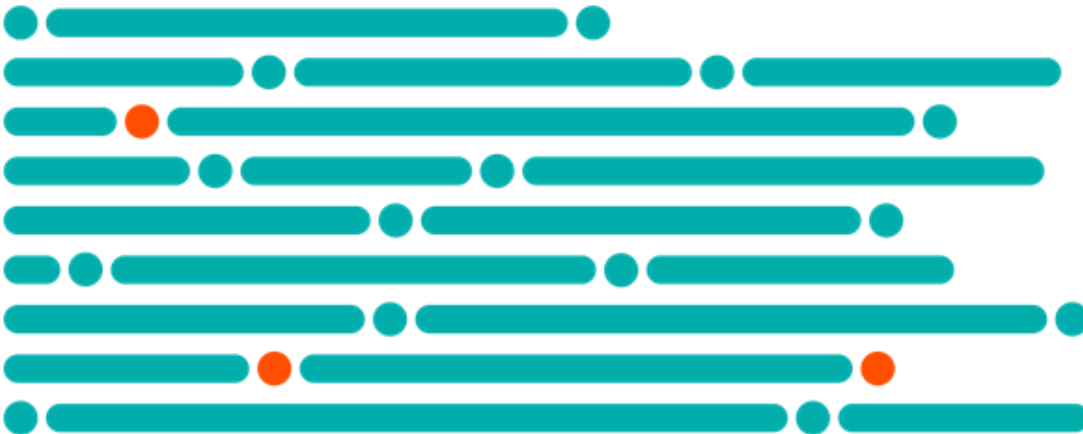# Resource Welcome Packet

Last Updated 6/2018

Hello!

Congratulations on your new contract assignment at Northwestern Medicine! We are excited to have you on the NM team. As part of your new assignment we have compiled some helpful information and guidelines for you to review prior to your arrival. Please read the quick reference guide and contact your agency if you have any questions.

Parking:

- Northwestern Memorial Hospital recommends using Spot Hero to find available parking or utilized public transportation
- For all other locations, parking instructions will come directly from your agency

First day instructions:

- For all of Northwestern Medicine, first day instructions will come directly from your agency

Uniform – Clinical Attire:

- See below color grid
- Shoes should be closed toe and cleanable
- Artificial nails are prohibited in patient care areas. Finger nails should be kept short and clean
- Perfume or perfumed lotions are prohibited

French Blue
(Trimmed with purple)
Nurses

Caribbean
(Trimmed with purple)
Technicians and Technologists
(Lab, Imaging, G.I., Anesthesia, Procedural, etc.)

Teal
(Trimmed with purple)
Medical Assistants,
Patient Care Technicians, Phlebotomists

Navy
(Trimmed with purple)
Physical Medicine and
Rehabilitation Therapists

Pewter
(Trimmed with purple)
Clinical Pharmacy Associates

Purple
(Trimmed with pewter)
Respiratory Therapists

Non-Clinical Attire:

- Suits
- Dress slacks
- Casual dress pants – No shorts
- Skirts and dress culottes
- Casual dresses
- Dress shirts/Blouses and sport shirts
- Sweaters/Vests
- Sports coats and blazers
- Dress and casual shoes – No sneakers

Scheduling:

- Many units have a schedule request system, Northwestern Medicine will try to accommodate all requests, however cannot guarantee any "set schedules" because travelers are hired to supplement their own staff.

Time Keeping:

- Attendance will be tracked via Kronos
- There are 3 different ways to clock in/clock out. The hiring manager will advise which method the department utilizes

    1. Kronos Touch Time
    2. Kronos Time Stamp
    3. Kronos badge swipe in/swipe out

Floating:

- As a Traveler, you may be required to float to other "like" Patient Care areas. Policies, practices and documentation are usually consistent amongst these "like" areas, in some units travelers are first to float. The Vizient agreement with your agency stipulates that all resources may be required to float. You would not be asked to perform tasks outside of your scope.