contract

As soon as your professional certificate is available, your contract will be converted into a permanent employment contract.



## REQUIREMENTS FOR THE APPLICATION

To apply for a job in a healthcare profession at Uniklinik RWTH Aachen with professional training acquired abroad, you will need:

- a letter of application
- a curriculum vitae in tabular form
- proof of your professional qualification obtained abroad
- if available: notification from the Münster district government regarding the equivalence assessment of the vocational training (see below\*)
- at least a German B1 language certificate (Goethe Institute, TELC, ECL or ÖSD), a B2 certificate will be mandatory in the further course of the program
- sufficient vaccination protection at the start of employment (measles, hepatitis B)

We will support you in the process of German professional recognition and look forward to welcoming you as a registered nurse at the Uniklinik RWTH Aachen.

### **\*Supplement to the assessment notice:**

If you would like to work and live in NRW, the central recognition office for healthcare professions is the district government in Münster. The differences between the foreign professional qualification and the training content applicable in Germany are checked there. Significant differences are often identified. These are stated in a notice of assessment (so-called deficiency notice). These differences are compensated for as part of a qualification measure in Germany (either in the form of an adaptation period or a professional knowledge test). If equivalence is determined, you will also receive a notification, which you should enclose. In this case, no qualification measure is required.

If you are applying for an adaptation measure in the field of surgical technical assistance or anesthesia technical assistance and if you already have a notification from the DKG (issued before 31.12.2021) from Berlin, please send it to us. In this case, you do not need to submit an additional application for an equivalence check in Münster.



**Please send your application documents to:**  
bewerbungsmanagement\_pd@ukaachen.de





**MORE INFORMATION**

## ADVICE CENTERS

<p><b>Central Recognition office for healthcare professions</b></p>	<p>The central recognition office for healthcare professions in NRW is based in Münster. The professional certificate must be sent here from the home country to check for equivalence.</p> <p><a href="https://www.bezreg-muenster.de/de/gesundheit_und_soziales/zag/index.html">https://www.bezreg-muenster.de/de/gesundheit_und_soziales/zag/index.html</a></p>
<p><b>"Make it in Germany"</b></p>	<p>General, superordinate portal for skilled workers of the Federal Government in the field of migration: "Make it in Germany". Here you can find general information about immigrating to Germany.</p> <p><a href="https://www.make-it-in-germany.com/de/">https://www.make-it-in-germany.com/de/</a></p>
<p><b>BAMF/Central Advice Center of the Federal Office for Migration and Refugees</b></p>	<p>Helpful information can be found on the website of the BAMF/Central Advice Center of the Federal Office for Migration and Refugees: The "Hotline Working and Living in Germany" is a central telephone information and advice service for international skilled workers and immigrants.</p> <p><a href="http://www.bamf.de">www.bamf.de</a> Tel.: +49 301815-1111</p>
<p><b>Job Recognition Service Center</b></p>	<p>The Job Recognition Service Center of the Employment Agency also provides a lot of information:</p> <p><a href="https://www.anerkennung-in-deutschland.de/html/de/pro/zsba.php">https://www.anerkennung-in-deutschland.de/html/de/pro/zsba.php</a></p>
<p><b>IQ-Network</b></p>	<p>The advice center in NRW on the subject of recognition and notification of deficits is the IQ Network:</p> <p><a href="https://www.iq-nrw-west.de/start">https://www.iq-nrw-west.de/start</a></p>



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