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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 has patient identifiers and 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 Program Coordinator as follows based on the location of your rotation:

* Edward Hospital
  + Margaret Cross- Nursing
  + Amanda York- Rehab services
* Elmhurst Hospital
  + Anne Stezowski- Nursing
  + Ron Herce- Respiratory
* Evanston Hospital – Mary Meyer
* Glenbrook Hospital – Mary Meyer
* Highland Park Hospital – Mary Meyer
* Skokie Hospital- Mary Meyer
* Swedish Hospital- Linda Beagley
* Linden Oaks Hospital – Amy Kaul
* Northwest Community Hospital
  + Alanna Ackerson- Nursing
  + Jennifer Livingston- Rehab services
  + Cindy Velez- Lab
  + Nicole McCall- Surgical tech/SPD
  + Cathy Brancato -HIT/QMI
  + Robert Juretschke- Respiratory
  + Diana Ludwig- Ultrasound
  + Bob Wisniewski- Radiology
  + Megan Tielke- Pharmacy

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 x2 Record/ Or Immunity Documentation through a Titer
   * Varicella (*Chicken Pox*) Vaccine x2 Record/ Or Immunity Documentation through a Titer
   * Tdap Vaccine within the past 10 years.
   * Hepatitis B vaccine (not required, but strongly encouraged)
   * Update Seasonal Influenza Vaccine (*required from Oct 1-March 31 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. TB testing accepted; TB QuantiFERON blood test within the past 12 months if you have been rotating within Endeavor Health, 90 days if you are a new student rotating with Endeavor Health, **OR** History of a two-step TB skin test sometime within your life **AND** a one-step TB skin test within the past 90 days.
3. If your role requires a N95 respirator, please call employee health to schedule your resp fit testing. Edward employee health 630-527-2790, Elmhurst employee health 331-221-3555, Northwest Community employee health 847-618-3145.

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) |