

FAQ for Onboarding

- How do I know if my school has an Affiliation Agreement with WFBH?
 - You can ask Nurse Affiliate or your school's coordinator.
- Do I need a copy of the Affiliation Agreement?
 - You do not need a copy. It is a document that is managed by both facilities' legal teams.
- Where do I send my onboarding paperwork to?
 - Submit all required documentation in one email to contingentworkforce@wakehealth.edu with nurseaffiliate@wakehealth.edu cc'd.
- Where can I get a background check?
 - You can use any company you like.
 - Recommendation: Investigate Associates and Consultants 336-768-7040
- What type of background check do I need?
 - 7 year criminal comprehensive background check
- Is my current background check still good?
 - As long as it meets our background check requirements, and it has been done since you have started your program, we can use it.
- Where can I get a drug screening?
 - You are welcome to go to any facility.
 - Employees can go to Employee health.
 - Recommendation: Investigate Associates and Consultants 336-768-7040
- What drugs will be screened?
 - Amphetamines, Barbiturates, Cocaine, Marijuana, Methaqualone, Opiates, Phencyclidine, Benzodiazepines, Methadone, Propoxyphene, Oxycodone, MDMA
- Do I have to be Respiratory Fit Tested?
 - If you will be going into an Airborne Precaution room, you are required to be Respiratory Fit Tested.
 - You are welcome to go anywhere you like or go to Employee Health.
- What type of mask do I need to be fitted with?
 - Halyard or 3M
- Where do I get liability insurance?
 - Check with your school coordinator about liability insurance.
 - We do not have a required company to use.
- I am an employee - do I have to submit all paperwork listed on Credentialing Checklist?
 - Yes. Contingent Workforce will not pull employee files.
- Do I have to have a WFBH badge?
 - Every student and faculty is required to wear a WFBH student/faculty badge at all times while they are on any WFBH campus.
- How much is the badge?
 - Badges are free to students/faculty. If badge is lost, replacement fee is \$10.
- Do I have to wear a student badge if I am an employee?
 - Yes. You will receive a badge cover that is to be worn over top of your employee badge. Your employee badge is NOT acceptable photo ID while acting as a student on campus.
- When and where can I pick up my badge?
 - You will pick up your badge in the Clinical Education office on 3 South.
 - Badge Pick up is only on Tuesdays and Fridays 8:00am – 4:30pm

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- Where is the Clinical Education office?
 - Park in Patient and Visitor Parking Deck B.
 1. Take Cloverdale Exit 4A off of Business Hwy 40
 - a. Hwy 40 East bound go straight across at stop light at base of exit ramp
 - b. Hwy 40 West bound turn right onto Cloverdale Ave and turn left at first stop light
 2. Turn into left parking deck driveway then yield to the left to go into Parking Deck B
 3. After parking take elevator to Orange level of parking deck
 4. Enter Janeway Tower - you will be on Ground Floor
 5. Continue by Janeway elevators and go by information desk across the glassed walkway.
 6. Hallway turns to right. After turn take hallway to the left.
 7. Continue down hallway and turn right in front of Chick-fil-A
 8. Go thru exit doors beyond Camino Bakery
 9. Go thru last door on right before hallway turns to right
 10. Go to 3rd floor
 11. Turn left off of elevators
 12. 2nd door is entrance to Clinical Education (Sign: Nursing Education)
- My username is the same as my employee username. How do I sign in as a student?
 - You will add the number “2” at the end of your username.
- I am having problems logging into Epic. What do I do?
 - First off, ensure that it has it been TWO business days since you have completed the training. If so, you will need to contact the Help Desk at 336-716-HELP.
- Where is WakeOne Training?
 - Providence Place – 1701 Westchester Drive, High Point, NC 27262
- Do I have to have WakeOne Training?
 - If you will charting in WakeOne/EPIC, you are required to attend WakeOne class(es).
- My parking pass is about to expire. How can I get an extension?
 - Please bring in expired parking pass to the Badge Office for a newly issued parking pass.
- My badge is not working. What do I do?
 - Email nurseaffiliate@wakehealth.edu so we can check your status. If everything looks good, we will ask Security to reset your badge. If that does not work, we will have Security issue you a new badge.
- Where is the Badge Office?
 - The Badge Office is located in the Ambulatory Services building between Meads Hall and Reynolds Tower. Enter RT from the main driveway. Turn sharp right after the door. Follow the hallway past bed storage and clinical engineering to the Security and Badge Offices at the end of the hallway.