

FAQs: Frequently asked questions by foreign, especially Chinese, nursing staff:

This question and answer catalogue, dated August 2020, is to be used as a guide. No responsibility is taken for the correctness of the answers. The answers are partly based on oral statements of various authorities/institutions and are subject to change. Please refer to the internet for additional information.

No liability/guarantee is assumed for any external links.

Working in Germany/salary/collective agreement

1. What tasks do foreign nursing staff have after their arrival in Germany?

a. Until you have achieved your qualification, you will work as a nursing assistant and have the following duties in particular:

- i. Cooperate with and support the nurses and paediatric nurses in the entire nursing process, taking into account the available resources and the individual goals of the patient.
- ii. Become familiarised and comply with the nursing standards, service instructions and hygiene guidelines valid in the hospital.
- iii. You will work under supervision and will be looked after by a caregiver who will provide continuous support during your familiarisation. At the same time, you will get to know the ward team and be integrated into it.

b. As soon as we receive your certificate with the permission to use your professional title as a nurse, you will be assigned as a nurse. Among other things, you will carry out the following activities.

- i. Survey and determination of the individual need for care and planning of care
- ii. Organisation, design and control of the care process
- iii. Implementation of maintenance and documentation of the measures applied
- iv. Analysis, evaluation, assurance and development of the quality of care
- v. Counselling, guidance and support for people to be cared for in their individual confrontation with health and illness as well as in maintaining and strengthening their independent lifestyle and everyday competence, including their social caregivers
- vi. Maintenance, restoration, promotion, activation and stabilisation of individual abilities of the persons to be cared for, especially within the context of rehabilitation concepts, as well as care and support in the event of limitations in cognitive abilities
- vii. Introduction of life-sustaining emergency measures until the doctor arrives and implementation of measures in crisis and disaster situations
- viii. Instruction, advice and support of other professional groups and volunteers in the respective care contexts as well as participation in the practical training of health care professionals
- ix. Independent implementation of medically prescribed measures, in particular measures of medical diagnosis, therapy or rehabilitation.
- x. Interdisciplinary professional communication and effective cooperation with other professional groups. You will develop and implement individual multidisciplinary and cross-professional solutions for diagnoses of illness and need for care.

2. What is the difference between working as a nurse in China and Germany? (Experiences of a Chinese nurse currently working as a nursing assistant in Germany)

- a. The systems in China and Germany are different.
- b. Nurses in Germany care for patients on the ward by washing/showering, serving food, and communicating with family members. In China, a relative performs these tasks.
- c. In Germany, unlike in China, there is generally no unpaid overtime.
- d. The work licence in China has to be renewed regularly, whereas in Germany it usually continues permanently after a one-time qualification.

3. Are there different levels of nurses in Germany?

- a. After completing the three-year training course, you are a nurse in Germany.
- b. In principle, a two-year advanced training course can be used to gain further qualification as a specialist nurse; various advanced training courses are available here (e.g. specialist nurse for anaesthesia or intensive medicine or oncology etc.).

4. How can you train as a nurse to reach the next level up? What are the requirements for this?

- a. Depending on the field of training, advanced training is possible either at our hospital's own training academy or with external cooperation partners.
- b. The prerequisites for advanced training are:
 - i. Qualified training (certificate from the responsible government for the use of the professional title "Krankenpflegekraft")
 - ii. Specific work experience – as a rule, you should have at least 2 years' professional experience. In the case of intensive further training, you must have worked in an intensive care unit for at least six months.
 - iii. The exact requirements vary depending on the specialist advanced training, among other things. For this reason, they will not be discussed in detail here.

5. How often do you get a pay rise?

There are different ways to get a raise:

- a. You can get a pay rise either because of successful collective bargaining. Collective bargaining usually takes place every two years. Here, every employee in the same pay group receives the same percentage pay rise.
- b. Or you can receive a pay rise if you have completed advanced training, for example after completing your recognition as a nurse. When changing from a nursing assistant to a nurse, you receive a pay rise.

6. Can I choose an area of work/a ward?

You can express a desire as to which area of work you would most like to work in. Your actual place of work will depend on the qualifications you have acquired, the professional experience you have gained and the personnel requirements of the areas of work in our company.

7. How long is my employment contract valid?

- a. At the beginning, you will receive an employment contract as a nursing assistant from the UKW [University Hospital of Würzburg], with a term of two years, allowing you to earn qualification during this period.
- b. As soon as you have been qualified, you will usually receive an indefinite employment contract as a qualified nurse.

8. What if I want to return to China during an indefinite employment contract and terminate my work in Germany?

In this case, you can terminate your employment contract while adhering to the statutory notice period. The employment relationship will then be terminated.

9. What are the contractual working conditions?

38.5 hours/week, with approx. 7.75 hours of working time per day and 30 days of holiday per year (in the case of full-time employment, based on one year of employment).

10. What is the monthly salary of a nurse and is the gross monthly salary sufficient to live in Germany?

- a. As a nursing assistant, you will earn around €2,300 per month gross. As a single person, your take-home salary will be approx. €1,500 net per month (taxes and social security contributions have been deducted here). Your net salary will be paid into your bank account. From this, you will pay all your monthly expenses such as groceries, rent, etc.
- b. As a qualified nurse, you will earn at least approx. €2,800 gross per month. As a single person, you will receive a net salary of approx. €1,800 transferred to your bank account each month.
- c. According to our job centre, the cost of living for a household with two adults in Germany is currently (as of July 2020) as follows:
 - i. €575 rent for two people (our dormitory rooms in which you can live as a nursing assistant cost a maximum of €350 per month)
 - ii. €100 ancillary costs
 - iii. plus deductions of approx. €200
 - iv. plus a flat rate fee of approx. €100
 - v. €400 for miscellaneous (groceries, etc.)¹
- d. The salary of a nurse is sufficient to be able to live in Germany.

11. Are there many examinations or meetings in the hospital in Germany? Do these meetings take place during the employee's free time?

No.

12. How many patients do you look after as a qualified nurse?

Staffing conditions depend on which ward you work on and which shift you work.

- a. In intensive care units, you usually look after two to three patients.
- b. IMC wards usually have four patients.
- c. On normal wards, 10 to 20 patients are usually looked after.

¹ Statement from Mrs Schott from the German Federal Foreign Office on 24 July 2020

13. Does the hospital offer a flat? How much does a flat cost?

- a. The UKW has a nurses' residence where you can normally move in, at least temporarily, until you are qualified.
- b. The monthly rent in the nurses' residence is currently between €275 and €350 per month plus a one-off final cleaning lump sum of around €100.

14. I have completed additional training, for example as a nutritionist, specialist nurse. Should I also submit these certificates in Germany?

You can submit this certificate.

Subsequent immigration of relatives/family:

15. Can my family come to Germany permanently (spouse/children/parents)?²

Yes, under the following conditions:

- a. Every person entering Germany needs a visa → the visa must be applied for at the German embassy.
- b. The spouse may enter without a waiting period (upon presentation of a visa) if the following conditions are met:
 - i. The marriage already existed before entry.
 - ii. Proof of secure livelihood → Information on the exact amount can be obtained from the German embassy
 - iii. Proof of adequate accommodation:
 1. Per adult person: at least 12 square metres
 2. Per child from 6-12 years: min. 10 square metres
 3. + kitchen + bathroom
- c. Proof of German language skills may be required (usually A1 for minors/children, C1 for children aged 16 and over) -> please contact the German embassy for more information
- d. We recommend that you do not bring your family to Germany until you have obtained qualification.

16. How long do I have to have worked in Germany in order for my family to come to Germany?³

- a. According to information from our German Federal Foreign Office, the following applies subject to the statement of the German embassy:
 - i. If married before entering Germany -> no waiting period until the partner/family can enter Germany.
 - ii. In case of marriage after one of the spouses has entered Germany: waiting period of 2 years.
- b. Recommendation: In order for your family to be able to enter Germany, you should be licensed as a qualified nurse in Germany and be engaged in a corresponding activity. The government of Lower Franconia will decide when and under what conditions you can be issued the necessary certificate of qualification. This depends, among other things, on whether your training can be classified as equivalent to German training or whether an adaptation course of several months is required to achieve qualification.

² Telephone call with Mrs Schott, German Federal Foreign Office on 24 July 2020

<https://china.diplo.de/blob/1302104/9ba2e1a85859dff3e09d4156e8887060/pdf-merkblatt-natvisum-ehgattennachzug-data.pdf>

<https://china.diplo.de/blob/1302120/803976a4a60ca90514089fe516b37278/pdf-merkblatt-natvisum-kindernachzugminderj-data.pdf>

³ Telephone call with Mrs Schott, German Federal Foreign Office on 24 July 2020

17. Can my spouse work in Germany?⁴

In principle yes, although the type of work and the extent of the work depends on the visa issued in each case. Please contact the German embassy for a binding statement.

- a. Working visa: -> Visas are issued for specific types of work.
- b. Visa for subsequent immigration of family -> generally allowed to work; type and extent to be clarified with the German embassy.

18. How much does school/study cost for children?

- a. School: There are no fees for attending public schools in Germany. The teaching materials (notebooks, pencils, knapsacks, etc.) must be purchased by the child's family itself.
- b. University education: There are no tuition fees at state universities in Germany. However, a semester fee must be paid. This should amount to around €250.⁵ You must buy the teaching materials yourself.

Pension system/tax/health insurance

19. How much tax is paid in Germany?

In Germany we have a progressive income tax rate after exceeding the tax allowance (which currently stands at €9,408 gross annual income, as of July 2020). In principle, the initial tax rate is currently 14% and then rises progressively up to the top tax rate of 42%. With a starting salary of about €29,829 per year, income tax will be 17%, i.e. €5,135 income tax annually. In addition, €283 solidarity surcharge and €410.80 church tax (as of 2020) are added annually. The exact tax rate depends on the allocation to one of the six existing income tax categories.⁶

20. How much does health insurance cost?

- a. Salaried employees and wage earners are subject to compulsory health insurance and are therefore covered by statutory health insurance. Contributions to statutory health insurance depend on the employee's gross income. The health insurance contribution is currently (2020) set at 14.6% of gross income. As a result of individual additional contributions by the health insurance funds, the actual health insurance contribution varies between 14.6% and 17.3% (as of 2020) depending on the federal state, with the employee's share being 14.6%.
- b. The health insurance contribution is automatically deducted from the monthly salary.⁷

21. How much pension do you get in Germany? When do you retire in Germany?

- a. Currently (as of 2020), the regular retirement age in Germany is 67.
- b. The exact pension value depends on various factors (see pension formula: *Monthly pension amount = income points x age factor x current pension value x pension type factor*). Most employees in Germany are compulsorily insured in the statutory pension scheme. You have to be insured in the statutory pension insurance for at least 5 years to receive an old-age pension. There is also the possibility of taking out a company pension scheme and paying into other private old-age provision schemes (you can find out more online). In addition to the

⁴ Telephone call with Mrs Schott, German Federal Foreign Office on 24 July 2020

⁵ <https://www.sparkasse.de/themen/wertpapiere-als-geldanlage/was-kostet-ein-studium.html>

⁶ <https://einkommensteuertabellen.finanz-tools.de/downloads/grundtabelle-2020-solzu-kist8.pdf>
<https://www.imacc.de/einkommensteuersatz-steuersatz-berechnen-deutschland/>

⁷ <https://www.krankenversicherung.net/krankenversicherungsbeitrag>

deductions, the amount of the pension payment depends on your accumulated pension entitlements. The following example provides a rough indication: One pension point currently corresponds to a gross annual income of €40,551. Roughly recorded: If you collect 40 pension points and retire at the age of 67, you will receive a gross monthly pension of €1,322.00 (DRV - Deutsche Rentenversicherung - German pension insurance).⁸

22. Is it possible to continue pension insurance in China if I work in Germany?

Please enquire in your home country.

Entry requirements:

23. What are the entry requirements for Chinese nursing staff in Germany? (No liability is assumed for external links.)

Please enquire about this at the German Embassy in China. The following links might be helpful:

- i. <https://china.diplo.de/cn-de/service/visa-einreise/nationales-visum/1209056?openAccordionId=item-1302224-2-panel>
- ii. <https://china.diplo.de/blob/1302112/89e5b99ae996bba127c9424c6e295a32/pdf-merkblatt-natvisum-pflegekraft-data.pdf> (Information sheet for nursing visa)

Company doctor:

24. Do certain vaccinations have to be proved in order to work in the UKW? If so, which ones?⁹

- a. The following vaccinations are mandatory (compulsory vaccinations):
 - i. Measles
 - ii. Hepatitis B
 - iii. Whooping cough
 - iv. Chickenpox
- b. The following vaccinations are additionally recommended:
 - i. Hepatitis A
 - ii. Mumps/Rubella
 - iii. Tetanus/Diphtheria/Polio

25. Do I have to present a medical certificate if I want to work as a nurse in the UKW?

Yes. The company medical examination is carried out by our company doctor before starting work.

26. Do I have to present a certificate that I am free of any infectious diseases (e.g. hepatitis B or hepatitis C...)?

There must be proof that the compulsory vaccinations provide sufficient protection.

⁸ <https://www.rente.com/gesetzliche-rentenversicherung/>
https://www.deutsche-rentenversicherung.de/DRV/DE/Rente/Allgemeine-Informationen/Wie-wird-meine-Rente-berechnet/wie-wird-meine-rente-berechnet_node.html

⁹ Information from the company doctor, July 2020

27. How can I learn German in China if no German course is offered locally? How can I find a German course/German teacher in China if there is no German course offered in my home town? It would be best if the teacher could adapt to my schedule flexibly, because I work in shifts and cannot keep to fixed course times.

You acquire the B1 certificate in your home country. Please search online for a suitable language or ask a language school if they can help you.

28. Where in Germany can I acquire the B2 certificate in German?

You will enter Germany with at least the B1 German certificate. In order for you to be able to acquire the B2 German Certificate in Germany, we will either support you in finding a suitable language school/German course or organise a German course for you.

29. How soon after the interview do I have to present my B1 certificate?

There are no specific requirements from our hospital, because the time required to obtain the certificate may depend on your personal learning progress and the local possibilities for learning German.

It is important that you inform us about your learning progress so that we can better estimate your date of entry. This helps us to form entry groups.

30. How often do I have to have my Chinese work licence renewed when I work in Germany so that the Chinese work licence does not expire?

Unfortunately, we cannot answer this question. Please contact your competent authority or your current employer in your home country.

Application procedure/qualification procedure:

31. What documents do I need to apply for a job at the UKW?

- a. Cover letter
- b. CV
- c. References
- d. Please send your application to: PD_Bewerbungen@ukw.de

32. Do I have to prepare for an interview with the UKW?

It is your decision whether you explicitly prepare for this interview. If you want to prepare yourself, it is up to you whether you prepare on your own or hire an agency to help you. Such agencies offer services like "working overseas" or "studying overseas". Please note that these agencies do not work for free.

33. How often do I have to regain qualification as a nurse in Germany?

Our qualification is indefinite.

34. What exam do I have to take in Germany if I have to complete an adaptation course?

- a. The adaptation course has been agreed with the responsible government and is carried out at our premises. This course consists of the following components:
 - i. Theoretical part:
 1. Training certificates
 2. Proof of work, which must be provided in writing
 3. Written elaboration of several clinical pictures
 - ii. Practical part:
 1. Accompanying practical instructions with several professional and documented feedback interviews in your field of application
 2. Final practical examination
- b. The final practical examination is carried out by qualified staff from our company.
- c. The result of the adaptation course is sent to the responsible government.

35. Do I have to take a qualification examination? If so, is it governed by the state?

Yes. At the end of the adaptation course, you will take a final practical examination at our company and acquire the theoretical learning content through training, written work, and work certificates.

36. How often may I repeat the qualification examination?

- a. The qualification examination can be taken twice.
- b. If the adaptation course is not passed after the 2nd examination, the entire adaptation course can be repeated once. At the end of the 2nd adaptation course, the final practical examination can be completed no more than twice.

37. Which documents must be submitted to the government of Lower Franconia after the application process?

- a. Once your application has been accepted, you will receive further update from our internal contact person. According to our current status, the following documents must currently be submitted (subject to change):
- b. Original documents**
 - i. Complete curriculum vitae in tabular form with precise details of your educational and professional career in German
 - ii. Power of attorney if information is to be provided to another person and official letters are to be sent. (If you need help with your application, you can obtain a template power of attorney from our contact person within the hospital.)
 - iii. Application form (if you authorise us, we will fill this out for you)
 - iv. Declaration when applying from abroad (if you authorise us to do so, we will fill this out for you)
 - v. Proof of employment in the county or a registration certificate from the residents' registration office or a declaration of intent to take up employment in the administrative district
- c. Officially certified copy and officially certified copy of the translation of these documents**
 - i. Birth certificate
 - ii. Marriage certificate, if required
 - iii. Identity card or passport
 - iv. Original diploma, original examination certificate, if applicable from the original specialist examination
 - v. Evidence of vocational training, certifying the following:
 1. Start and end date of training

2. The nature and extent of the theoretical subjects taught, with an indication of the hours per subject within the total training period
3. Type and scope with details of the hours of practical training (*internships*)
- vi. Proof of previous relevant professional activity in the learned occupation by means of qualified job references with a detailed description of the activity and any additional qualifications acquired
- d. Submission of the following documents (after entry, after completion of the adaptation period):
 - i. Language certificate at level B2 of the Common European Framework of Reference for Languages from a recognised language institute
 - ii. Extended police clearance certificate
 - iii. Medical certificate confirming your ability to work and not older than 3 months

38. I want to compile my documents for the qualification procedure with the government of Lower Franconia. I cannot manage this alone. Who can help me?

It is your decision whether you compile your documents for the Lower Franconian government yourself or whether you commission an agency ("working overseas" or "studying overseas") to do so at your own expense. There are various **agencies** in China that can help you prepare for interviews and compile important documents for the government of Lower Franconia. These agencies charge money for their services. According to experience reports of Chinese nurses who have already entered the country, the price depends on the amount of work involved. Normally, the payment is only due if you have been successfully placed. To be on the safe side, we ask that you find out the relevant information yourself by visiting an agency. (Costs according to experiences of a Chinese nurse: Costs approx. 30,000 to 40,000 Renminbi → Support with interview preparation, compilation of documents for the government of Lower Franconia and visa support)

Information for Chinese nurses who want to compile their own documentation and know who to contact:

This information is based on the experience of Chinese nurses who have entered the country.

39. Where can I get the following officially certified copy and officially certified copy of the translation of the following documents?

- a. Where can I get my **birth certificate**?

Please contact your authorisation office and ask for your birth certificate. This authorisation office will tell you where you can apply for your birth certificate (e.g. the hospital where you were born; the local government office responsible, etc.). You can find your local authorisation office online.

- b. Where can I get my **marriage certificate**?

Not known (ask agency)

- c. Where do I get my **job reference**?

Please contact your employer (the hospital where you worked).

d. Where can I get my **identity card**?

Please go to the local police office and ask for the document here. This office will help you.

e. Where do I get my **diploma**?

Please contact your university/higher education institution if necessary

f. Where do I get my **academic certificates**?

- If you have any questions in this regard, please contact your responsible university/higher education institution: Tip: The relevant documents can be very detailed, depending on the university.
 - o You can either have all these pages translated and certified or
 - o You can summarise these documents, have them certified by the university and then have them translated and authenticated.
 - o If you would like a summary, you can either prepare it yourself and have it certified by the university, or you can commission an agency to do this (for a fee) (see question 38, ("working overseas" or "studying overseas")).