Aurora Medical Center Manitowoc County
Clinical Affiliations
Orientation Handbook

Aurora Medical Center Manitowoc County (AMCMC)
Contact Information for Clinical Affiliations

Undergraduate Placements:

Jessica Boldt, MSN-ED, RN, NPD-BC, CAPA
Site Nursing Professional Development Specialist, Nursing Education and Professional Development
Clinical Affiliations Liaison
Phone: 920 794-5287 / Email: Jessica.Boldt@aah.org

Post-Licensure Placements (RN to BSN, MSN, and DNP):
Email: Winursingclinicalaffiliations@aah.org
Aurora Medical Center  
Manitowoc County

DNV NIAHO Hospital Accreditation
DNV Stroke Center Accreditation
American College of Radiology MRI, CT, Vascular US and Nuclear Medicine
IAC Accredited Echocardiography
College of American Pathologists
Clinical Laboratory Improvement Amendments
Commission on Cancer Accreditation
UHMS Hyperbaric Accreditation Programs
Clinical Experience Information

Student/Faculty Parking & Entrance into the Hospital
• Always park in white lines in any parking lot.
• Park in the front of hospital on 1st day.
• Enter through the main hospital revolving door entrance

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. Instructor to send list of students to site school liaison
  Jessica.Boldt@aah.org to obtain access cards.

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

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
  at Jessica.Boldt@aah.org
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.

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 in order 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: 1-800-889-9677

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 and takes a minimum of 2 weeks once needed information is in My Clinical Exchange
- AAH Nursing Hub found on desktop of all auto log in computers allows you access to policy, procedures, and other helpful resources
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)
- Offer assistance or see out additional learning experiences during your down time
- Turn cell phones off while providing patient care

Unscheduled illness
- Call as soon as you are aware that you will not be able to work your scheduled hours.
- Instructor led clinicals. Students, please contact your instructor that you will not be able to work.
- Preceptor led clinicals, please call the main hospital number 920 794 5000 and ask to speak to hospital supervisor. Do not leave a voice message

Directions to AMCMC
5000 Memorial Dr
Two Rivers, WI 54241

Nursing Departments – clinical rotations

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Description</th>
<th>Location &amp; Beds</th>
<th>Manager or Unit based Nursing Professional Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med Surg (3west)</td>
<td>Surgical</td>
<td>3rd floor</td>
<td>Contact nursing unit</td>
</tr>
<tr>
<td>ICU/ Step down (3 east)</td>
<td>ICU step down</td>
<td>3rd floor</td>
<td>Contact nursing unit</td>
</tr>
<tr>
<td>Wound Hyperbaric</td>
<td>Outpatient hospital-based clinic</td>
<td>4th floor</td>
<td>Contact nursing unit</td>
</tr>
<tr>
<td>Same Day/ PACU</td>
<td>Surgical Services</td>
<td>2nd floor</td>
<td>Contact nursing unit</td>
</tr>
<tr>
<td>OR/GI</td>
<td></td>
<td>2nd floor</td>
<td>Contact nursing unit</td>
</tr>
<tr>
<td>LDRP/Women's Health</td>
<td>LDRP/NICU</td>
<td>4th floor</td>
<td>Contact nursing unit</td>
</tr>
<tr>
<td>Emergency</td>
<td>Emergency Room</td>
<td>1st floor</td>
<td></td>
</tr>
</tbody>
</table>
Hospital Emergency Information (Dial 7050-5911)

Plain Language Emergency Alert
- Following the Core Announcement, the type of actual emergency (in plain language) and location will be communicated.
  - Example: “Medical Alert – Rapid Response Team -Same Day Surgery – Room --

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
Finding Your Way Around Aurora Medical Center

This floor plan map highlights key areas within the Medical Center and illustrates easy ways to find your way around.

FOURTH FLOOR

THIRD FLOOR