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Advocate Aurora Safe Care Promise

Our promise to you & our patients is

TO PROTECT US ALL
When you are with us, you can feel confident knowing you’re in a place that’s safe and welcoming.

TO PROVIDE THE SAFEST QUALITY CARE
You can count on the highest standard for safety when you visit one of our trusted providers.

TO PREPARE FOR YOUR SAFE VISIT
Aurora Medical Center - Burlington
252 McHenry St, Burlington, WI 53105 | aurora.org/burlington | 262-767-6000

123
BEDS

663
PHYSICIANS

50
SPECIALTIES

193
NURSES

PART OF A
TOP 5
NOT-FOR-PROFIT HEALTH SYSTEM

Advocate Medical Center - Burlington provides quality care and innovative services in a newly renovated facility. As a nationally recognized health care provider, we offer a wide range of medical specialties in a culturally affirming and compassionate way to help all people live well.

NATIONALLY RECOGNIZED FOR EXCELLENCE

<table>
<thead>
<tr>
<th>LGBTQ Healthcare Equality Leader</th>
<th>ACEP Geriatric Emergency Department Accreditation</th>
<th>Environmental Excellence Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Since 2011</td>
<td>Senior care expertise</td>
<td>2022 Practice GreenHealth</td>
</tr>
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Clinical Expertise and Specialties

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

Cardiac & Vascular Care
State-of-the-art heart care services, including an interventional radiology lab, diagnostic catheterization lab and electrophysiology lab, as well as cardiac rehab program.

Hyperbaric & Wound Care
The only hospital in Racine County to offer specialized hyperbaric treatment

Orthopedic Care
Orthopedics, Sports Medicine and Rehabilitation staff as well as access to the Aurora Wellness Center and fitness programs and professionals

Vince Lombardi Cancer Center
Accredited by the Commission on Cancer; innovative treatment options and emotional support services.

Women’s Health Care
Variety of services including prenatal, pelvic floor and access to the Birthing Center at Aurora Lakeland.

Southern Lakes Health Center
Outpatient surgery center, 3D mammography and stereotactic breast biopsy, pain management program

Caring for Our Communities

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

Behavioral Health Services assess and refer people experiencing distress with other resources and provide education for Emergency Medical Services

Senior Resource Nurses guide aging adults on Advanced Directive, fall prevention, managing medication, and more
# AAH Plain Language

**DIAL 7060-2222**


<table>
<thead>
<tr>
<th>Category</th>
<th>Step One Core Announcement</th>
<th>Step Two Type of Emergency</th>
<th>Step 3 (Location)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>“Medical Alert”</td>
<td>• Code</td>
<td>Location of Emergency (unit or area and room number)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Rapid Response Team</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Neuro Alert</td>
<td></td>
</tr>
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**INTERNAL & EXTERNAL DIALING**

- To make an internal call or transfer a phone call, dial “7060” or “7069” for nurse/cna “Zone Phones” followed by the 4-digit extension
- To make an external call, dial “9” followed by phone number (including area code)

**Common Phone Numbers**

House Supervisor 7060-7878
Public Safety 7060-6196 or 9-262-210-0766
Food Service (Patient orders) 7060-3663
Telemetry Hub 9-262-948-5770

Created By: Raylene Swan
<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med/Surg 262-767-6025</td>
<td>27 bed Medical/Surgical patients, telemetry.</td>
<td>2nd floor</td>
</tr>
<tr>
<td>ICU 262-767-6477</td>
<td>10 bed Critical care and step-down combined unit</td>
<td>3rd floor</td>
</tr>
<tr>
<td>Ambulatory Services 262-767-6080</td>
<td>Outpatient department, pre-post IR care and infusion/transfusion services</td>
<td>2nd floor</td>
</tr>
<tr>
<td>Wound Care/HBO 262-767-6484</td>
<td>Outpatient wound care and hyperbaric therapy.</td>
<td>2nd floor</td>
</tr>
<tr>
<td>Emergency Department 262-767-6100</td>
<td>Will board inpatients as well</td>
<td>1st floor</td>
</tr>
<tr>
<td>Surgical Services (OR/SDS/PACU)</td>
<td>Inpatient and outpatient surgical services</td>
<td>3rd floor</td>
</tr>
<tr>
<td>Interventional Radiology (IR) 262-767-6416</td>
<td>Procedural area – biopsies, line/port placement, angiograms</td>
<td>3rd floor</td>
</tr>
<tr>
<td>GI Services</td>
<td>Procedural area</td>
<td>3rd floor</td>
</tr>
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</table>
Prior to Clinical Experience

- All student requests and compliance will be done through My Clinical Exchange (MCE)
  - Registration must be done 4 weeks prior to clinical start date
  - All students and instructors must be compliant with all items in MCE for their Network ID, Workday, Epic access, and Pyxis access (instructors) to be requested (Green thumbs up)
  - Clinical groups or preceptorships with any noncompliance will NOT be allowed on the unit for their clinical experience
  - After your first clinical day, instructors and students must go back into MCE and complete their orientation checklist compliance
  - We do not allow employees to complete preceptorships on the unit they work on

- All instructors must complete a unit orientation – to be arranged through site clinical placement specialist and unit manager. See Student Website for orientation process and requirements

- Network ID, Workday, Epic access, and Pyxis access are automatically requested approximately 1-2 weeks after MCE compliance requirements are met. Please complete compliance as soon as possible to prevent access delays
  - Access information is sent out via email to school placement coordinators and instructors once access is requested. Email includes instructions for access
  - This email contains an RIT# in the subject line that is used for your access request.
  - Any student or instructor experiencing access issues must first call the IT Help Desk and reference the RIT# from the email. Continued access issues should be escalated to AAH Clinical Affiliations at WINursingClinicalAffiliations@aaah.org
  - Students who are also employees must use their student access while on site for clinical experiences
  - Pyxis access can take approximately 3 weeks to process from date of request

- All Students and Instructors must complete required courses in Workday prior to their first clinical date
Need to Know Information

### Basic Information

- **ID Badges for Instructors only**
- **Instructors** – request badge from site clinical placement specialist. New request required for each clinical rotation.
- **Badges can be picked up from House Supervisor office (244-6) at the beginning of your clinical rotation. Badges must be returned at the end of each clinical rotation.**
- **Students must wear school ID at all times**
- **Entrances and Parking:** Students and instructors may park across the street from main hospital parking lot (McHenry Street) and enter through main lobby.
- **Cafeteria:** Located on first floor, open 0700-1100 and 1130-1330. Grab and go items and vending machines also available during off-hours.
- **Post clinical meeting rooms:** limited availability, instructor to request reservations through site clinical placement specialist.
- **Personal Belongings:** Students may use staff breakroom (249) but please limit belongings that you bring as space is extremely limited. Hospital is not responsible for missing items.

### Off-Unit Observations

- **Off-unit observations are available and limited to one student per day**
- **Instructor to reach out to unit manager for approval of off-unit observations**
- **Scheduling of observations must be arranged by instructor with unit manager**
- **During times of high census, Covid surges, or when staff is unable to meets needs of the students, off-unit observations may be limited or cancelled at the unit manager’s discretion**
- **Off-unit observations are shadow experiences only – no hands-on patient care. For any hands-on patient care, the instructor is required to be with the student**
- **Experiences/observations are at the discretion of the patient’s primary care nurse and with the permission of the patient**

Created By: Raylene Swan
On Site Expectations

• 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
• Professionalism (attire, behaviors, communication) is always an expectation
  • Answer call lights, respond to alarms, seek out learning experiences, ask questions
  • Belongings to kept in breakroom/meeting room – not in nurse’s station
• Direct communication required with patient’s primary nurse at the start of your clinical shift, before you leave, and as needed throughout your day
• Have questions? Please ask
• 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 7060-2222
• Complete all pre-clinical requirements
• Complete post-clinical evaluation
• Complete all cosignatory requirements before you leave for the day
• All student documentation requires instructor or preceptor cosign – Tip sheet available on student website
  • [Nursing & MA Student Clinical Placement | Aurora Health Care](https://www.aurorahealthcare.org/education/nursing-clinical-placement/)
• AAH Student Undergraduate Nurse and Student Nursing Assistant policy is available on the student website
  • This includes the Advanced Degree Registered Nurse Student Policy and Appendix and the Student Nurse Skills list Clinical groups and preceptorships)
  • These are strictly followed. Nonadherence will result in follow up. Repeated nonadherence may result in termination of placement for clinical groups, students, and/or instructors at the site
• Please complete a post-clinical or post-preceptorship evaluation (you will get an email reminder)
Clinical Affiliations Website

- For any questions that are not site specific, please contact AAH Clinical Affiliations at WINursingClinicalAffiliations@aah.org or use “Contact Us” Function on the Student Website
- Site clinical placement specialists do not handle post-graduate preceptor placements
- Site specific questions please contact the site clinical placement specialist (found on Student Website) Nursing Clinical Placement Site Contacts | Aurora Health Care