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Dear Student/Instructor,

Welcome to Endeavor Health! We are excited you have made the decision to partner with our health system. Below are instructions on how to access our new Employee Health Contingent Worker portal in order to get you cleared to start your rotation. **Note:** *please ensure all of your health documentation is organized prior to submitting through the portal.*

1. All students/instructors, including current Endeavor employees, will need to click on the Endeavor Health [Contingent Worker Portal](https://northshore.enterprise.health/webchart.cgi?f=layoutnouser&name=Applicant+Landing&svar_cobrand_patid=93830&applicant_session=1) to set up your profile and complete the Contingent Worker Questionnaire. You will be asked to enter your name, birth date, email address, and mobile phone number. This information should match what we receive from your school, e.g., name, email, phone, and address.
2. Be sure to enter the site Program Coordinator as follows based on the department of your rotation:

* Respiratory – Robert Juretschke
* Lab – Cindy Velez
* PM&R– Jerry Bragg
* Surgical Tech / SPD– Nicole McCall
* HIT/QMI – Cathy Brancato
* CNA/Nursing – Alanna Ackerson
* Ultrasound- Diana Ludwig
* Radiology- Bob Wisniewski
* Pharmacy – Megan Tielke

1. You will need to submit electronic copies of the following vaccines. Please have these available prior to setting up your profile as you will not be able to save your information:
   * MMR (*Measles, Mumps, Rubella*) Vaccine Record/Immunity Documentation
   * Varicella (*Chicken Pox*) Vaccine Record/Immunity Documentation
   * Tdap Vaccine/Titer Record
   * Update Seasonal Influenza Vaccine (*required from Oct 1-March 30 each year*)
   * Updated COVID-19 vaccine (*not required, but strongly encouraged*)
2. Additionally, you will need to submit a copy of your last TB test to the portal. Your TB test must be completed within the past 12 months. If you do not have a current copy of this test, you can schedule an appointment at any of our Employee Health clinics to complete this requirement.
3. If your role requires a N95 respirator, a member of our Employee Health team will be reaching out to you to directly to schedule an appointment prior to your rotation.

Once all of your requirements have been completed, you and your program coordinator will receive a clearance email from our team. Please contact us if you have any questions.

Thank you,

Employee Health Services

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| Employee Health Services NorthShore Hospitals & Clinics | Employee Health Services Swedish Hospital & Clinics | **Employee Health Services Northwest Community Hospital & Clinics** | Employee Health Services  Edward-Elmhurst Hospitals & Clinics |
| Phone: 847-570-1060  Fax: 847-733-5313 [EmployeeHealthServices@ Northshore.org](mailto:EmployeeHealthServices@Northshore.org) | Phone: 847-570-1060  Fax: 847-733-5313  [EmployeeHealthServices@ Northshore.org](mailto:EmployeeHealthServices@Northshore.org) | **Phone: 847-618-3145**  **Fax: 847-618-3149**  [**oehs@nch.org**](mailto:oehs@nch.org) | Edward Phone: 630-527-2790  Elmhurst Phone: 331-221-3555  [Employee.Health@eehealth.org](mailto:Employee.Health@eehealth.org) |