Aurora Medical Center Bay Area
Clinical Affiliations Orientation Handbook

3003 University Drive
Marinette, WI 54143

Aurora Medical Center Bay Area (AMCBA)
Contact Information for Clinical Affiliations

Undergraduate Placements
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Site/System Nursing Professional Development Specialist, Nursing Education and Professional Development Clinical Affiliations Liaison
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Post-Licensure Placements (RN to BSN, MSN, and DNP programs):
Email: Winursingclinicalaffiliations@aah.org
Aurora Medical Center – Bay Area in northeast Wisconsin opened in August 2018 and is a modern facility set on 91 acres of serene wooded surroundings. With spacious, private rooms and family lounges in every room, we offer high-quality, value-based care to help you and your family live well.

NATIONALLY RECOGNIZED FOR EXCELLENCE

CLINICAL EXPERTISE AND SPECIALTIES

Orthopedics
Our facility is home to an experienced staff of physical and occupational therapists, including BayCare Orthopedic Surgeons, a multi-specialty group that sees patients and performs procedures in the hospital.

Women’s Health
The only facility for deliveries in the county with one-stop care including digital mammography, incontinence treatment, obstetrics, osteoporosis treatment and more.

Cancer Center
The Cancer Center provides full medical and radiation oncology services. The team has committed, experienced staff who create a warm, friendly and encouraging place to heal the body, mind and spirit.

Emergency Care
24 hours a day, 7 days a week, our emergency care team is here for you with lift support ambulances, volunteer rescue squads and an integrated ambulance team.

Primary Care
Primary care is here for all your medical needs, listening to your concerns and giving you top-notch care.

Cardiac Health
Aurora BayCare Cardiology is committed to helping you lead a healthier life through prevention, diagnosis and treatment of heart and vascular disease.

Outpatient Surgery
The latest techniques and technologies to perform various procedures, including blood transfusions, IV therapy, presurgical services and more.

CARING FOR OUR COMMUNITIES

Provided financial counseling and follow-up care to more than 500 people, increasing access to healthcare in the community.

Provided funding to support local school systems’ physical education programs and added a community walking trail.

Supported the Marinette County Human Services Department to address the community’s substance abuse and mental health needs.

3003 University Drive, Marinette, WI 54143 | https://www.aurora.org/bayarea | 715-735-4200
Clinical Experience Information

Student/Faculty Parking & Entrance into the Hospital
- Parking in the yellow lines in any parking lot.
- Main hospital entrance is located at the front of the hospital facing University Drive.
- Park in the front of hospital on 1st day.
- The main entrance is open from 6 a.m.- 6 p.m.
- The emergency department is open 24/7

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 wear their school badge above your waist in a visible location at all times
- An access card will be supplied if requested

Meeting rooms
- Not guaranteed but we will attempt to accommodate.
- Contact Nursing Education to reserve rooms.

Food/break location
- Cafeteria on 1st floor, cash or credit card.
- No social distancing needed at tables at this time. Limited space in staff break room so please take breaks in the cafeteria.

Belongings
- Limit any type of valuables as we have minimal space for storage on the units.

Off unit Experiences
- We will arrange for limited off unit experiences, contact site liaison for experiences.
- Off unit will not start until a few weeks into the rotations (usually 1-2 weeks).

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.
- Do not make copies or print from the medical record.

**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 and takes a minimum of 2 weeks once needed information is in My Clinical*

**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.

**Other Helpful Hints**

- Be cognizant of the noise level on the units
- 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.)
- Help or seek out additional learning experiences during your down time
- Help Desk number: 1-414-647-3520

**Dress Code**

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

- Be cognizant of noise levels on the units
- Communicate with the staff you will be working with (i.e. tasks you can and cannot do)
- Seek out additional learning experiences during your down time
- Turn cell phones off while providing patient care

Hospital Emergency Information

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: Cardiac Arrest Adult/Pediatric; Malignant Hyperthermia, Operating Room
- First Response Team
- Rapid Response Team: STEMI, Stroke Alert, OB Alert, Trauma Alert
- Medical Emergency: Mass Transfusion
WELCOME TO AURORA MEDICAL CENTER - BAY AREA

First Floor

Aurora Pharmacy
General Surgery Clinic
Wound Care Clinic

Main Entrance

Cancer Center Entrance

Outpatient Surgery Center

X-Ray & Diagnostic Imaging
Volunteers
Cafeteria
Gift Shop

INTENSIVE CARE UNIT (ICU)
Lab & Outpatient Testing

Patient Registration

Chapel

Intensive Care Unit (ICU)

DEPARTMENT DIRECTORY

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<th>Locations</th>
<th>Floor</th>
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<tbody>
<tr>
<td>Administration</td>
<td>1</td>
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<tr>
<td>BayCare ENT Clinic</td>
<td>3</td>
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<tr>
<td>BayCare Orthopedics</td>
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<tr>
<td>Cafeteria</td>
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<tr>
<td>Cancer Center</td>
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<tr>
<td>Cardiopulmonary Rehab</td>
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<tr>
<td>Chapel</td>
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<tr>
<td>Diagnostic Imaging</td>
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<td>Emergency Department</td>
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<tr>
<td>General Surgery Clinic</td>
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<tr>
<td>GI Clinic</td>
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<tr>
<td>Obstetrics</td>
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<tr>
<td>Other Specialty Clinics</td>
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<table>
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<tr>
<th>Locations</th>
<th>Floor</th>
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<tbody>
<tr>
<td>Gift Shop</td>
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<tr>
<td>Heart &amp; Vascular Clinic</td>
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<tr>
<td>Heart &amp; Vascular Services</td>
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<tr>
<td>Intensive Care Unit</td>
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<tr>
<td>Lake Shore Conference Room</td>
<td>3</td>
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<tr>
<td>Med/Surg Inpatient Rooms</td>
<td>3</td>
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<tr>
<td>Medical Records</td>
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<tr>
<td>Neurology Clinic</td>
<td>2</td>
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<tr>
<td>Observation Rooms</td>
<td>3</td>
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3003 University Drive, Marinette, WI 54143
(715) 735-4200

Information
Waiting
Restrooms
Elevator
Stairs
Vending
<table>
<thead>
<tr>
<th>Department Name</th>
<th>Description</th>
<th>Location</th>
<th>Number of Beds</th>
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<tbody>
<tr>
<td>Med Surg</td>
<td>Medical/Surgical/ Orthopedics/Oncology</td>
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<tr>
<td>Hospital Based Clinic</td>
<td>Cancer Care and Wound</td>
<td>1st Floor</td>
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<td>Women’s Health Services</td>
<td>Obstetrics/labor &amp; delivery/GYN/ Med/ Surg Overflow</td>
<td>2nd floor</td>
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<td>Surgical Services</td>
<td>GI/PACU/OPS/ Surgical Services</td>
<td>2nd Floor</td>
<td>23</td>
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<tr>
<td>ICU</td>
<td>ICU, eICU, IMCU</td>
<td>1st floor</td>
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<tr>
<td>ED</td>
<td>ED Level III Trauma</td>
<td>1st floor</td>
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