Aurora Lakeland Medical Center

Clinical Affiliations Orientation Handbook

Site Contact Information for Clinical Affiliations

Pre-Licensure/Undergraduate
Jana Diaz, MSN, RN-BC
System-Site Nursing Professional Development Specialist, Nursing Education and Professional Development
Clinical Affiliations Site Liaison
Email: jana.diaz@aah.org

Post-Licensure/Graduate – RN to BSN, MSN, and DNP
Email: WInursingclinicalaffiliations@aah.org
Aurora Lakeland Medical Center has been serving Walworth County since 1917. Located in the county seat of Elkhorn, ALMC is a nationally recognized community medical center, offering a wide range of medical specialties in a culturally affirming and compassionate way to help all people live well.

NATIONALLY RECOGNIZED FOR EXCELLENCE

CLINICAL EXPERTISE AND SPECIALTIES

Cardiac Care
Advanced surgical procedures with outpatient rehabilitation and education programs.

Cancer Care
Latest treatment options plus emotional support resources.

Emergency Care
Level III Trauma Center, DNV Acute Stroke Ready with Telestroke technology to consult with specialists at Aurora St. Luke’s Medical Center in Milwaukee.

Pain Management
Holistic approach to treatment and a full range of personalized care

Orthopedic Services
Orthopedics, Sports Medicine and Rehabilitation staff to return patients to an active lifestyle.

Women’s Health and Maternity Services
First and longest running Baby Friendly designated facility in Wisconsin. Offering private labor, delivery and recovery suites, plus lactation counseling and dedicated nurse midwives.

Surgical Services.
Wide range of inpatient and outpatient general and specialty surgery, using the most advanced medical technologies, including robotics.

Rural Family Medicine Residency Program

Sleep Disorder OP Treatment Center

CARING FOR OUR COMMUNITIES

Senior Resource Nurses guide aging adults on Advanced Directives, fall prevention, managing medication, and more.

Forensic Nurse Examiners provide trauma informed care and follow-up referrals for survivors of sexual violence and community education.

Newborn health and safety outreach program educates new mothers on car safety, safe sleep practices, breastfeeding, infant CPR and more.
Clinical Experience Information

Student/Faculty Parking & Entrance into the Hospital
• Park in large parking lot located in the back of the hospital (between corn fields)
• Main hospital entrance is located at the back of the building

Badge Requests – Faculty Identification
• Nursing faculty must wear an Aurora issued Nursing Faculty badge; if you work in Aurora you cannot wear/use your teammate name badge.
• Send a JPG picture of yourself to site school liaison to obtain nursing faculty badge.
  • Take photo with a plain background.
  • Photo should include only head and shoulders.
  • Verify photo is a JPG format and straight up and down.
• Always wear your badge above your waist, in a visible location.
• You will be assigned an access/clam shell access card for access to utilities rooms and locker room.
• Instructor to send list of students to site school liaison to obtain access cards (if needed)

Badge Requests – Student Identification
• Students are to always wear their school badge above your waist in a visible location
• If you are an AAH employee, you cannot use your teammate name badge

Meeting rooms
• Not guaranteed but we will attempt to accommodate.
• Contact site school liaison to reserve rooms jana.diaz@aah.org

Food/break location
• Cafeteria on 1st floor; cash or credit card.
• Unit based breakroom space is limited so please take breaks in the cafeteria
• Hours: Monday-Friday 0700-0930 and 1130-1330; Saturday-Sunday 1130-1300
• ATM: outside cafeteria on vending machine side
• Vending machines - accept cash or credit

Belongings
• Room 226 can be used for personal belongings, when census permits, however not locked. Not responsible for missing items

Off-Unit Experiences
• Please contact jana.diaz@aah.org for manager contact information regarding off unit experiences.
• Scheduling of observations must be arranged by instructor with unit manager
• Off-unit observations are shadow experiences only. For hands-on patient care, the clinical instructor is required to be with the student
Restraints (Physical and/or Chemical)

- Students do not apply, administer, or document regarding restraints
- Notify RN members for assistance

Medication

- Nursing faculty must be at bedside for all medication administration

Health Insurance Portability & Accountability Act (HIPAA) & Confidentiality

- Ensure that all patient specific information is kept private and confidential.
- Log off workstations when not using
- Do not make copies or print from the medical record
- Do not remove any patient information from the facility
- Use the unit confidential bin for disposal of any patient identifiable documents

Access to the Patient’s Electronic Medical Record (EPIC)

- Access will be coordinated by your school Clinical Affiliations Coordinator as appropriate, and instructions will be provided to your school.
- Clinical Coordinator at each school is required to submit specific information to request access to the EPIC platform for each student and faculty.
- A network user ID (Network ID/AAH ID) is required to gain access to the EPIC application.
- If it is a NEW ID, an email from will be sent to the student/faculty email address to sign the confidentiality statement and activate the account. This must be done before the user may login to EPIC.
- AAH/ID and EPIC user ID Instructions: Read all directions carefully and follow specified instructions to either: Activate NEW ID per email received; Activate if no email received; Recover current Network ID/AAH ID; or reset a current Advocate Aurora Network ID password.
- EPIC requires a password reset every 90 days. You may receive an email with a reminder.

Dress Code

- Follow your school dress code
- Look professional; school uniforms/scrubs are acceptable

Computer/Epic/Workday Access

- Access will be coordinated by an Aurora school coordinator and your school’s clinical placement coordinator. All access is sent to your school clinical placement coordinator when granted
- Access cannot be granted until students/instructors date of birth and last 4 of SSN is entered into My Clinical Exchange takes a minimum of 2 weeks once needed information is in My Clinical Exchange.

Student Expectations

- Be cognizant of noise levels on the units
- Turn cell phones off while providing patient care
- Patient care and safety is our priority
Hand hygiene (hand sanitizer) required before and after gloving, before entering, and after leaving a patient room/patient care area

Communicate with the staff you will be working with (i.e., tasks you can do independently, tasks that must be performed with the faculty, or tasks you are NOT permitted to do, etc.)

Offer help, answer call lights, respond to alarms, seek out learning experiences, ask questions

Concerns? Please escalate them immediately and if the response does not meet your needs, escalate it again (resources below)
  - Primary RN>Physician>Instructor>Unit Manager>Site Clinical Placement Specialist>Midas safety incident reporting system>Get help- Call a Rapid Response Team- pick up any hospital phone and dial “22”

Complete all pre-clinical requirements

Complete post-clinical evaluation

Complete all cosignatory requirements before you leave for the day

Resources
  - Nursing & MA Clinical Placement website Please review entire website including the Student Nurse Skills list (use password Instructor@aah to open and review)
  - AAH Nursing Hub-click on the purple stethoscope icon on any computer to go to the Hub
  - AAH Student Undergraduate Nurse and Student Nursing Assistant Policy (in Policy Tech)
  - Help Desk number: 1-800-889-9677
Telephone System

Internal and External Phone Calls
- To make an Internal call: Enter the 4-digit extension
- To Transfer a call: Press “Transfer”, then the ext. #, then “Transfer” again.
- To make an External call: Dial “9” for the outside line, then the number

Nursing Departments – clinical rotations

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Description</th>
<th>Location &amp; Beds</th>
<th>Unit Phone Number</th>
<th>Manager or Unit based Nursing Professional Development</th>
<th>Special Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med/Surg</td>
<td>Med/Surg</td>
<td>2nd floor</td>
<td>262-741-2056</td>
<td>Contact Nursing Unit</td>
<td>Limit of 8 students per clinical group</td>
</tr>
<tr>
<td>OR/PACU</td>
<td>OR/PACU</td>
<td>2nd floor</td>
<td>262-741-2635</td>
<td>Contact Nursing Unit</td>
<td></td>
</tr>
<tr>
<td>LDRP/Women's Health</td>
<td>Labor and Delivery</td>
<td>3rd floor</td>
<td>262-741-2323</td>
<td>Contact nursing unit</td>
<td>Locked unit-special badge access required for mom and baby safety. Limit of 8 students per clinical group</td>
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</tbody>
</table>

Common Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Food Service</td>
<td>262-741-2119</td>
</tr>
<tr>
<td>Help Desk</td>
<td>800-889-9677</td>
</tr>
<tr>
<td>House Supervisor</td>
<td>262-741-2612</td>
</tr>
<tr>
<td>Emergency Department</td>
<td>262-741-2120</td>
</tr>
<tr>
<td>Inpatient Pharmacy</td>
<td>262-741-2011</td>
</tr>
<tr>
<td>Intensive Care Unit</td>
<td>262-741-2542</td>
</tr>
<tr>
<td>Laboratory</td>
<td>262-741-2523</td>
</tr>
<tr>
<td>Public Safety</td>
<td>262-749-1200</td>
</tr>
<tr>
<td>Radiology</td>
<td>262-741-2525</td>
</tr>
<tr>
<td>Respiratory</td>
<td>262-741-2636</td>
</tr>
<tr>
<td>Telemetry Hub</td>
<td>9-1-262-948-5770</td>
</tr>
<tr>
<td>Vascular Access</td>
<td>262-741-2623</td>
</tr>
</tbody>
</table>
Dial “22” for all medical emergencies

- Give type of emergency, location, and room number.

Plain Language Emergency Alert

- Following the Core Announcement, the type of actual emergency (in plain language) and location will be communicated.

Facility Alert (may include but not limited to)
- Fire Alarm
- Hazardous Spill
- Hospital Command
- Utility Disruption

Weather Alert (may include but not limited to)
- Severe Thunderstorm
- Tornado Warning
- Weather Alert: Snowstorm, Ice storm, Extreme Temperature

Security Alert (may include but not limited to)
- Missing Person: Adult/Child/Infant
- Building Threat
- Security Assist Team
- Perimeter Control/Lock Down
- Active Threat
- Mass Casualty

Medical Alert (may include but not limited to)
- Medical Emergency: Code 4; Mass Transfusion; Malignant Hyperthermia
- Rapid Response Team: STEMI, OB Alert, Trauma Alert, Falls
- Medical Alert: Neuro Alert, Trauma Level 1 or 2; Fall Alert (ED only)
Thank you for choosing Aurora Lakeland Medical Center for your clinical experience. We look forward to working with you and supporting you in achieving your goals.