Aurora Sinai Medical Center
Clinical Affiliations
Orientation Handbook

Aurora Sinai Medical Center Contact Information
(for Undergraduate Clinical Affiliations)

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Email: Wlnursingclinicalaffiliations@aah.org
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Aurora Sinai Medical Center is a comprehensive community hospital providing state-of-the-art services in downtown Milwaukee with a strong focus on supporting greater racial equity and civil rights as well as serving the surrounding community. We have strong academic affiliations and serve as the home for medical residency and fellowship programs. 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

CLINICAL EXPERTISE AND SPECIALTIES

Cardiovascular Services
State-of-the-art services including an electrophysiology program that’s recognized worldwide, a peripheral vascular clinic, and a pacemaker clinic

LGBTQ Care
Caring, compassionate and cutting-edge gender affirming surgical program

Urology
Treating a wide range of urological conditions for both men & women utilizing minimally invasive laser & robotic techniques. Wisconsin’s only site offering aquablation therapy, an innovative prostate technology.

Bariatric Surgery Services
A designated Bariatric Surgery Center of Excellence offering both traditional bariatric surgery and proven minimally invasive options for treating severe obesity

Caring for our Communities

Senior Services
Wisconsin’s first inpatient unit dedicated to improving hospital care for older patients in a homelike setting. The on-campus Center for Senior Health and Longevity is dedicated to outpatient care for memory loss, falls and balance, and geriatric evaluation management

Orthopedics and Aurora Sports Health
Non-surgical options and minimally invasive procedures with computer and robotic-arm assisted surgical technology, as well as comprehensive services for injury evaluations, custom orthotics and rehabilitation services

Women’s Health Care
Home to downtown Milwaukee's largest midwifery practice, the only Level III neonatal intensive care unit in the city, and specialists in high-risk pregnancy care, gynecological surgery, pelvic floor therapy, a dedicated fibroid clinic and Sexual Assault Treatment Center

Access to a housing navigator who helps people find permanent housing through the Milwaukee Health Care Partnership Housing Initiative

Trauma-informed care and follow up referrals for patients including survivors of sexual violence to receive counseling, collect evidence and more
Directions to Aurora Sinai Medical Center
945 N. 12th St.
Milwaukee, WI 53233
(414) 219-2000

From the North – Take I-43 south. Exit 72E for Highland Ave/N. 11th St. Continue on N 11th St. Turn right onto W State St. Turn left at N. 12th St.

From the South – Take I-43N/I-94 W north. Exit 72A for Michigan St/10th St (2nd from right lane while on I-43N). Follow N. 10th St to Wells St. Take a left on Wells and a right on N. 12th St.

From the West—Take I-94E east. Exit 309B for 26th St./St Paul Ave. Use the right lane to turn slightly left onto N. 26th St. Turn right on W Clybourn St. Turn left on N. 19th St. Turn right on W State St. Turn right at N. 12th St.
NOTE: Students/Faculty should park in the Main Parking structure on levels 4-5. Access Badges to the Main Parking gate and building will be issued on the first clinical day.
All entrance openings and hours subject to change
**Food and Drinks:**
The cafeteria is in the basement of the main hospital and hours are primarily during day shift into the early evening. Seating is available in the cafeteria (please no post-conferencing).
There is some vending on the second floor near the South elevators.
Hospital Emergency Information (Dial x4444)

Plain Language Emergency Alert Standardization

- There are 4 plain language CATEGORIES that will serve as the CORE ANNOUNCEMENT for all emergency notifications (e.g. pager, test, overhead announcement)
- Following the Core Announcement, the type of actual emergency (in plain language) and location will be communicated.
  - Example: “Medical Alert – Rapid Response Team – Unit 40 – Room ----

Facility Alert (may include but not limited to)
- Utilities Disruption
- Fire Alarm
- Electricity Disruption
- Hazardous Spill
- Decontamination
- Evacuation
- Incident Command
- Health Informatics & Technology (HIT/IS)

Weather Alert (may include but not limited to)
- Severe Thunderstorm
- Tornado
- Snow Storm
- Ice Storm

Security Alert (may include but not limited to)
- Missing Person: Adult/Child/Infant with description /last location
- Suspicious Package/Bomb Threat
- Security Assist
- Active Threat
- Perimeter Control/Lock Down

Medical Alert (may include but not limited to)
- Patient Surge-Stand By
- Patient Surge
- Trauma - Adult/Pediatric
- Medical Code Team - Adult/Pediatric
- Rapid Response Team - Adult/Pediatric
- Stroke Alert
- Behavioral Health Response Team (BERT)
- Sepsis Alert
- STEMI Alert
Help Response

Step 1: Identify the concern:

**CODE Team**
- Patients*: Bradics, Not breathing, Unconsciousness, Lethal or life-threatening reactions to drugs; medications, or environmental factors.
- STAT Team
- **PATIENTS*:** Those who need immediate medical attention (including new patients).
- NeuroSTAT Team
- **PATIENTS (STROKE):** Acute changes in neurological status or stroke-like symptoms.
- OB STAT Team
- **ANYONE:** Acute maternal or fetal stress changes, obstetric complications, or potentially life-threatening events outside of the delivery room.
- Malignant Hyperthermia
- **PATIENTS:** Patients in a hypermetabolic state with suspected malignant hyperthermia (most commonly seen with anesthesia or medications used during labor).

Step 2: Dial 4444
Step 3: Communicate the team needed and provide specific location.

*Note: Include OB nurses, obstetricians, and neonatologists as needed.

Telephone System

The telephone number for **Aurora Sinai Medical Center** is 414-219-2000

To Make an **Internal Call** or **Transfer a Call**: Dial the 4 digit extension

To Make an **External Call**: Dial 9 for the outside line, then the number

### Department Locations & Phone Number

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<th>Dept Name</th>
<th>Description</th>
<th>Location</th>
<th>Unit phone number</th>
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<tbody>
<tr>
<td>ED</td>
<td>Emergency Dept</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; floor</td>
<td>414-219-6777</td>
</tr>
<tr>
<td>NICU</td>
<td>Neonatal ICU</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; floor 2E</td>
<td>414-219-5510</td>
</tr>
<tr>
<td>L&amp;D</td>
<td>Labor &amp; Delivery</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; floor 2K</td>
<td>414-219-5541</td>
</tr>
<tr>
<td>WHOB</td>
<td>Women's Health &amp; OB Services: post-partum/newborn nursery &amp; adult female med/surg overflow</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; floor 2L</td>
<td>414-219-5727</td>
</tr>
<tr>
<td>3 South</td>
<td>Adult Medical Telemetry</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; floor</td>
<td>414-219-6373</td>
</tr>
<tr>
<td>ICU</td>
<td>Adult Intensive Care Unit</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; floor</td>
<td>414-219-6640</td>
</tr>
<tr>
<td>4 Center</td>
<td>Adult Medical Surgical unit</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; floor south and center</td>
<td>414-219-6610</td>
</tr>
<tr>
<td>ACE</td>
<td>Acute Care for the Elderly medical/stroke unit</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; floor 4L</td>
<td>414-219-5700</td>
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<tr>
<td>PS</td>
<td>Public Safety</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; floor in the ED</td>
<td>414-219-7014</td>
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Other Clinical Experience Requirements

Student/Faculty Parking & Entrance into the Hospital – see attached maps

- All students/faculty are to park in the Main Parking Structure, levels 4-5.
- Take the 3rd floor Skywalk from the parking structure to the Main Hospital for building access.

Identification and Badge Requests-Faculty & Students

- Nursing faculty must wear an Aurora issued badge that identifies them as faculty. To obtain send your professional photo to Katherine.leistico@aah.org
- If your clinical is in NICU, Women’s Health & OB Services, or Labor & Delivery, students must also wear an Aurora issued pink photo badge. Instructor or placement coordinator to send all student photos in one email to Katherine.leistico@aah.org
  - Photos must have plain background
  - Include head and shoulders
  - Verify photo is JPG format
- If clinical is in other units (med surg/ED) students will be issued an access card for parking and building access, no photo required. You must wear your school issued ID badge
- Wear your badge(s) above your waist, in a visible location at all times
- Badge access will be issued to faculty & students on the first clinical or orientation day by the Clinical Affiliations liaison and must be returned to Public Safety or the site liaison on last clinical day.

Orientation

- System orientation requirements for instructors and students are found on the Nursing & MA Clinical Placement website
- Sinai Nursing Administration requires a site-specific onboarding session for all instructors and students at the start of each semester. Those dates and times are coordinated between the site liaison and your school placement coordinator. Invites are sent to the instructors when confirmed.

Health Insurance Portability & Accountability Act (HIPAA) & Confidentiality

- Ensure that all patient specific information is kept private and confidential. This includes pre and post conference. While we encourage post-conferences off-site there are some conference rooms available. Please reach out to the site liaison to reserve a room.
- Do not make copies or print from the medical record.

Access to computer applications including Epic/EHR and WorkDay

- A network user ID (Network ID/AAH ID) is required to gain access to the Epic/SmartChart application.
- Access is requested once MyClinical Exchange compliance is complete, it can take 2-3 weeks for access to be granted.
- This process is coordinated by the System Clinical Affiliations Lead and your school as appropriate, and instructions will be provided to your school placement
coordinator. Please review those instructions carefully to activate a new ID, recover a previous ID, or reset a current password.

- For access issues, please call the Service IT Desk first at (414) 647-3520

- Instructors are responsible for co-signing their students’ documentation. Please refer to the student website for resources on co-signing.
- WorkDay is the platform you will use to complete orientation e-learnings as directed by system Advocate Health

Expectations When on the Unit

- Lockers and storage are not available to faculty and students. Please limit the valuables you bring to the unit.
- Be cognizant of the noise level on the units
- Instructors please check in with the Charge RN to review patients and select appropriate assignments. 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.)
- Nursing faculty must directly observe student medication administration.
- Offer assistance to the RNs and CNAs to seek out additional learning experiences during your down time (i.e. hourly rounding, answer call lights, visit with patients)
- When in doubt, look up the Policy and/or Procedure

Off Unit Experiences

- Off-unit experiences will be scheduled only through the site liaison. Please do not try to coordinate with a Charge RN or unit leadership. There may be times when experiences may be limited or suspended but every effort will be made to meet a request. Encourage those requests to come early-mid semester even if requested for the final weeks.
- If a student’s patients goes to another department for a procedure (i.e. radiology, GI, etc), the student may follow the patient as long as the patient and procedural department consents.

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: (414) 647-3520