Aurora St. Luke’s South Shore Clinical Affiliations Orientation Handbook

St. Luke’s South Shore Contact Information for Undergraduate Clinical Affiliations

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Aurora St. Luke’s South Shore is a hospital serving the South Shore community. 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

Newsweek
America’s Greatest Workplaces for Diversity, 2023

Newsweek
America’s Greatest Workplaces for Women, 2023

CLINICAL EXPERTISE AND SPECIALTIES

Stroke Care
Certified DNV Primary Stroke Center with comprehensive rehabilitation and treatment options

Urology
Treatment for a wide range of urological conditions for men and women utilizing minimally invasive laser techniques

Radiology
Digital mammography, bone density testing, nuclear medicine, stress testing, echocardiology, TEE, vascular ultrasound, MRI, biopsies, and general & interventional radiology

Orthopedics and Sports Medicine
Total joint replacements, foot & ankle surgeries and surgeries for sports related injuries

Surgery
Minimally invasive, laparoscopic and traditional inpatient and day surgeries

Procedural Services
Pain management with minimally invasive treatment modalities for chronic spinal and pelvic diseases, GI services including ERCP, endoscopic ultrasound, EGD and colonoscopies, outpatient infusion services for chemo and non-oncologic medications

Wound Care
Holistic treatment for chronic and acute wounds as part of St. Luke’s Wound & Hyperbaric Medicine Center

CARING FOR OUR COMMUNITIES

Accredited Geriatric Emergency Department helps provide specialized care to older patients with collaboration across disciplines

Social services referrals for seniors identified as being at risk through the Identification of Seniors at Risk tool

Workforce development including partnerships with local universities for student placement and fellowship
Directions to Aurora St. Luke’s South Shore
5900 S. Lake Drive
Cudahy, WI 53110
414-489-9000

From the North – Take I-43 south to I-41. Take I-41 to College Avenue, then take College Avenue to Lake Drive.

From the South – Take I-41N/94W to College Avenue, then take College Avenue to Lake Drive.

From the West- Take I-894 south/I-41 south to the Mitchell Interchange. Then, take I-41 south/ 894 east to College Avenue. Then take College Avenue to Lake Drive.
Wayfinding Maps

Aurora St. Luke’s South Shore facility and grounds is a smoke-free campus.
Wayfinding Maps
Food and Drinks:

- The cafeteria is in the basement of the hospital and hours are primarily during day shift into the early evening.
- There is a 24/7 grab and go option using credit/debit cards.
- Seating is available in the cafeteria (please no post-conferencing).
- There are vending machines on the lower level across from the cafeteria.
- Please refrain from having food or drink at the nurses stations or in the hallway cubbies.
Hospital Emergency Information (Dial x22)

Plain Language Emergency Alert Standardization

- There are 4 plain language CATEGORIES that will serve as the CORE ANNOUNCEMENT for all emergency notifications (facility alert, weather alert, security alert, medical alert)
- Following the Core Announcement, the type of actual emergency (in plain language) and location will be communicated.
  - Example: “Medical Alert – Rapid Response Team – ICU – Room 1

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

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)
- Medical Code
- Team
- Rapid Response
- STAT team
- Patient Surge
- Hazmat Casualty

*All of these alerts and steps to take to respond are listed on the Emergency Management Quick Reference which is located at the nurses station on all units. Information on who responds to the different calls can be found on our “Who Do You Call For Help?” poster.*
Telephone System

The telephone number for **Aurora St. Luke’s South Shore** is: **414-489-9000**

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

<table>
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<th>Dept Name</th>
<th>Description</th>
<th>Location</th>
<th>Unit phone number</th>
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<tr>
<td>ED</td>
<td>Emergency Dept</td>
<td>1st Floor</td>
<td>414-489-4055</td>
</tr>
<tr>
<td>ICU</td>
<td>Intensive Care Unit</td>
<td>1st Floor</td>
<td>414-489-4043</td>
</tr>
<tr>
<td>2MESG</td>
<td>Adult Medical Telemetry</td>
<td>2nd floor</td>
<td>414-489-5150</td>
</tr>
<tr>
<td>3MESG</td>
<td>Adult Medical Surgical unit</td>
<td>3rd floor</td>
<td>414-489-4038</td>
</tr>
<tr>
<td>4South</td>
<td>Observation unit</td>
<td>4th floor south</td>
<td>414-489-5200</td>
</tr>
<tr>
<td>PS</td>
<td>Public Safety</td>
<td>1st floor in the ED</td>
<td>414-489-4033</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 on street parking near the hospital. Please be mindful of parking time limit signs and park on streets with no time limit. Students/faculty may park in the Hately Avenue parking lot (across the street from the main hospital) if no street parking is available. Students/faculty may not park in the main parking lot or Lake Drive parking lot as these are reserved for patients, visitors, and employees.
- Enter the hospital through the main lobby or the west entrance (off of Hately Ave.)

Identification and Badge Requests-Faculty & Students
- On-site clinical faculty will obtain a South Shore ID badge from public safety prior to the beginning of their rotation. To obtain send your professional photo to amy.wisniewski@aah.org. Nursing faculty must also wear their school identification.
- Students will wear their school-provided picture identification while on Aurora St. Luke’s South Shore property.
- ID badges will be worn above the waist while on St. Luke’s South Shore property.

Orientation
- System orientation requirements for instructors and students are found on the Nursing & MA Clinical Placement website
- All students and faculty must remain compliant with all elements of their “my clinical exchange (mCE)” profiles throughout the term of the clinical.

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-unit due to space constraints, there are some conference rooms available on site. 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.
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, especially outside patient rooms and at the nurses station.
- 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 using Policy Tech or Ebsco.

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 patient 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
We look forward to working with you during your clinical experience at St. Luke’s South Shore!