



Standing Committee of Nurses of the EU (PCN)

PCN GOOD PRACTICE GUIDANCE FOR INTERNATIONAL NURSE RECRUITMENT

Aims of this Guidance

This guidance sets out the key considerations for ensuring both ethical recruitment and employment of internationally recruited nurses (IRNs) in Europe. It does not cover every aspect of international recruitment but provides information on where employers and nurses can find more comprehensive advice.

The guidance is designed as a source of information and advice for employers in Europe considering recruitment from within or outside the European Union (EU), and for nurses who are considering moving to work in an EU member country.

But it is also aimed at EU and national policy makers to encourage them to support the principles outlined in this guidance in developing workforce planning policies.

About PCN (Standing Committee of Nurses of the EU)

The Standing Committee of Nurses of the EU (PCN) was set up in 1971 to represent the nursing profession's interests with the European institutions as the European Community looked to have more of an impact on nurse education and practice and nurses' working environment.

PCN is the independent voice of nursing in Europe. It now brings together 31 national nurses associations from across the European Union and the wider Europe and has a permanent representation in Brussels.

PCN works closely with the European Commission and is a member of the Health Directorate's (DG SANCO) Health Policy Forum. It has also established links with MEPs, with other European health professional groups and with several pan-European alliances of organisations representing citizens and patients

PCN member associations are also members of the global nursing body the International Council of Nurses.

Acknowledgements:

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1. Introduction

Background

Nursing is a global profession and the international mobility of nurses is nothing new. What is new, however, is increasing large-scale, targeted, international recruitment by developed countries to address domestic shortages.

Nurses associations in Europe have reported shortages in the Netherlands, France, Switzerland, UK, Ireland and Norway. However, both Canada and the USA have significant vacancy rates, and there is evidence of increasing nursing vacancies and a worldwide shortage of nurses. There are also signs of competitive recruitment for scarce nursing resources between EU countries and with North America.

The well-documented factors identified by the International Council of Nurses (ICN)¹ as contributing to the crisis are:

- increased demand for nurses as a consequence of advances in technology
- shifts from acute to primary care
- shorter hospital stays
- ageing populations resulting in longer health care
- decreases in the supply of nurses due to a reduction in student numbers in some countries, wider career choices for women, an ageing nursing workforce, and a poor image of the profession.

PCN's Position on International Nurse Recruitment

PCN supports free movement of nurses in Europe and the rights of individuals to make free choices. But it is concerned about the unethical practices of a minority of recruitment agencies and the possible exploitation of some internationally recruited nurses (IRNs).

PCN has endorsed ICN's statement on *Ethical Nurse Recruitment*² agreed by nurses associations across the world, and would like to see these supported by the EU, and its member countries³.

PCN is also concerned that in many countries where no benchmarks exist to measure nursing resource requirements to meet health service demands, it is difficult to assess whether there are nursing shortages or surpluses. The consequence may be the depletion of much needed experienced nursing staff from these countries through large scale international recruitment.

For this reason PCN believes there is an urgent need for an independent EU workforce monitoring forum to help capture information about the numbers and movement of nurses in Europe. This could be based on a minimum workforce data set and would be a valuable tool in predicting future trends.

¹ Ethical Nurse Recruitment, statement by International Council of Nurses (2001)
<http://www.icn.ch/psrecruit01.htm>

² as above

³ Career Moves and Migration: Critical Questions, statement by International Council of Nurses (2002)
<http://www.icn.ch/CareerMovesMiqanql.pdf>

2. Important recruitment considerations

If employers have nurse vacancies it is important for them to consider all the options before deciding to recruit from another country. They should also be aware that the recruitment of nurses from non-European Union countries might take many months.

Although there may be a shortage of nurses in your country, many employers have successfully filled nurse vacancies domestically. They have done so by offering terms and conditions which have made them the employer of choice in their local labour market.

PCN believes that given the global shortage of nurses, recruitment strategies should focus primarily on growing domestic nursing capacity. Large scale international recruitment can only be short-term not a long-term solution.

All employers can develop good quality employee-friendly practices and improve their attractiveness to domestic nurses who want to return to the profession or to move employer. Good quality employee-friendly practices include:

- providing a safe working environment
- introducing systems that allow nurses to have greater control over the hours they work
- treating all staff fairly
- taking bullying and harassment seriously, supporting staff and providing counselling services
- increased opportunities for professional and career development
- providing quality employee-friendly services that allow staff to organise childcare in a way that best suits them.
- equal pay

Employers should consider whether nurse turnover or sickness absence is higher than they would expect. If this is the case it could suggest that the workplace environment is not a safe, healthy or happy one. Failure to resolve these issues could mean that both domestic and international recruitment exercises would be ineffective.

If you decide to recruit nurses from another country you must be prepared to invest considerable time and financial resources to recruit, induct, and support suitably qualified nurses with good language skills. Failure to do so may create risks for you, your patients and the nurse.

You should also prepare existing staff to support and work with IRNs and to value the contribution they can make to the team and the nursing profession in that country. It is important that your existing nurses understand that IRNs are *qualified* nurses but that the health care system in which they trained may be very different from theirs. As a result they will help in understanding the domestic health system and culture better.

The timing of induction of newly appointed internationally recruited nurses needs to be considered carefully. If existing nursing staff are to provide the necessary support, supervision and mentoring of both IRNs and newly qualified nurses (without placing themselves under unnecessary pressure) it is preferable that IRNs and newly qualified staff are not inducted at the same time. Neither should international recruitment campaigns coincide with the period when nursing students are seeking their first posts.

If these new nurses are unable to find positions, or believe themselves to be disadvantaged in the labour market, they may decide to look for employment outside of nursing and be lost to the profession forever.

The rest of this guidance describes the good practice principles that underpin the successful and ethical recruitment and employment of IRNs.

3. Going Ahead with the International Recruitment of Nurses

Once employers have decided to go ahead with recruiting nurses from another country, they will need to think about which countries can be approached. It is not appropriate to recruit from developing countries that are themselves faced with nursing shortages, unless governments in those countries have agreed to such recruitment. Also it is easier for European countries to recruit from some countries than others, for example, from another EU member country.

Before an employer embarks on international recruitment they will need to consider the following:

- where to recruit nurses from
- when to recruit nurses
- whether to use a recruitment agency to assist you
- what you want a recruitment agency to do for you.

The countries nurses can be recruited from

There are two main geographical areas of international recruitment:

1. European Union and European Economic Area (see Appendix 1)
2. Non EU countries

PCN supports individual nurses' rights to travel and work abroad to develop their practice and further their experiences. It therefore recommends that health care employers should consider all unsolicited applications to work in their country from individual nurses trained in another country.

However PCN and ICN are increasingly concerned at the targeted, large-scale, recruitment from countries with their own nursing shortage, and/or where the effectiveness of the health care systems in source countries is undermined by recruitment to other countries – especially Western Europe and North America.

Recruiting nurses from EU accession countries

On 1 May 2004, ten countries became new members of the European Union. These are: Latvia, Lithuania, Estonia, Poland, Hungary, Czech Republic, Slovakia, Slovenia, Malta and Cyprus.

From May 2004 these countries are subject to the EU arrangements for mutual recognition of nursing qualifications. However, their citizens will not immediately have the right to free movement within the EU to work. Separate transition arrangements have been agreed with each existing EU member state. Employers should check arrangements in their own member state.

Recruiting nurses from developing countries

Nursing labour markets in any country are subject to change, so it is important to check the current situation before going ahead and advertising a specific country.

In addition to the International Council of Nurses' (ICN) guidance some EU countries, especially those with severe shortages, have national guidance on ethical international recruitment. The UK guidance, for example, advises against recruitment from the Republic of South Africa or any Caribbean country unless it is part of a Government-approved programme or by unsolicited applications directly from international recruits.

If you are considering recruiting from another country you should check your country's guidance (see appendix 2) and the government's opinion in the potential supplier country.

In addition, PCN encourages all employers to contact the professional nursing association in the source country to obtain their views on whether or not large scale, targeted recruitment can be supported without undermining local health care delivery (see appendix 3 for Europe or check the International Council of Nurses list of members on <http://www.icn.ch/addresslist.htm>)

4. Working with commercial agencies

Before any employer embarks on international recruitment they will need to consider how best to do this.

Rising international recruitment activity has led to an increase in the use of commercial recruitment agencies.

Commercial recruitment agencies may be used in one of the following ways:

- an agency recruits nurses and supplies to other employers on short-term placements as temporary staff
- an employer appoints an agency to identify a source country and conduct selection and recruitment on its behalf

- an agency works with an employer to identify a source country and the employer or its representatives are then directly involved in selection process.

Alternatively the employer may use their own resources to conduct the entire recruitment process.

How to ensure quality control

Most commercial recruitment agencies provide a high quality and ethical service and have extensive expertise in international recruitment. Such agencies can greatly assist employers who wish to recruit internationally. However, experience has also shown that employers must ensure that adequate quality controls are in place to protect themselves and the IRNs. Examples of the kind of exploitative situations that can arise where quality controls are not in place include:

- hidden charges to the nurse applicant, for example, agency fees
- unreasonable or inappropriate charges for things such as the provision of induction training / the provision of unsuitable/poor quality accommodation
- double charging of the employer and the IRN
- the provision of inadequate, inaccurate or false information to the nurse applicant about the conditions of work including clinical area or specialism and the geographical location (leading to conflict and/or failure to retain the nurse on arrival in the recruiting country)
- the substitution of different employment contracts when an IRN arrives in the recruiting country

Once an employer has decided to set up a contract with an international recruitment agency, the employer should check that the agency:

- is a properly established company
- does not charge the nurse applicant fees and that a partnership agency in the source country does not charge the nurse
- will supply information on other clients so that references can be sought
- has an equal opportunities policy that they implement
- charges appropriate and reasonable rents if accommodation is supplied.

Some EU countries have specific guidance for employers on working with commercial recruitment agencies. For more information contact the national nursing association/PCN member in your country.

Good practice in nurse recruitment agencies

This section lists the key issues to ensure good practice by nursing agencies recruiting internationally.

When nursing agencies consider recruiting nurses from abroad they should ensure that they understand the immigration and work permit rules in their country (see next section).

Some of the issues that nursing agencies should consider before recruiting internationally are:

- whether the Government in their country has identified if recruitment from the country they are targeting would undermine the delivery of health care
- whether they have sufficient familiarity with the professional registration bodies of the country from which they are considering recruiting, and how nurses from this country can register in their country
- matching skills and competencies to job vacancies to ensure that nurses are appropriately placed
- ensuring clarity about payment of IRNs while on adaptation courses with their new employer

Follow-up process

Nursing recruitment agencies should have a follow-up process to ensure that the IRNs they place are receiving help to settle successfully and are being looked after by their employer.

Agencies should also ensure that accurate information is given to nurse applicants about the type of jobs in which they might be placed. This information must be given prior to signing of any contract and preferably prior to departure from the home country. It should include the following:

- the health sector they will be working in (public, private, hospital or community based etc..)
- minimum terms and conditions of employment. If nurses are being recruited to a specific job/employer they should receive copies of the job and person specification in advance. They should have the opportunity to clarify anything they do not understand
- professional associations and trade unions they can join in that country
- the nurse registration process
- geographical area and the cost of living in the country where they will be moving. To avoid disappointment, nurses from some countries may need to appreciate what they can afford with what may seem like a very high salary
- all other costs that they might incur for example accommodation, uniform and transport costs
- how to change jobs and ensure compliance with immigration rules.

5. Immigration and Work Permit Guidance

Immigration legislation and arrangements differ in each EU member state but it is important that prospective employers and nurse recruiters are aware of the procedures in their country before commencing the recruitment process. See appendix 4 for information on immigration in each country.

6. Nurse Registration

All countries in the EU have a national or regional regulatory system for nurses. In the majority of countries a nurse is required to register his or her qualification with the regulatory authority (which may be a government ministry or a separate body) before being allowed to practice in that country.

European legislation to promote labour market mobility means that most basic nursing qualifications gained in one EU country are automatically recognised by these regulatory authorities in another EU country. They are the qualifications adhering to the *Nurses in general care directive* which lays down minimum EU requirements for content and length of nurse education.

Other basic nursing qualifications gained in the EU fall within the *general systems directives*. This means that the regulatory authority in another EU member state has the right to assess these nurses' qualifications individually to determine whether they meet the requirements of that country. If they do not they can be asked to undertake a period of adaptation or supervised practice. This may also apply to nurses wishing to gain recognition for qualifications from outside the EU.

For more information on the EU directives relating to mutual recognition of qualifications see: <http://europa.eu.int/scadplus/leg/en/s19005.htm>

Employers and nurses should contact the regulatory authority in the relevant country to find out more about registering nursing qualifications. See appendix 5 for contacts in each country.

7. Good practice in developing and implementing supervised practice, adaptation and general induction programmes

Many IRNs must complete a period of adaptation or a supervised practice before they can be registered to practice in an EU country. However, even where an IRN immediately achieves registration, for example because their qualification is automatically recognised through the EU directives, PCN recommends that employers provide a period of induction that incorporates the key principles set out in this section.

What is a supervised practice or adaptation programme?

Programme aims

Adaptation or supervised practice courses vary in their design. However, the overall aim of the programme is to enable the supervised practice nurse or adaptation midwife to register through a process of professional development, and assessment of safe and effective clinical competence.

An adaptation or supervised practice programme consists of a theoretical component and a clinical placement. The theoretical element provides an opportunity for the IRN to become familiar with health care provision in that country; local policy and practice; and updating in any required areas. The clinical placement means it is possible to assess nurses' clinical competence

under supervision, and ensures they are able to deliver safe and effective care. Supervised practice nurses and adaptation midwives should not, at any time, be given responsibilities for which they have not been prepared.

Courses vary according to the organising authority and the needs of the nurses on the programme, as well as according to the country in which the nurses are registered.

General induction programmes

Whether or not IRNs are required to undergo an adaptation or supervised practice programme, PCN recommends that employers provide a general induction programme to life in the country the nurse is moving to. This should include information about the local area, including such things as access to health care, local places of worship, local shopping, information about staff, professional and cultural associations which may provide further support to IRNs. Employers should also consider the needs of the IRN's family.

What language skills do IRNs need?

At present EU legislation relating to mutual recognition of qualifications does not specify that nurses must have certain language skills before their qualifications are recognised in another EU country.

Employers should seek advice from the regulatory authorities in their country regarding language skill requirements for EU and non-EU nurses (see Appendix 5).

The employer, as part of the recruitment process, has a responsibility to check that nurses are competent in the language(s) used in their work environment and able to communicate effectively with others. The individual nurse is also responsible for ensuring their language skills enable them to fulfil their professional role as a qualified nurse in the new health setting.

With reference to patient safety PCN strongly recommends that employers make sure IRNs are able to communicate effectively in the language of the host country.

8. Good employment practice

Nurses are a scarce resource so it is even more important for employers to adopt good employment practices and ensure a skilled and committed workforce.

Internationally recruited staff are protected by both European and domestic employment law, in exactly the same way as other employees and covered by collective agreements where these exist.

The law sets minimum standards for compliance in fair recruitment, selection and treatment of staff. Aim for 'best practice' if you want to fully realise the

contribution of all health professionals in delivering continually improving standards of care for your patients.

Whilst employment law and employment rights may differ from one EU country to another, there are some fundamental pieces of EU legislation which are relevant to all employers recruiting nurses within Europe.

Relevant EU employment legislation

There are more than 30 European Directives, Regulations and Recommendations that regulate employment relationships within and across member States. The implementation of EU legislation is essentially left to the Member State, providing that the relevant domestic legislation observes the minimum threshold established by the particular Directive etc. This means that in practice different member States may give workers more generous terms and conditions than are applicable elsewhere in Europe.

In employment, European legislation falls under three broad headings: equality law, health and safety, and working conditions.

The following are of particular relevance to the recruitment and employment of nurses:

- Directive No. 75/117/EEC applying the principle of equal pay between men and women.
- Directive No 76/207/EEC implementing the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions.
- Directive No 92/131/EEC on encouraging improvements in the health and safety at work of pregnant workers and workers who have recently given birth or are breastfeeding.
- Directive No. 93/104/EEC on working time.
- Directive No. 96/34/EC on parental leave.
- Directive No. 97/81/EC on regulating the employment conditions of part-time workers, by preventing discrimination and improving the quality of part-time work.
- Directive No. 99/70/EC on improving the quality of fixed-term work by forbidding discrimination, and the abuse of successive fixed-term contracts.
- Directive No. 2000/43/EC laying down a framework for combating discrimination on the grounds of racial or ethnic origin.
- Directive No. 2000/78/EC on establishing a general framework for equal treatment in employment and occupation, combating discrimination on grounds of religion or belief, disability, age or sexual orientation.

For more information on these go to: <http://europa.eu.int/eur-lex>

Employers must not discriminate against workers from abroad because of their gender, race, disability, sexual orientation, religious or other belief, or on other grounds. They should not retain nurses' passports and they should carry out any pre-employment health screening in accordance with the

recommended practice of the national health or employment authorities in that country.

Any information held by the employer on the nurse should be consistent with European and domestic legislation on the processing of 'personal data'.

9. Professional and Career Development

PCN believes that IRNs should have the same access to professional and career development support as other nurses in their chosen country—whether they intend to stay and progress their career, or whether they wish to return to their country of origin with a new set of skills. Access to professional development enhances the skills of the nursing workforce and can assist an employer with recruitment and retention of valuable nursing staff.

Some examples of ways in which employers can support nurses to develop professionally are given below:

- **Assessing individual needs:** IRNs should be helped to assess their own needs and learning objectives during their adaptation or induction programme. They will need regular feedback from a manager or mentor or tutor on how they are progressing.
- **Personal development plans:** this would include specific learning objectives that can be measured, a date by which these should be achieved with a review date, and an action plan for reaching them including resources and support required
- **Mentorship:** a mentor is someone who has the skills to help the newly recruited nurse to develop and can help her/him organise a personal development plan.
- **Informal learning opportunities:** these could include shadowing a nurse working in a different practice field, secondment to a different role or project, acting up into a more senior role for a set period of time, project work, for example when the IRN has expertise that is missing in the nursing team.

10. The role of nursing trade unions and professional bodies

Nursing professional associations across the EU are there to provide advice and guidance to nurses, to assist them to develop their practice and to represent their views nationally and – through PCN – at European level.

As an employer or a nurse considering international nurse recruitment we would recommend you contact the relevant nurses association.

Some nurses associations have information services for nurses wishing to work in their country, and many can provide more detailed contacts for employers and nurses related to this guidance.

See appendix 3 for list of nurses associations across Europe.

Appendix 1

List of European Union (EU) and European Economic Area (EEA) countries

EU COUNTRIES

- *Austria*
- *Belgium*
- *Cyprus*
- *Czech Republic*
- *Denmark*
- *Estonia*
- *Finland*
- *France*
- *Germany*
- *Greece*
- *Hungary*
- *Ireland*
- *Italy*
- *Latvia*
- *Lithuania*
- *Luxembourg*
- *Malta*
- *Netherlands*
- *Poland*
- *Portugal*
- *Slovakia*
- *Slovenia*
- *Spain*
- *Sweden*
- *United Kingdom*

EEA COUNTRIES

- *European Union countries*
- *Iceland*
- *Norway*
- *Lichtenstein*

Appendix 2

Guidance from Governments and Nurses Associations on International Recruitment

✎ CYPRUS

- For the Government Employees Trade Union (Nursing Branch): <http://www.pasydy.org/>
- For Pancyprrian Federation of Labour PEO: <http://www.peo.org.cy/>
- For Cyprus Workers Confederation: <http://www.sek.org.cy/index.htm>
- Ministry of Health (email): ministryofhealth@cytanet.com.cy
Search for *Ministry of Labour and Social Insurance and Ministry of Health* from:
<http://www.cyprus.gov.cy/cyphome/govhome.nsf/Main?OpenFrameSet>

✎ DENMARK

- Guidance from the National Board of Health (Sundhedsstyrelsen) <http://www.sundhedsstyrelsen.dk>
education (uddannelse)
VES No 125 of 20 November 2003 (guidance about registration of nurses educated abroad) vejledning om autorisation af sygeplejersker uddannet I udlandet.
- Guidance from the Danish Nurses' Organization <http://www.dsr.dk> (jobs in Denmark)

✎ THE NETHERLANDS

- Guidance from the Department of Health (VWS) available at: www.verwijspunt.nl
- Guidance from the National Nurses Association available at: <http://www.avvv.nl/uploaded/FILES/avvv/subsubmenu/WervingBuitelandseVenV.pdf>

✎ SWEDEN

- Guidance from the Swedish National Labour Market Administration available at: <http://www.ams.se>

✎ UNITED KINGDOM

- Guidance from the Department of Health available at: <http://www.dh.gov.uk/PolicyAndGuidance/HumanResourcesAndTraining/MoreStaff/InternationalRecruitmentNHSEmployers/fs/en>
- Guidance from the Royal College of Nursing available at: <http://www.rcn.org.uk/members/downloads/irn-insides-001-788.pdf>

Appendix 3

List of national nurses associations

PCN FULL MEMBERS

↵ **AUSTRIA**

Österreichischer Krankenpflegeverband

Mollgasse 3a
Postfach 63
1182 Vienna
Austria

Tel: + 431 478 2710

Fax: + 431 478 2710-9

Email: office@oegkv.at

Website: www.oegkv.at

↵ **BELGIUM**

Fédération Nationale Neutre des Infirmier(e)s de Belgique (FNIB)

18, rue de la Source
B-1060 Brussels

Tel: + 32 7 192 00 83

Mobile: + 32 475 97 31 92

Fax: + 32 7 143 34 53

Email: yves.mengal@gate71.be

Website: www.fnib.webb.be

Mailing Address:

Mr. Yves Mengal
Président FNIB
Av. de l'Europe 36
6001 - Marcinelle
Belgique

↵ **CYPRUS**

Cyprus Nurses and Midwives Association (CYNMA)

1, Tagmatarchou Pouliou street
1101, Nicosia, Cyprus

Tel: + 357 22 77 19 94

Fax: + 357 22 77 19 89

Website: <http://www.cyna.org>

Email: cy.n.a@cytanet.com.cy

Or

Email: i.leontiou@cytanet.com.cy

For Ioannis Leontiou, Secretary of CYNMA

↵ **CZECH REPUBLIC**
Ceska Asociace Sester
(Czech Nurses Association)
1 interniklinika, U nemocnice 2,
128 08 Praha 2
Czech Republic
Tel: + 42 2 290 065
Fax: + 42 2 297 932
Email: vorlickova@mou.cz
Website: www.cnna.cz

↵ **DENMARK**
Dansk Sygeplejeraad
The Danish Nurses' Organization
Vimmelskiftet 38
1161 Copenhagen K
Tel.: + 45 15 15 55
Fax: + 45 15 24 55
Website: www.dsr.dk
Email: BJ@dsr.dk
Contact Person: Bodil Jensen

↵ **ESTONIA**
Estonian Nurses Union (ENU)
Ristiku 87-1
Tallinn 10318
Estonia
Tel: + 372 6008 534
Fax: + 372 6008 534
Email: ena@ena.ee
Website: www.ena.ee

↵ **FINLAND**
Suomen sairaanhoitajaliitto ry
(Finnish Nurses Association)
Asemamiehenkatu 4
00520 Helsinki
Finland
Tel: + 358 9 229 00 20 (switchboard)
Fax: + 358 9 148 18 40
Email: office@sairaanhoitajaliitto.fi
Website: www.sairaanhoitajaliitto.fi

↵ **FRANCE**
Association Nationale Française des Infirmiers et Infirmières
Diplômés ou Etudiants
Secrétariat Général de l'ANFIIDE:
49 Avenue Foch
54000 Nancy
FRANCE
Tel : + 33 1 47 363460
Email: anfiide@infirmiers.com
Website: www.anfiide.infirmiers.com

↵ **GERMANY**
Deutscher Berufsverband für Pflegeberufe
Geisbergstr. 39
D-10777 Berlin
Germany
Tel: + 49 30 219 157-0
Fax: + 49 30 219 157-77
Email: dbfk@dbfk.de
Website: www.dbfk.de

↵ **GREECE**
Hellenic National Nurses Association
Mesogion 2
Athens Tower (C building)
GR-115 27 Athens
Greece
Tel: + 30 210 770 28 61
Fax: + 30 210 779 03 60
Email: esdne@esdne.gr
Website: www.esdne.gr

↵ **HUNGARY**
Hungarian Nursing Association
P.O. Box 200
H-1518 Budapest
Hungary
Tel: + 36 1 344 68 08
Fax: + 36 1 344 68 08
Email: hname@axelero.hu

↵ **IRELAND**
Irish Nurses Organisation
Whitworth Building
Morning Star Avenue
North Brunswick Street
Dublin 7
Ireland
Tel: + 353 1 6640 600
Email: annette@ino.ie
Website: www.ino.ie

↵ **ITALY**
Consociazione Nazionale delle Associazioni Infermiere - Infermieri
Via Trebbia, 9
Milano 20135
Italy
Tel: + 39 02 5830 6892
Fax: + 39 02 5830 8892
Email: santina.bonardi@ieo.it
Website: www.cnai.info

↵ **LATVIA**
Latvian Nurses Association
Kapselu Str. 23
LV- 1046 Riga
Latvia
Tel: + 37 1 760 24 64
Fax: + 37 1 760 24 64
Email: jolanta@mpic.lv

↵ **LITHUANIA**
Lietuvos slaugos specialistu Organizacija
(The Lithuanian Nurses' Organisation)
PO Box 2450
2051 – Vilnius
Lithuania
Tel: + 370 5 213 85 60
Fax: + 370 5 213 85 60
Email: isso@aiva.lt

↵ **LUXEMBOURG**
Association Nationale des Infirmier(e)s Luxembourgeois(es)
90 Blvd de la Petrusse
L-2320 Luxembourg
Tel: + 352 49 58 09
(Tues/Wed/Thurs 7am-11am)
Fax: + 352 40 85 85
Email: anil@vo.lu
Website: www.anil.lu

↵ **MALTA**
Malta Union of Midwives and Nurses
Tower Apartments
No. 1, N.S. in P. Borg Olivier Street
Birkirkara
Malta
Tel: + 356 2144 85 42
Fax: + 356 2144 85 42
Email: mumn@maltanet.net

↵ **THE NETHERLANDS**
NU 91 - the professional organisation for Nurses in the Netherlands
Bernadottelaan 11
P.O.Box 6001
3503 PA Utrecht
The Netherlands
Tel: + 31 30 296 41 44
Fax: + 31 30 296 39 04
Email: info@nu91.nl
Website: www.nu91.nl

AVVV Dutch Association of Nurses and Careworkers
Website: www.avvv.nl
Email: info@avvv.nl

↵ **POLAND**
Polski Towarzystwo Pielęgniarskie
(Polish Nurses Association)

Ul. Reymonta 8/12

30-059 Warsaw

Poland

Tel: + 48 22 663 63 45

Fax: + 48 22 663 63 45

Email: zgptpiel@wp.pl

Website: www.zgptpiel.waw.pl

↵ **PORTUGAL**
Associação Portuguesa de Enfermeiros (APE)

Rua Duque de Palmela 27

4º Dtº

1250-097 Lisboa

Portugal

Tel: + 351 21 353 55 43

Fax: + 351 21 353 55 43

Email: apenfermeiros@clix.pt

Website: www.apenfermeiros.pt

↵ **SLOVAK REPUBLIC**
Slovakian Nurses Association

c/o Slovak Chamber of Midlevel Health

Workers

Strecnianska ul. 12

851 05 Bratislava

Slovak Republic

Tel: + 421 2 63 82 00 88

Fax: + 421 2 63 82 00 88

↵ **SLOVENIA**
Nurses Association of Slovenia

Vidovdanska 9

1000 - Ljubljana

Slovenia

Tel: + 386 1 430 52 80

Fax: + 386 1 231 60 55

Email: zveza.med.sester@siol.net

↵ **SPAIN**
Spanish General Council of Nursing

Fuente del Rey, n. 2,

28023 Madrid

Spain

Tel: + 34 91 334 55 20

Fax: + 34 91 334 55 03

Website: www.enfermundi.com

↵ **SWEDEN**

Swedish Association of Health Professionals

Vardförbundet

Box 3260

S-103 65 Stockholm

Tel: + 46 8 14 77 77

Website: www.vardforbundet.se

Contact name: Eva Szutkowska: eva.szutkowska@vardforbundet.se

↵ **UNITED KINGDOM**

Royal College of Nursing

20 Cavendish Square

London W1G 0RN

Tel: + 44 207 647 3597

RCN direct (24 hour information service) + 44 (0)845 772 6100

E-mail: internationaloffice@rcn.org.uk

* Please see Appendix 4 for any immigration queries.

PCN ASSOCIATE MEMBERS

↵ **CROATIA**

Croatian Nurses Association

Sortina 1A

10000 Zagreb

Croatia

Tel: + 385 1 2388 168

Fax: + 385 1 2388 289

Email: hums@hums.hr

Website: www.hums.hr

↵ **ICELAND**

Icelandic Nurses Association

Suðurlandsbraut 22

108 Reykjavík

Iceland

Tel: + 354 540 6400

Fax: + 354 540 6401

Email: elsa@hjukrun.is

Website: www.hjukrun.is

↵ **NORWAY**

Norsk Sykepleierforbund (NSF)

Norwegian Nurses Association

Tollbugata 22

P.O.Box 456 Sentrum

NO-0104 Oslo

Tel.: + 47 22 04 33 04

Fax: + 47 22 04 32 40

Email: pgk@sykepleierforbundet.no

Website: www.sykepleierforbundet.no

↩ **SWITZERLAND**

Association Suisse des Infirmières et Infirmiers

Choisystrasse 1
Case Postale 8124
CH - 3001 Bern
Switzerland

Tel: + 41 31 388 36 36

Fax: + 41 31 388 36 35

Email: pierre.theraulaz@sbk-asi.ch

Website: www.sbk-asi.ch



Appendix 4

Contacts for Information on Immigration Rules in Each Country

↵ **DENMARK**

Information for nurses who are not from the EU available from the Ministry of Foreign Affairs: www.um.dk/English/visarules - Danish Immigration Service

↵ **THE NETHERLANDS**

Information from the Government on immigration and working in the Netherlands from:

Contacts for Information on Immigration Rules

A comprehensive guide has been published by the social partners in healthcare and the sectorfonds zorg: 'Handboek buitenlandse werknemers', including all required contacts and actions on Immigration Rules

Website: <http://www.fondsenzw.nl/>

↵ **NORWAY**

The Norwegian Directorate of Immigration
<http://www.udi.no/> Click English

Aetat (Norwegian Directorate of Labour)
<http://www.aetat.no/> Click English

↵ **SWEDEN**

Information from Swedish Migration Board available at:
Website: <http://www.migrationsverket.se>

↵ **UNITED KINGDOM**

Information from UK Government on immigration and working in the UK from: <http://workingintheUK.gov.uk>

Information for nurses who are not from the EU available from Royal College of Nursing Immigration Advice service e-mail:
immigration.advice@rcn.org.uk

Appendix 5

List of regulatory authorities for nursing

↵ **CYPRUS**

Nursing and Midwifery Council
1, Tagmatarchou Pouliou street
1101, Nicosia, Cyprus
Tel: + 357 22 771994
Fax: + 357 22 771989
Email: info@cyna.org

↵ **DENMARK**

The National Board of Health (Sundhedsstyrelsen)

Islands Brygge 67
P. O. Box 1881
2300 Copenhagen S
Tel: + 45 72 22 74 00
Website: <http://www.sundhedsstyrelsen.dk>
Email: sst@sst.dk

↵ **THE NETHERLANDS**

Website: www.bigregister.nl-pdfbuitenl.dipl.pdf
Email: info@bigregister.nl

↵ **NORWAY**

Statens Autorisasjonskontor for Helsepersonell (SAFH)

The Norwegian Registration Authority for Health Personnel
P.O.Box 8053 Dep
NO-0031 Oslo
Tel.: + 47 21 52 97 00
Fax: + 47 21 52 97 03
Email: postmottak@safh.stat.no
Website: <http://www.helsetilsynet.no/safh/index.html>
(Click English/French/German/Italian/Spanish)

↵ **SWEDEN**

The National board of health and welfare

Website: <http://www.sos.se>

↵ **UNITED KINGDOM**

Nursing and Midwifery Council

23 Portland Place
London W1B 1PZ
UK
Registration contacts: abroad: + 44 20 7333 6600
+ 44 20 7333 9333
Website: <http://www.nmc-uk.org>