



Living and working in
The Capital Region of Denmark

The Capital Region of Denmark

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Living and working in the Capital Region of Denmark

If you wish to work in the Capital Region and consider moving to Denmark, many questions arise.

What should you pay attention to?

We recommend that you study carefully what it would imply for you and perhaps your family to live and work in Denmark. This concerns everything from cultural differences and language to salary issues and living expenses. We have gathered the most important information on the practical questions arising and the matters you need to consider.

Where to find further information

We recommend that you search for further information on the internet, through your network, the Danish embassy in your home country, and the relevant authorities in your home country and Denmark.

Read more at www.regionh.dk/job.

Danish hospital culture

In Danish hospital departments the distribution of tasks and areas of co-operation are characterised by interdisciplinarity, equality, and the delegation of responsibility.

Danish work culture is characterised by an informal tone of voice where honesty, openness, initiative and flexibility are generally appreciated.

In the Capital Region of Denmark it is also appreciated that employees make an active effort to take up residence in Denmark, establish connections, practice the language and work for good professional and social relations at their workplace.

The patient and good patient pathways are to be at the centre of your work.

Nurses' tasks

Nurses are expected to be responsible for

- Care, including all basic care (personal hygiene, mobilisation, nutrition, measuring basic values), all contact to the district nurse, the delegation of tasks to colleagues in the care team, communication with patients and their relatives, observation and monitoring of patients as well as contact to the doctor in case a patient's condition deteriorates.
- Preparing and doing the rounds together with the doctor. This includes actively informing, inquiring into and involving the patient and the doctor.
- Entering into an interdisciplinary dialogue about care, treatment and discharge plans.
- Contact with relatives, excluding information about test and examination results.
- Planning the discharge process early in the hospital stay. This includes collecting information about conditions in the home and co-operation with relatives as well as assessing when the patient is ready for discharge in regard to care.

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- The administering of medicine, which generally includes intravenous medicine and fluids.
- Care documentation.
- Drawing up care plans.
- Reporting unintended occurrences and participation in accreditation tasks in general.

Doctors' tasks

Doctors are generally expected to be responsible for

- Treatment plans, including the prescription of tests and examinations.
- Assessing when the patient is ready for discharge in regard to treatment.
- Entering into dialogue with the care staff and relatives about care, treatment and discharge plans.
- Preparing and doing the rounds together with the nurse. This includes actively informing, inquiring into and involving the patient and the nurse.
- Communication with patients.
- Reporting unintended occurrences and participation in accreditation tasks in general.

Common expectations

The health care system rests on equality between professional groups in regard to their specific role in the patient pathways. This implies that it must be connected with respect and pride for all groups to carry out their tasks and responsibilities in the patient pathway. No tasks are more important or prestigious to carry out than others. Among other things, this implies that you must approach the people you work with as well as patients and relatives with kindness and that the informal form of address "du" is generally used.

All professional groups are expected to be part of the educational community in the department. This means that all employees are to make their knowledge and experience available to each other as well as to students and trainees.

Moreover, all employees are expected to keep up to date on knowledge within their work and professional area. They may seek to obtain this knowledge within their department, from their colleagues, through competence development and through in-house as well as out-of-house training courses. It would also be natural to look for knowledge in the professional library at one's workplace, in public libraries and in one's professional journals and organisations.

Employment in the Capital Region of Denmark

When hired by the Capital Region of Denmark, you will receive a letter of appointment describing the terms and conditions of your employment.

Letter of appointment

When you have been appointed to a job at one of the workplaces in the region, you will receive a letter of appointment, which you are to sign if you can affirm the content. In the letter information on the following will appear:

- Place of employment
- Commencement date of employment
- Working hours
- Pay details
- Pension details
- Other matters of relevance to your employment

Most employees are appointed on ordinary terms and conditions with a 37-hour contract and the rights and duties stated in the agreement between the employers' and the employees' organisations. Among other things, this implies a three-month probation period during which you and your workplace will find out if you are in fact a good match. During this period your employer will have a two-week notice requirement while your own notice requirement will be just one day. After the probation period the notice will depend on the length of your employment in the region.

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Pay details

Salary and employment conditions are always fixed in accordance with the agreement between Danish Regions, the interest organisation of the five regions, and the professional organisation within your working area.

As a guideline, a graduate nurse is paid about DKK 23,000 per month and a basic doctor about DKK 28,500. Both amounts are for 37 hours per week and should be taken with reservation.

Your basic salary will depend on where in the region your job is placed as well as on your number of years in service and educational background. Your final placement will be determined on the basis of an individual assessment of your competences and qualifications and will be fixed through a negotiation between your employer, your shop steward, and possibly yourself. Usually this takes place at the beginning of your employment.

As a supplement you may obtain extra payments by doing evening, night and weekend shifts and by having special competences.

Your salary will be paid into your bank account in arrears at the end of each month.

Pension details

Every month you will pay part of your salary into a pension saving scheme in a pension fund. As of the fall of 2009 the contribution constitutes between 13 and 16 percent of your salary. You are to pay one third of the contribution yourself while your employer is to pay two thirds.

In addition, you will pay contributions to the compulsory ATP Life-long Pension through your salary. Also here you will pay one third of the contribution yourself while your employer pays the rest.

Holiday entitlements

Under ordinary employment terms and conditions you are entitled to six weeks of holiday per year. You will accrue holiday pay through your employment in the region. You should note that you will only have accrued enough holiday benefits for five of the weeks after having been

employed by the region for a year. You may take an unpaid holiday sooner, but you must naturally make arrangements about it with your employer.

In Denmark the holiday year runs from 1 May to 30 April the following year. During this period you may spend the holiday pay accrued between 1 January and 31 December the previous year. In other words, the holiday pay you have accrued in 2009 must be spent between 1 May 2010 and 30 April 2011.

Additional employment

You should note that in many places in the region you will be informed in your letter of appointment that you are not permitted to have additional employment in your home country while employed by the Capital Region of Denmark. Such employment may incur substantial contributions to the social and health care services of your home country on your employer.

Confidentiality

During and after your employment with the Capital Region of Denmark you are under a duty of silence. This implies that you are not permitted to pass on information considered to be confidential.

The organisation of the Capital Region

The Danish health care system is characterised by a shared management responsibility and representation of employees.

The Capital Region of Denmark is governed by 41 officials elected by popular vote. Under them the overall group management consists of the group executive committee and representatives of the enterprise executives.

Administratively the region is organised in nine group staff units, which are in charge of the general and coordinating strategic tasks concerning the development, management, follow-up, control, and support of the region's enterprises and the top political and administrative governance.

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Hospital management

The management of a hospital is divided between several persons, who share the responsibility. The top hospital management consists of two to four persons. In most cases there is a hospital managing director and several deputy directors. They have the overall responsibility for the diagnostic, treatment and care services rendered by the hospital. Below the hospital management the various clinical and administrative department executives as well as the services executive are in charge. Usually an administrative medical consultant and an administrative nurse are in charge of the clinical departments.

Workplace union members' representative

As a rule each professional group at a hospital has a workplace union members' representative. This person is employed at the hospital and works on an equal footing with the other employees. Workplace reps are elected by the employees of the individual professional groups to represent the groups and act as spokespersons vis-à-vis the management. They can also offer advice and guidance and help solve various problems in relation to the management. Furthermore, workplace reps have an obligation to counteract actions at the workplace that run contrary to the collective agreement.

Authorization

To work as a doctor or a nurse in Denmark you must have an authorization.

It is necessary to note that you must have an authorization to work as a doctor or nurse in the health care sector in Denmark. Different rules for the granting of authorization apply, depending on your education and where you have received it.

Apply for authorization to the Danish National Health Board

Applications for a Danish authorization of health care educations received abroad must be submitted to the Danish National Health Board. At the Danish National Health Board's website, www.sst.dk, you will find detailed information about the application procedure.

Your authorization application

Follow all instructions and go through all the steps in the application procedure carefully. The process may be significantly delayed, should a document or a signature be missing in your application.

Danish education programmes

Foreign employees have a right to receive Danish language tuition.

As a foreign employee you are offered the opportunity to receive instruction in Danish at a language school in the municipality where you live. Tuition is free, but a few municipalities request a fee for every module. The fee constitutes approx. DKK 500.

Various Danish education programmes and modules

There are three Danish courses – DU1, DU2, and DU3. All Danish education programmes are divided into modules. You must pass a module in order to continue to the next module. DU3 is for highly educated people and consists of five modules. The course ends in an exam.

Job interview in Danish

Most hospitals expect you to be able to carry out a job interview in Danish. You should be able to do so by the end of DU3 or if you have attained a level of proficiency in Danish that is equivalent to the European standard B1/B2.

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Settling in Denmark

There are several formalities that must be in place before you can start working in Denmark.

Civil registration (CPR) number and health insurance card

To live and work in Denmark you must have a CPR number. Your employer needs your CPR number to pay your salary. You also need this number to establish a bank account.

You must also obtain a health insurance card, which entitles you to services rendered by the public health insurance.

To obtain a CPR number and a health insurance card you must meet in person at the Citizen Service Center in your municipality.

You should bring the following documents to obtain a CPR number and a health insurance card:

- Your residence and work permit, if applicable
- Your passport
- Your marriage certificate, if applicable
- Your children's birth certificates

In your municipality you may also obtain information about the following:

- Choice of doctor
- Family income supplement
- Local clubs and associations as well as cultural and sparetime activities
- Childcare
- Schools and schooling

Work and residence permit

Many foreign nationals can live and work in Denmark without further ado. However, some need a residence and work permit. Your possibility for working in Denmark depends first and foremost on your nationa-

lity and your qualifications. Distinctions are made between Nordic citizens, citizens of the EU and the EEA, and citizens of third countries (countries outside the Nordic area and the EU).

Family

If your family accompanies you to Denmark, we recommend that you discuss questions of school, day care, and spare-time arrangements for your children, but also the question of a job for your spouse.

Because of the high level of taxation and the high cost of living in Denmark two salaries may be necessary to maintain a reasonable standard of living. We recommend that you draw up an action plan for your spouse's job search, perhaps with guidance and assistance from your local job center or www.workindenmark.dk

Bank account

In order to have your salary paid out you will need to open a bank account in a bank or financial institution. At the bank you must present your health insurance card (where your name, address and CPR number will appear) as well as a photo ID (for instance, your passport).

Housing

Finding a place to live in Denmark requires careful research.

It can be difficult to find housing at an acceptable price level in the Capital Region of Denmark. We recommend that newcomers to Denmark find a rented place, perhaps for a limited time period.

Housing prices in the least and most expensive areas

As of August 2009 the monthly rent per square meter generally ranged from approx. DKK 70 southwest of Copenhagen to approx. DKK 125 in Northern Zealand. These areas are generally the least and the most expensive areas in the region.

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Different housing types

Obviously, there are different types of housing. Further information on different housing types and on how to search for housing may be found on www.workindenmark.dk, which also contains links to various housing sites.

Housing search tips

The many social networks for expats may also be used for house searching. Another possibility may be that the hospital where you are employed offers rented housing. The hospital may also have an intranet or bulletin boards for house searching. Often housing notices are posted on bulletin boards in supermarkets.

Moving into an apartment

Always be sure to obtain a rental contract and never pay the rent or deposit in cash. Often the deposit constitutes three months' rent. In addition, you may be asked to pay up to three months' rent in advance. Be sure to find out if the apartment is furnished. It can be rather expensive to furnish a whole apartment.

MRSA swab

Before your first day of employment in one of the region's workplaces you must have an MRSA swab taken.

MRSA is a staphylococcus that is resistant to antibiotics normally used in the treatment of staphylococcus infections.

In comparison with other countries Denmark has a low occurrence of MRSA. For this reason many precautions are made to maintain the low occurrence. For more information, see www.ssi.dk.

Before you can start work at one of the workplaces of the region you must have an MRSA swab taken. You should inquire about this at your workplace before your first day of work.

Unemployment insurance and union membership

We recommend that you consider joining an unemployment insurance fund.

When you are to work in Denmark, the significance of belonging to an unemployment insurance fund may be different from what you are used to in your home country. We recommend that you study these matters.

Unemployment insurance

When moving to Denmark, you should know that you will be expected to provide for yourself and your family. We recommend that you join an unemployment insurance fund, which is your insurance in case you are laid off.

Union membership

To a large extent the Danish labor market is regulated by the social partners, employers' associations and labour unions. Many Danes belong to a labor union. Membership of a union is optional, but in many fields, for instance nursing, the majority belong to the relevant union. Among other things, the union helps you negotiate your salary and working conditions.

Taxation

The Danish tax level is high compared to many other countries.

Where do you pay taxes?

When you work in Denmark, you also pay taxes in Denmark. The Danish welfare system is structured in such a way that your tax payments will give you free access to a large number of services. This includes medical assistance, hospitals, school, education, care of the elderly, dental care for children, possibly payment of day care for your child.

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How much will you have to pay?

How much you will have to pay depends on a number of individual conditions, which you have to clarify with your tax centre. In part, it depends on how much you earn and whether you live in Denmark but also on whether you have possessions that are partly and fully tax deductible, for instance property.

Cross-border workers

If, for example, you live in Sweden or Germany and commute to work in Denmark, you are a cross-border worker. Please note that special rules apply to cross-border workers.

Insurance

Make sure that you are insured if your luck runs out.

We recommend that you check the insurance conditions, regardless of whether you both live and work in Denmark or just work in Denmark but reside in your home country. The insurance conditions may be significantly different from what you are used to.

It may be a good idea to take out a private insurance, for instance a home contents, an accident and a liability insurance. A private insurance is important because as a commuter you will not be covered by your employer's insurance when traveling to and from work.

Living expenses

Denmark has a high price level.

In Denmark salaries are high. So are the taxes and general living expenses. However, a number of services like schools and medical assistance are paid for through the tax system.

Convenience goods

The price level of convenience goods is relatively high. Ask your neighbours and colleagues about cheap shopping possibilities in your area.

According to Statistics Denmark, an average household (two adults and two children) spent approx. DKK 29,000 on food in 2008.

Examples of the price level

- One litre of milk costs approx. DKK 6
- A cucumber approx. DKK 10
- Two kilos of flour approx. DKK 15

Public transportation expenses (2009 prices)

- A ticket (for use on buses, trains, S-trains, and the metro) valid in two zones costs DKK 21
- A ticket for all zones in the capital area costs DKK 94,50
- You can save a lot of money by purchasing a punch card or a thirty-day unlimited travel card

Car expenses

- In 2009 petrol prices ranged between DKK 8 and 11 per litre
- It is important for you to determine whether it is most beneficial for you to bring your own car and buy a new one in Denmark
- Your car must be registered with SKAT (tax authorities) no later than two weeks after your arrival. You may obtain more information on car registration at www.skat.dk

Housing expenses

- Generally Danes use approx. 22 percent of their income on housing expenses,
- and an additional 7 percent on heating and electricity.

We recommend that before moving to Denmark you have set aside a fair sum for a deposit, furniture, etc. Ask your local municipality about housing benefit.

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Child care

- a place in a private home day care or a day care centre costs approx. DKK 3,000
- a kindergarten place approx. DKK 1,900
- and a place in an after-school centre costs approx. DKK 1,300

The price of day care varies from municipality to municipality. Ask your local municipality about receiving grants for child care.

Spare-time activities

It takes an active effort to attain a network in Denmark.

Many expats in Denmark find it difficult to establish friendships with the Danes. It is necessary to make an active effort to build up a network in Denmark. Denmark has many associations and clubs, which is where one often comes a bit closer to the Danes.

Meet your colleagues

The different hospitals often have employees' associations with cultural events, choir practice, fitness groups, etc. Inquire at the hospital and perhaps ask your colleagues if they belong to an association or a club that seeks new members. It is a good idea to participate in summer and Christmas parties, if you want to get to know your colleagues better.

Associations and local culture

You may obtain information on the associations in your neighbourhood at your municipality. You may also find information in your local newspaper, your local library, and on the internet.

Social networks

Quite a few networks have been established for expats in Denmark. Here you may chat with Danes and other expats about living in Denmark as well as obtain information and participate in events about everything ranging from tax rules to bicycle trips.

Relevant websites

www.regionh.dk/job

Website of the Capital Region of Denmark

www.workindenmark.dk

A job portal and information for anybody who wants to work in Denmark

www.newtodenmark.dk

Information on moving to, living and working in Denmark.

www.denmark.dk

General information on Denmark

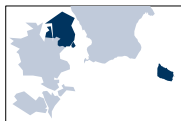
www.sst.dk

The National Board of Health, information on authorization application

www.skat.dk

Information on the Danish tax system

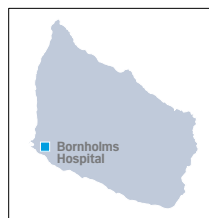
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