

Aurora Lakeland Medical Center

Clinical Affiliations Orientation Handbook



Site Contact Information for Clinical Affiliations

Pre-Licensure/Undergraduate

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System-Site Nursing Professional Development Specialist,
Nursing Education and Professional Development

Clinical Affiliations Site Liaison

Email: jana.diaz@aah.org

Post-Licensure/Graduate – RN to BSN, MSN, and DNP

Email: Wlnursingclinicalaffiliations@aah.org

Aurora Lakeland Medical Center

W3985 County Road NN, Elkhorn, WI 53121 | aurora.org/lakeland | 262-741-2000

109 BEDS	702 PHYSICIANS	72 SPECIALTIES
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158 NURSES	PART OF A TOP 3 NOT-FOR-PROFIT HEALTH SYSTEM
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Aurora Lakeland Medical Center has been serving Walworth County since 1917. Located in the county seat of Elkhorn, Aurora Lakeland is a nationally recognized community medical center, offering a range of medical specialties in a culturally affirming and compassionate way to help all people live fully.

NATIONALLY RECOGNIZED FOR EXCELLENCE




 Since 2011	 Senior Care Expertise	 Emergency Department Accreditation	 High Performing Hospital Maternity Care	 Baby Friendly USA	 Since 2009
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CLINICAL EXPERTISE AND SPECIALTIES

- Cardiac Care**
Advanced diagnostic and treatment with outpatient rehabilitation and education programs.
- Cancer Care**
Latest treatment options plus emotional support resources.
- 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.
- Pain Management**
Holistic approach to treatment and a full range of personalized care

- Orthopedic Services**
Orthopedics, Sports Medicine and Rehabilitation staff to return patients to an active lifestyle.
- Women's Health and Maternity Services**
First and longest running Baby Friendly designated facility in Wisconsin. Offering private labor, delivery and recovery suites, lactation counseling and dedicated nurse midwives.
- Surgical Services.** Wide range of inpatient and outpatient general and specialty surgery, using the most advanced medical technologies, including robotics.
- Rural Family Medicine Residency Program**
- Outpatient Sleep Disorder Treatment Center**

CARING FOR OUR COMMUNITIES

 Senior Resource Nurses guide aging adults on Advanced Directives, fall prevention, managing medication, and more.	 Forensic Nurse Examiners provide trauma informed care and follow-up referrals for survivors of sexual violence and community education.	 Newborn health and safety outreach program educates new mothers on car safety, safe sleep practices, breastfeeding, infant CPR and more.
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Clinical Experience Information

Student/Faculty Parking & Entrance into the Hospital

- Park in large parking lot located in the back of the hospital (between corn fields)
- Main hospital entrance is located at the back of the building

Badge Requests – Faculty Identification

- On-site clinical nursing faculty must wear an Aurora Lakeland Medical Center issued Nursing Faculty badge obtained through public safety prior to the beginning of your rotation.
- 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 always wear their school badge above the waist in a visible location while on Aurora Lakeland Medical Center property
- If you are an AAH employee, you cannot use your teammate name badge

Meeting rooms

- Not guaranteed but we will attempt to accommodate.
- Contact site school liaison to reserve rooms jana.diaz@aah.org

Food/break location

- Cafeteria on 1st floor; cash or credit card.
- Unit based breakroom space is limited so please take breaks in the cafeteria
- Hours: Monday-Friday 0700-0930 and 1130-1330; Saturday-Sunday 1130-1300
- ATM: outside cafeteria on vending machine side
- Vending machines - accept cash or credit

Belongings

- Room 226 can be used for personal belongings, when census permits, however not locked. Not responsible for missing items

Off-Unit Experiences

- Please contact jana.diaz@aah.org for manager contact information regarding off unit experiences.
- Scheduling of observations must be arranged by instructor with unit manager
- Off-unit observations are shadow experiences only. For hands-on patient care, the clinical instructor is required to be with the student

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.
- Log off workstations when not using
- Do not make copies or print from the medical record
- Do not remove any patient information from the facility
- Use the unit confidential bin for disposal of any patient identifiable documents

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.

Dress Code

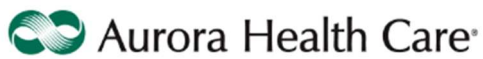
- Follow your school dress code
- Look professional; school uniforms/scrubs are acceptable

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 takes a minimum of 2 weeks once needed information is in My Clinical Exchange.

Student Expectations

- Be cognizant of noise levels on the units
- Turn cell phones off while providing patient care
- 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
- 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.)
- Offer help, answer call lights, respond to alarms, seek out learning experiences, ask questions
- 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- pick up any hospital phone and dial “22”
- Complete all pre-clinical requirements
- Complete post-clinical evaluation
- Complete all cosignatory requirements before you leave for the day

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: 1-800-889-9677

Telephone System



Internal and External Phone Calls

- To make an **Internal** call: Enter the 4-digit extension
- To **Transfer** a call: Press “Transfer”, then the ext. #, then “Transfer” again.
- To make an **External** call: Dial “9” for the outside line, then the number

Nursing Departments – clinical rotations

Department Name	Description	Location & Beds	Unit Phone Number	Manager or Unit based Nursing Professional Development	Special Considerations
Med/Surg	Med/Surg	2 nd floor	262-741-2056	Contact Nursing Unit	Limit of 8 students per clinical group
OR/ PACU	OR/PACU	2 nd floor	262- 741-2635	Contact Nursing Unit	
LDRP/Women's Health	Labor and Delivery	3 rd floor	262-741-2323	Contact nursing unit	Locked unit-special badge access required for mom and baby safety. Limit of 8 students per clinical group

Common Phone Numbers

Food Service	262-741-2119
Help Desk	800-889-9677
House Supervisor	262-741-2612
Emergency Department	262-741-2120
Inpatient Pharmacy	262-741-2011
Intensive Care Unit	262-741-2542
Laboratory	262-741-2523
Public Safety	262-749-1200
Radiology	262-741-2525
Respiratory	262-741-2636
Telemetry Hub	9-1-262-948-5770
Vascular Access	262-741-2623

Dial “22” for all medical emergencies

- Give type of emergency, location, and room number.
 - Examples: “Code 4 --ICU—275”; “Neuro Alert—Med/Surg Room 236”

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 – Med/Surg Room 250 -- Now”

Facility Alert (may include but not limited to)

Fire Alarm
Hazardous Spill
Hospital Command
Utility Disruption

Weather Alert (may include but not limited to)

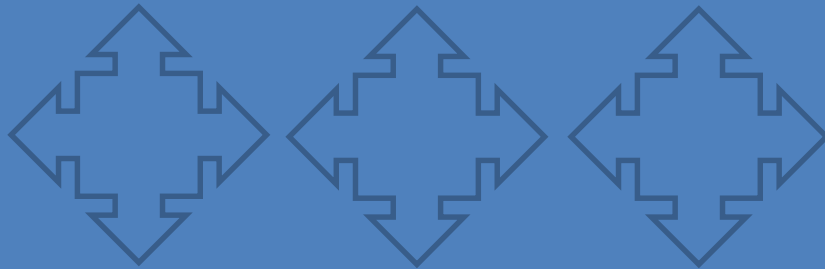
Severe Thunderstorm
Tornado Warning
Weather Alert: Snowstorm, Ice storm, Extreme Temperature

Security Alert (may include but not limited to)

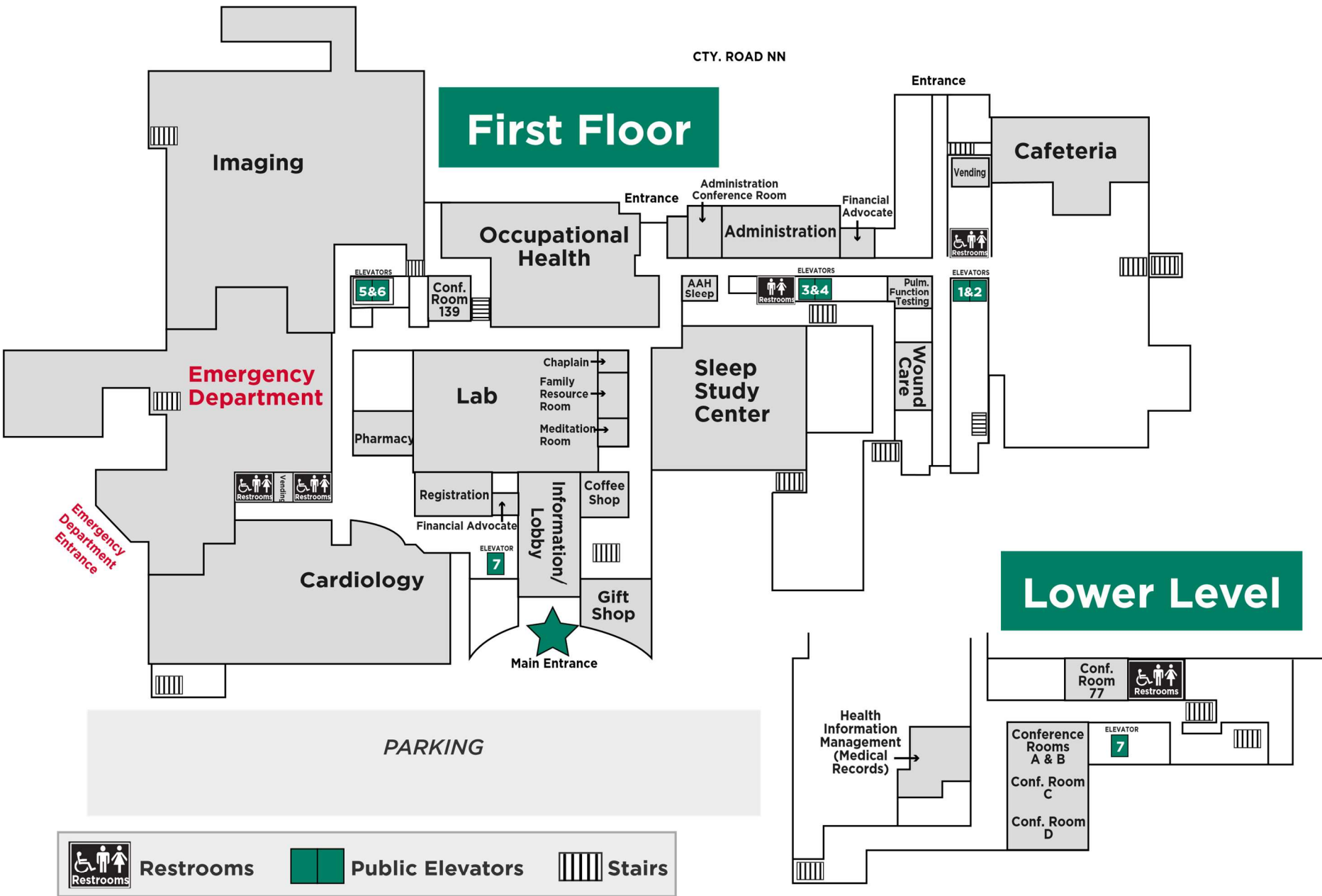
Missing Person: Adult/Child/Infant
Building Threat
Security Assist Team
Perimeter Control/Lock Down
Active Threat
Mass Casualty

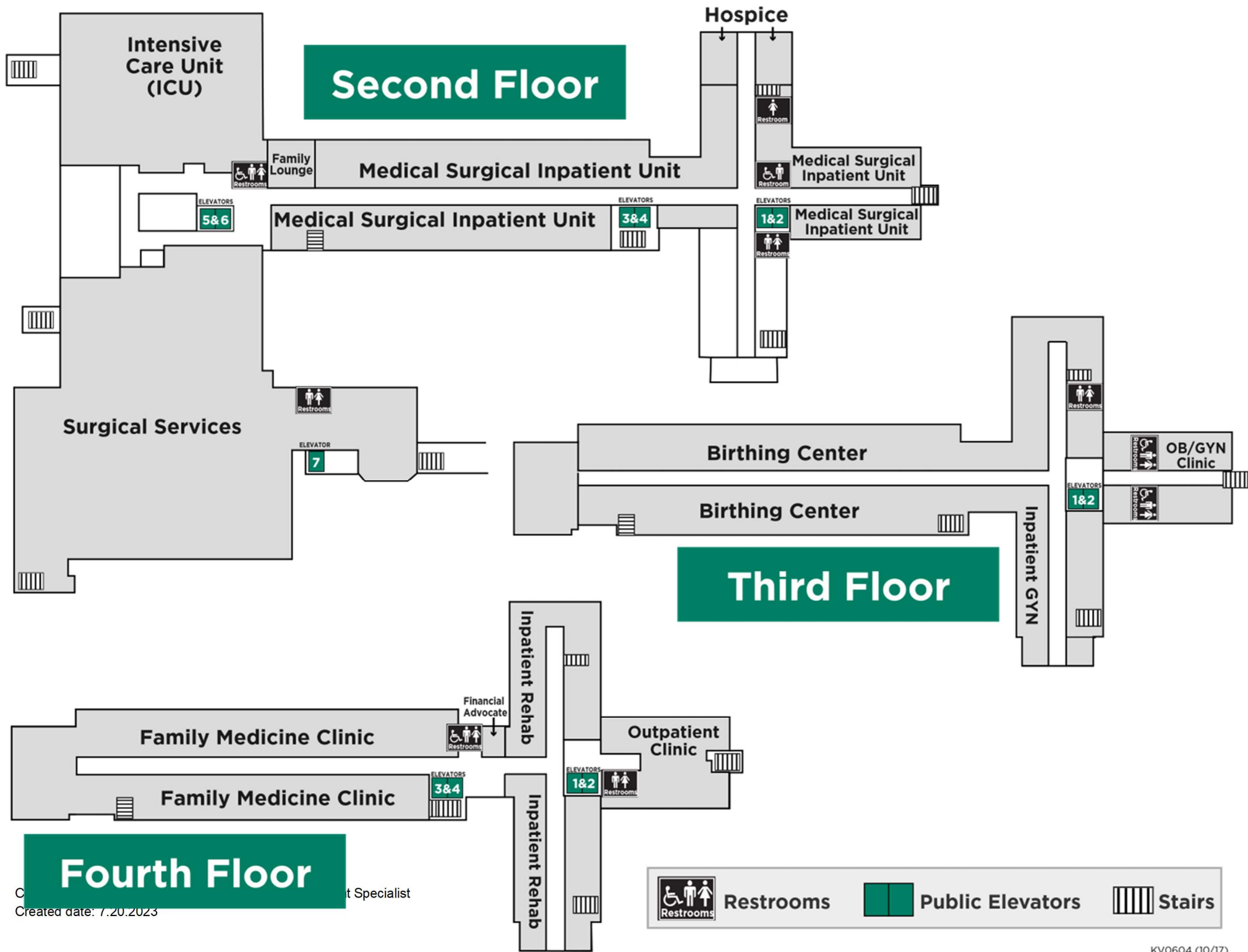
Medical Alert (may include but not limited to)

Medical Emergency: Code 4; Mass Transfusion; Malignant Hyperthermia
Rapid Response Team: STEMI, OB Alert, Trauma Alert, Falls
Medical Alert: Neuro Alert, Trauma Level 1 or 2; Fall Alert (ED only)



*Thank you for choosing
Aurora Lakeland Medical Center
for your clinical experience.
We look forward to working
with you and supporting you
in achieving your goals.*





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