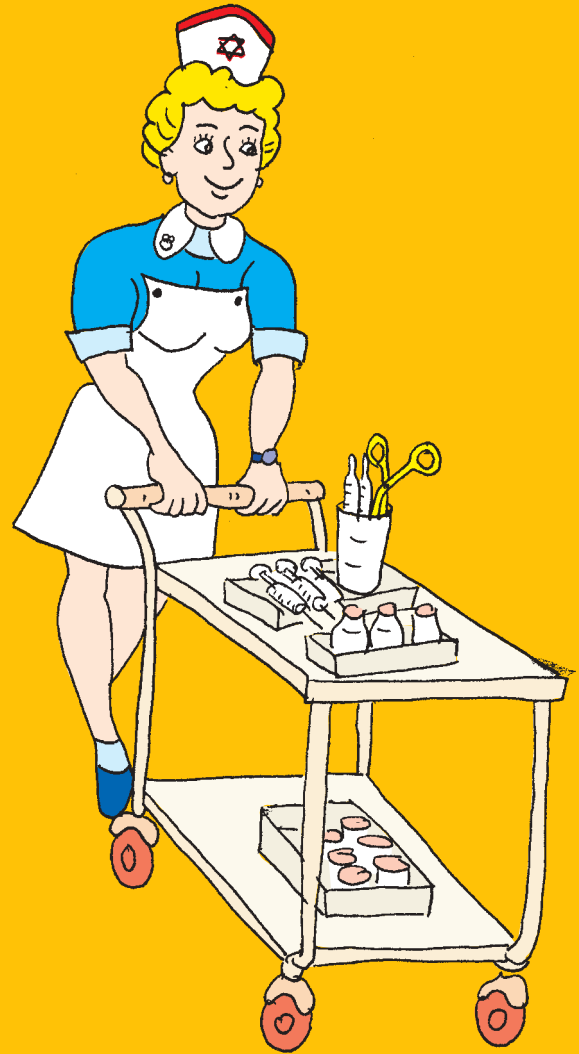




ENGLISH

אחיות



Nurses |

עיצוב: סודיו הראל

אנגלית

אחיות



קליטת
עלייה

הופק על ידי
אגף מידע ופרסום
המשרד לקליטת העלייה
רח' הלל 15, ירושלים 94581
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Publications Department, English Section,
Ministry of Immigrant Absorption
15 Rehov Hillel, Jerusalem 94581
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www.moia.gov.il
e-mail: info@moia.gov.il

Nurses

3rd Edition

Special thanks to Vicki Wexler, Head of Professional Status Demarcation, the Nursing Division, Ministry of Health, for her assistance in preparing this booklet.

Produced by the Publications Department

Ministry of Immigrant Absorption

Laura L. Woolf - Chief Editor, English Language Publications

Ida Ben Shetreet - Director, Publications Department

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The Healthcare System in Israel

Israeli law guarantees a basic "basket" of health services to every resident of Israel. Coverage is provided by the four major health funds (*kupot holim*) – Kupat Holim Clalit, Kupat Holim Leumit, Maccabi Health Services, and Kupat Holim Meuhedet – each of which runs its own network of clinics and other facilities.

The majority of primary healthcare services is provided by the health funds at their own facilities, including visits to clinics for consultation, diagnosis, and treatment, laboratory services, diagnostic services, and certain types of paramedical services, such as physiotherapy.

Each health fund has arrangements for the hospitalization of its members.

There are some 259 hospitals in Israel, including general hospitals, psychiatric care facilities, chronic care facilities, rehabilitation institutes, and maternity hospitals. Almost all hospitals, whether they are owned by the government, the health funds, or private institutions, serve members of all health funds.

Some mental health services and Family Health Centers (*Tachanot Lebrivot HaMishpacha*, formerly known as *Tipat Chalav*) are administered by the Ministry of Health, together with the local authorities. The local authorities are also responsible for health services in the schools.

Nurses are employed in all sectors of the healthcare system. Following licensing, you may find work in health fund clinics, hospitals, schools, Family Health Centers, mental health facilities, kibbutz clinics, or various private healthcare facilities.

Note: for more information on the healthcare system in Israel, consult the booklet entitled "Health Services in



Israel," available from the Publications Department.
See the order form at the back of this booklet.

This is the third edition of this booklet, and hereby nullifies all previous editions. The information in this booklet is based on data provided by various official sources. Details are subject to change. In case of discrepancy, the regulations of the Ministry of Immigrant Absorption, the Ministry of Health, and other official bodies will prevail.

Professional Licensing

In order to work as a nurse in Israel, you must have a license issued by the Nursing Division (*Minhal HaSiyud*) of the Ministry of Health (*Misrad HaBriut*). Licenses are granted only upon successful completion of a licensing exam. There are licensing exams for registered nurses and practical nurses.

To gain recognition as either a registered nurse (RN) or a practical nurse (PN) and to register for the licensing exam, you will need to submit the following items to the Nursing Division:

- A copy of your *te'udat zehut* (identity card).
- A copy of your *te'udat oleh* (immigrant certificate).
- A copy of your high school diploma or equivalent certified by the Ministry of Education.
- A copy of your nursing diploma.
- A copy of your nursing registration certificate.
- Proof of your employment in nursing, including exact dates and areas of experience.
- Curriculum vitae (resume).
- Certificate of good conduct, generally available from the police department in your country of origin.
- Official transcript of courses and practical work completed in nursing school, including the number of hours of each subject and clinical field.
- Proof of change of name, if applicable.



Remember: Original documents should be brought for presentation only. Make sure to have plenty of copies of documents you must provide. Never leave originals with anyone!



The Nursing Division will review your documents and notify you as to whether or not you are recognized as a nurse and are eligible to take the licensing exam.

Licensing exams for RNs and PNs are held twice a year – usually in the spring and fall – and are conducted **in Hebrew**. It is highly recommended to take a 5-month Hebrew ulpan course, followed by a 3-month Hebrew medical terminology course, prior to taking the licensing exam (see the section below entitled "Hebrew"). Registration for the licensing exam entails a fee.

Accreditation of Degrees and Diplomas

The Ministry of Education Bureau for Evaluation of Foreign Academic Degrees and Diplomas (*HaLishka LeHa'arachat Toarim Academi'im VeDiplomot MiChul*) is the accrediting body in Israel for all foreign degrees.

Getting your overseas academic degrees and diplomas accredited in Israel can take up to several months. It is suggested that you begin tending to the matter, including the translation of certificates, immediately upon your arrival in the country, or even before. In order to obtain accreditation from the Bureau for Evaluation of Foreign Academic Degrees and Diplomas, you must take the following steps:

- Bring your original degree and course transcripts, as well as photocopies, to the Ministry of



Education Bureau for Evaluation of Foreign Academic Degrees and Diplomas. See Useful Addresses. If you are unable to supply an original degree, you may be asked to obtain a "Letter of Eligibility" (*michtav zeka'ut*) from your university, detailing your entitlement to a degree.

- Complete an application form. Forms are available at the Bureau. Fill out only "Part A" of the form and attach the following documents:
 - An authenticated copy of the original degree certificate (diploma).
 - An authenticated copy of your university or college transcript from each institution where you have completed a degree. The transcript should include the following:
 - * Date of registration, date of commencement of studies, date of completion of studies.
 - * A transcript of all courses taken and credit points received.
 - * A summary of courses and prior studies that were recognized by the institution and earned credit points.
 - * Location of studies.
 - Certificates that attest to prior study.
 - Notarized Hebrew translations of the above documents, if the originals are in a language other than English.
- Bring your *te'udat zehut* with you.
- If you have changed your name, you will be required to include a marriage certificate or a notarized declaration of the change.
- Submit the application form and all the relevant documents listed above. You must submit all originals and photocopies. The Ministry will return originals to you.

Following the submission of your documents, there is no need to approach the Ministry of Education in person. Your accreditation will be sent by mail.

Licensing Exam Preparatory Courses for PNs

Those eligible for the licensing exam for PNs may choose to participate in an optional preparatory course offered by the Nursing Division, in cooperation with the Ministry of Immigrant Absorption. The courses are held in Hebrew, and in most cases, you will have to pass a Hebrew proficiency exam as an entrance requirement.

In order to gain proficiency in Hebrew, immigrant nurses are strongly encouraged to take a 5-month *ulpan adef* course during their initial months in the country, and afterwards to participate in a special 3-month Hebrew medical terminology course offered through the Ministry of Immigrant Absorption. For more information, see the section below entitled "Hebrew," and contact your *rakaz/rakezet klita* (absorption coordinator) at the Ministry of Immigrant Absorption. See also the booklet entitled "A Guide to Ulpan Study," available from the Publications Department (see the order form at the back of this booklet).

Licensing exam preparation courses are offered on a periodic basis. The length of the course is approximately 5 months.

For more information about preparatory courses for the licensing exam, contact the Nursing Division of the Ministry of Health (see Useful Addresses). For more information, and to register for a preparatory course, consult your *rakaz/rakezet klita* at the Ministry of Immigrant Absorption.

Upgrading from Practical Nurse to Registered Nurse

Nurses who have been licensed as practical nurses in Israel may take a course in order to upgrade to registered nurse (RN).

For more details, contact the Nursing Division (see Useful Addresses).

Specialization

Nurses in specific specialized fields, including midwifery, are usually required to meet further conditions, including additional exams, in order to receive a license. Contact the Ministry of Health for details.



Salaries and Working Conditions

Medical institutions in Israel usually have a limited number of job slots for nurses. Only employees with a job slot (*teken*) or tenure (*kviyut*) enjoy job security and all the accompanying social benefits. Employees without a *teken* or *kviyut* are usually employed on a contract basis only. In many cases, nurses initially employed by contract are later awarded a *teken* as they become available.

Nurses' salaries are based on a standard scale and vary according to qualifications, responsibilities, grade, seniority, and shift work. Your previous work experience is also taken into account when determining your grade and salary.

At the time of publication, current labor agreements stipulate that a full-time job in community health is 40 hours per week. Full-time hospital work is 36 hours per week. Part-time jobs are often available as well. Nurses receive additional pay for working evening or night shifts, as well as on Shabbat and holidays.

Fringe benefits vary, but may include transportation expenses, clothing allowances, and child-care allowances.

It is recommended in all cases to consult with the General Federation of Nurses (*Histadrut HaAchim VeHaAchayot*) (see Useful Addresses) about wages, working conditions, and rights, before taking a job.

Note that professional practices and responsibilities may be different from what you are used to in your country of origin. You may or may not be allowed to undertake tasks and procedures that you were accustomed to in previous jobs. Be prepared for these differences, and be ready to adapt to new conditions.

Finding a Job

Once you have successfully passed the licensing exam and have received your license from the Ministry of Health, there are a number of resources that are available to you during your job search.



Official Frameworks for Finding Employment

The Israel National Employment Service

The Israel National Employment Service, under the auspices of the Minister of Labor, refers job seekers to available jobs or to vocational training or retraining. It maintains two employment centers: the Labor Exchange (*Lishkat HaAvodah*), which helps to find work for non-academics and those without a profession, and the Center for the Placement of Professionals (*Mercaz LeTa'asukat Academai'im*).

The Center for the Placement of Professionals acts as an intermediary for academics and professionals, and potential employers. There are branch offices throughout the country.

Job seekers are required by law to register with either the Labor Exchange or the Center for the Placement of Professionals in order to receive unemployment benefits.

The clerk at the Center for the Placement of Professionals will assign you to the appropriate coordinator. Be sure to have copies of your degrees and diplomas, your *te'udat zehut* and *te'udat oleh*, and your C.V. (resume) when applying to the Center.

The National Employment Service also runs Vocational Guidance Centers (*Mercazim LeYiutz VeLeMeida*



Ta'asukati) that offer individual guidance and job-seeking workshops. The centers feature vocational libraries, computerized information systems, and assistance in preparing a curriculum vitae (resume). You may be able to receive a referral from the clerk at the Center for the Placement of Professionals. Note that some services may be for a fee. For more information, contact one of the counseling centers (see Useful Addresses).

Assistance from the Ministry of Immigrant Absorption

The Ministry of Immigrant Absorption offers a number of sources of assistance to new immigrants during your search for employment. These include participation in salaries and tuition fees, and professional ulpan and courses. Consult your *racaz/et klita* for details.

Looking for Employment on Your Own

Beyond the assistance given by various official bodies, you will find in most cases that you will have to search for employment on your own. There are a number of steps you can take to facilitate your job search. You can limit yourself to just one or two, but the more avenues that you pursue, the more effective your search is likely to be.

- Contact the principal nursing service at the major hospitals and health institutions. A list of various institutions that employ nurses can be obtained from the Nursing Division (see Useful Addresses).
- Consult with the General Federation of Nurses (*Histadrut HaAchim VeHaAchayot*) to find out about the availability of jobs (see Useful Addresses).
- Most medical organizations and institutions in Israel have Websites, which often include listings of job



openings, or links to their personnel departments. Even if no specific positions are posted, it can often be worthwhile to research sites in order to probe any niches you might fit.

- Newspaper help-wanted sections often advertise jobs for nurses. While the English-language papers carry some ads, the majority is to be found in the Hebrew press. Many of these ads appear at least partially in English.
- There are a number of placement companies and headhunting agencies throughout the country. You can find them on the Internet and listed in the *Dapei Zahav* (Yellow Pages) phone directory. Many agencies also advertise their services in newspaper want-ad sections.
- The immigrant organizations, can help you to locate prospective employers (see Useful Addresses). You can also consult AACI's on-line "Jobnet" site (www.jobnet.co.il), which contains job listings for a variety of professions.
- Keep in mind that immigrants who are flexible about where they prefer to live are usually more successful in gaining initial employment.
- Finally, word-of-mouth is often one of the best sources of job leads. Don't hesitate to let everyone you can know that you are seeking work, and follow up on any leads they may offer. Many positions are filled without ever being advertised.

For more information on employment in Israel, see the booklet entitled "Employment," available from the Publications Department (see the order form at the back of this booklet). For listings of medical and rehabilitation organizations, see also the booklets entitled "Guide to Services for the Disabled," and "Where to Turn," available from the Publications Department.

Nursing Studies in Israel

A number of options exist for those wishing to study nursing in Israel. As a new immigrant, the basic requirements that you will be expected to meet for admission to an institution of higher education at the undergraduate level are generally as follows:

- A matriculation certificate or high school diploma accepted by institutions of higher education in your country of origin.
- The Psychometric University Entrance Examination, administered by the Israeli National Institute for Testing and Evaluation (NITE), for the majority of institutions.
- Proficiency in Hebrew and English.
- Departmental entrance exams and/or interviews.

Note: Immigrant undergraduate students from countries where the matriculation certificate or high school diploma is not the equivalent of the Israeli matriculation certificate (*te'udat bagrut*) are usually required to complete a pre-academic *mechina* for new immigrants, before they can register for an academic program at a university. For more information, contact the Student Authority (see Useful Addresses).

Study options in the field of nursing include the following:

- 4-year academic nursing schools, which award a university degree in addition to training as a registered nurse.
- Nursing schools that award a nursing diploma and training as a registered nurse.
- 2-year retraining programs for university graduates with degrees in areas other than nursing.



- A special part-time 4-year track for persons with a family (*maslul leba'alot mishpacha*).

All students are required to pass the final government exam for registered nurses in order to be licensed by the Ministry of Health.

Post-Graduate Courses for Registered Nurses

Registered nurses may choose from a wide variety of post-graduate courses offered by the Ministry of Health through various nursing schools. Course topics include the following:

- Intensive care
- Pediatric intensive care
- Geriatric nursing
- Operating room nursing
- Public health nursing
- Midwifery
- Psychiatric and mental health nursing
- Emergency
- Oncology
- Nephrology
- Dialysis

For more information on Ministry of Health post-graduate courses, contact the Nursing Division (see Useful Addresses).

Assistance from the Student Authority

Immigrant nursing students who are under the age of **25** at the time of the commencement of their studies in Israel may be eligible to receive financial assistance through the Student Authority (*Minhal HaStudentim*). The Student Authority is a body operated within the

auspices of both the Ministry of Immigrant Absorption and the Jewish Agency, which deals with all affairs concerning immigrant students in Israel. Its services include educational guidance and counseling, information on educational options, and financial aid for eligible students. The Student Authority also organizes social and cultural activities, seminars, and tours around the country. For more information, contact the Student Authority. See Useful Addresses.

Note that nursing programs change from time to time, and that not all programs are recognized by the Student Authority for the purpose of financial assistance.

In order to verify your eligibility for financial assistance, and to obtain further information about nursing studies in Israel, contact the Student Authority (see Useful Addresses).



Hebrew

The importance of Hebrew ulpan as part of the absorption process cannot be overemphasized. The language skills you acquire in ulpan will benefit you through every phase of your absorption, including finding a place to live, looking for employment, and building relationships with veteran Israelis. During ulpan you will learn about and experience Israeli society, politics, and culture, while getting to know those institutions, authorities, and agencies that you will be dealing with in the future.

A high level of Hebrew proficiency is necessary for working in the nursing profession in Israel. Nurses must be able to read and write instructions in Hebrew, and understand and communicate effectively with patients under their care.

Remember that licensing exams for nurses are administered in Hebrew, and that for the Practical Nursing licensing exam preparation courses, you must be able to understand and summarize lectures in Hebrew.

It is important to register at a Hebrew ulpan as soon as possible after obtaining new immigrant status in Israel. New immigrants are usually eligible to receive a subsidy of their ulpan study only within the initial 18 months following the date of aliyah.

In order to find out about ulpan options, consult your *rakaz/rakezet klita* at a local office of the Ministry of Immigrant Absorption. The *rakaz/et klita* will confirm your eligibility for a subsidy of your ulpan study and refer you to non-residential, Ministry-approved ulpanim in your area.

Note: for more information, consult the booklet entitled "Guide to Ulpan Study," available from the Publications Department. See the order form at the back of this booklet.

Terminology Courses for Health Professionals

Upon completion of ulpan *alef*, you may be eligible to enroll in a medical terminology course offered through the Ministry of Immigrant Absorption. The terminology courses are intended to prepare health professionals for licensing exams and licensing exam preparation courses. The courses are offered from time to time and usually run for approximately 3 months. In most cases candidates must pass a Hebrew proficiency exam as an entrance requirement.

Note that commencement of terminology courses is conditioned on sufficient enrollment for the given course in a particular location.

For information on professional terminology courses, contact your *rakaz/rakezet* at the Ministry of Immigrant Absorption (see Useful Addresses). See also the booklet entitled "A Guide to Ulpan Study," available from the Publications Department (see the order form at the back of this booklet).



A Brief Glossary

People

Absorption Coordinator	<i>racaz/racezet</i> <i>klita</i>	רכז/רכזת קליטה
Midwife	<i>miyaled/</i> <i>miyaledet</i>	מיילד/מיילדת
New immigrant	<i>oleh hadash/olah</i> <i>hadasha</i>	עולה חדש/ה
Nurse	<i>Ach/Achot</i>	אח/אחות
Patient	<i>holeh/holah</i>	חולה/חולה
Supervisor	<i>mefakach/</i> <i>mefakachat</i>	מפקח/מפקחת

Places

Clinic	<i>Mirpa'a</i>	מרפאה
Delivery Room	<i>Cheder Layda</i>	חדר לידה
Emergency Room	<i>Cheder Miyun</i>	חדר מיון
Family Health Center	<i>Mercaz LeBriut</i> <i>HaMishpacha</i>	מרכז לבריאות המשפחה
Health Fund	<i>Kupat Holim</i>	קופת חולים
Hospital	<i>Beit Holim</i>	בית חולים
The Ministry of Health	<i>Misrad HaBriut</i>	משרד הבריאות
The Ministry of Immigrant Absorption	<i>HaMisrad LeKlitat</i> <i>HaAliyah</i>	המשרד לקליטת העלייה
Laboratory	<i>Ma'abada</i>	מעבדה
Nursing Division	<i>Minhal HaSiyud</i>	מנהל הסייעוד
Operating Room	<i>Cheder Nituach</i>	חדר ניתוח
Outpatient Clinic	<i>Mirpa'at Chutz</i>	מרפאת חוץ
Ward/Department	<i>Machlaka</i>	מחלקה

Things



Basket of Health Services

Sal Sherutei Briut

סל שירותי בריאות

Blood Test

Bedikat Dam

בדיקת דם

Diagnosis

Avchana

אבחנה

Examination/test

Bedika

בדיקה

File/Record

Tik

תיק

Identity Card

te'udat zehut

תעודת זהות

Immigrant's Certificate

te'udat oleh

תעודת עולה

License

rishayon

רשיון

Medicine

trufa

תרופה

Prescription

mirsham

מרשם

Rehabilitation

shikum

שיקום

Results

totza'ot

תוצאות

Shift

mishmeret

משמרת

Treatment/care



tipul

טיפול

Activities

To examine

livdok

לבדוק

To help

leazor

לעזור

To heal

lerapeh

לרפא

To be injured

lehipaga

להיפגע

To rehabilitate

leshakem

לשקם

To treat or care for

letapel

לטפל



Useful Addresses and Telephone Numbers



Telephone numbers and some addresses change frequently in Israel. Consult the latest telephone directory or information operator if you do not reach a number listed here. When a telephone number has been changed, there may not be a recorded message noting the change. Thus, if the number continues to be unanswered, check whether it is still in use.

Address

Tel./Fax

Ministry of Immigrant Absorption

Selected list

www.moia.gov.il

E-mail: info@moia.gov.il

Main Office

2 Rehov Kaplan
Kiryat Ben Gurion
POB 13061
Jerusalem 91130

National Telephone
Information Center

(03) 9733333

Public Inquiries

(02) 6752765

Fax: (02) 6752741

Address Tel./Fax

Jerusalem and Southern District

Headquarters

(Also the Student Authority)

15 Rehov Hillel
Jerusalem 94581

(02) 6214555
Fax: (02) 6222807

Publications Department

Tel/Fax: (02) 6241585

Student Authority

Main Office – Department of Academic Studies

Director of the Student Authority (02) 6214576/7

English Desk: (02) 6214589

E-mail: naomise@moia.gov.il

Haifa and Northern District

Headquarters

(Also the Student Authority)

15 Sderot HaPalyam
Haifa 33095

(04) 8631111
Fax: (04) 8631110

Tel Aviv District Headquarters

(Also the Student Authority)

6 Rehov Esther HaMalka
Tel Aviv 64398

(03) 5209113
Fax: (03) 5209173

Central District Headquarters

5 Rehov HaTachana
First Floor
Kfar Saba 44530

(09) 7752800
Fax: (09) 7424264



Address

Tel./Fax

Beer Sheva and Negev District

Headquarters

(Also the Student Authority)

Beit Oshira

(08) 6261217/8

31 Rehov Zalman Shazar

Fax: (08) 6261216

Beer Sheva 84105

Ministry of Health Nursing Division

(Minhal HaSiyud)

www.health.gov.il

2 Rehov Ben Tabai

(02) 6705852/097

Jerusalem 93591

General Federation of Nurses

(Histadrut HaAchim VeHaAchayot)

93 Rehov Arlozorov

(03) 6921379/99

POB 303

Tel Aviv 61002

Bureau for the Evaluation of Foreign Academic Degrees and Diplomas The Ministry of Education, Culture, and Sport

www.education.gov.il

E-mail diplome@education.gov.il

2 Rehov Devorah

(02) 5602853

Jerusalem

71 Rehov Jabotinsky

(03) 6931856/7

Ramat Gan 52544



Nurses

23

Address

Tel./Fax

Centers for the Placement of Professionals

(Mercazim LeTa'asukat Academai'im)

Selected list

Beit Oshira
31 Rehov Zalman Shazar
Beer Sheva 84105
Tel/Fax: (08) 6234353

17 Rehov Tzahal
Haifa 35156
(04) 8135111

Central Bus Station
5th Floor
Rehov Yaffo
Jerusalem 94141
(02) 5013111

19 Rehov Brenner
Tel Aviv 63826
(03) 5265300

Vocational Counseling Centers

(Mercazim LeYiutz VeLeMeida Ta'asukati)

42 Rehov Agrippas
Jerusalem 94310
(02) 6249146

74 Derech Menachem Begin
Tel Aviv 67215
(03) 5611211

2 Rehov Devorah
Haifa 31451
(04) 8643832



Address	Tel./Fax
Kiryat Hamemshela POB 5232 Beer Sheva 84151	(08) 6264130

English-Speaking Immigrant Organizations

Association of Americans and
Canadians in Israel (AACI)

www.aaci.org.il

E-mail: info@aaci.org.il

6 Rehov Mane Jerusalem 92227	(02) 5617151 Fax: (02) 5661186
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198 Rehov HaYarkon Tel Aviv 63405	(03) 5291707 Fax: (03) 5291706
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28 Rehov Shmuel HaNatziv Netanya 42281	(09) 8330950 Fax: (09) 8629183
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Matnas "Yud Aleph" Rehov Mordechai Namir Beer Sheva 84483	(08) 6433953 (08) 6434461
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from Britain, Australia,
and New Zealand)

www.ujia.org.il

76 Rehov Ibn Gvirol POB 16266 Tel Aviv 61162 Israel@UJIA.org.il	(03) 6965244/65/6/7 Fax: (03) 6967049
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13 Sderot Ben Maimon
Jerusalem 92262
Jerusalem@UJIA.org.il

(02) 5634822
Fax: (02) 5663193

Calanit Square
POB 348
Carmiel 20100
Karmiel@UJIA.org.il

(04) 9989940
Fax: (04) 9980939

South African Zionist Federation

www.telfed.org.il
E-mail: telfed@inter.net.il

Head Office
19/3 Rehov Schwartz
First Floor
Ra'ananna 43212

(09) 7446110
Fax: (09) 7446112

13 Rehov Ben Maimon
Jerusalem 92223

(02) 5634822
Fax: (02) 5663193

ESRA – English Speaking Residents Association

www.esra.org.il
E-mail: esra@trendline.co.il
POB 3132
Herzliya 46104

(09) 9580632
Fax: (09) 9581583



A moment of your time!

In order to improve the level and usefulness of the material presented in this booklet, we would appreciate it if you would answer the following questions:

1. Where did you get the brochure "Nurses?"

Airport Ministry of Immigrant Absorption Other (specify)

2. To what extent did this booklet provide you with the information that you needed? (1 is the lowest rating, 5 is the highest rating)

1 2 3 4 5 Comments _____

3. Did this booklet assist you during your absorption period?

Yes No (please explain) _____

4. Was the information in this brochure presented in a clear and understandable fashion? Yes No (please explain)

5. Please rate the following areas from 1 to 5 (5 being the highest rating)

Clarity of the Text 1 2 3 4 5

Sufficiency of Details 1 2 3 4 5

Design of the Brochure 1 2 3 4 5

Usefulness of the Brochure 1 2 3 4 5

We would appreciate the following information for statistical purposes:

Profession _____ Gender M F Age _____

Country of Origin _____ Year of Aliyah _____

Place of Residence _____ Date _____

Please send the completed questionnaire to the Ministry of Immigrant Absorption, Publications Department, English Section, 15 Rehov Hillel, Jerusalem, 94581, or by fax to (02) 6241518. You can also place this questionnaire in the public suggestions box at an office of the Ministry of Absorption nearest you.

Thank you for your cooperation. Best wishes for an easy and successful absorption!

