

Aurora Medical Center Bay Area

Clinical Affiliations Orientation Handbook



3003 University Drive
Marinette, WI 54143

Aurora Medical Center Bay Area (AMCBA)

Contact Information for Clinical Affiliations

Undergraduate Placements

Andrea Skowlund MSN, RN NPD-BC

Sandra Bundy, MS, RN

*Site/System Nursing Professional Development Specialist, Nursing
Education and Professional Development
Clinical Affiliations Liaison*

Phone: 715 735-4200 ext. 6748 or 6751

Email: Andrea.Skowlund@aah.org Sandra.bundy@aah.org

Post-Licensure Placements (RN to BSN, MSN, and DNP programs):

Email: Winursingclinicalaffiliations@aah.org

AURORA MEDICAL CENTER – BAY AREA

55
BEDS

406
PHYSICIANS

30
SPECIALTIES

195
NURSES

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

Aurora Medical Center – Bay Area in northeast Wisconsin opened in August 2018 and is a modern facility set on 91 acres of serene wooded surroundings. With spacious, private rooms and family lounges in every room, we offer high-quality, value-based care to help you and your family live well.

NATIONALLY RECOGNIZED FOR EXCELLENCE



CLINICAL EXPERTISE AND SPECIALTIES

Orthopedics

Our facility is home to an experienced staff of physical and occupational therapists, including BayCare Orthopedic Surgeons, a multi-specialty group that sees patients and performs procedures in the hospital.

Women's Health

The only facility for deliveries in the county with one-stop care including digital mammography, incontinence treatment, obstetrics, osteoporosis treatment and more.

Cancer Center

The Cancer Center provides full medical and radiation oncology services. The team has committed, experienced staff who create a warm, friendly and encouraging place to heal the body, mind and spirit.

Emergency Care

24 hours a day, 7 days a week, our emergency care team is here for you with lift support ambulances, volunteer rescue squads and an integrated ambulatory team.

Primary Care

Primary care is here for all your medical needs, listening to your concerns and giving you top-notch care.

Cardiac Health

Aurora BayCare Cardiology is committed to helping you lead a healthier life through prevention, diagnosis and treatment of heart and vascular disease.

Outpatient Surgery

The latest techniques and technologies to perform various procedures, including blood transfusions, IV therapy, presurgical services and more.

CARING FOR OUR COMMUNITIES



Provided financial counseling and follow-up care to more than **500 people**, increasing access to healthcare in the community.



Provided funding to support local school systems' physical education programs and added a community walking trail.



Supported the Marinette County Human Services Department to address the community's substance abuse and mental health needs.

3003 University Drive, Marinette, WI 54143 | <https://www.aurora.org/bayarea> | 715-735-4200

Clinical Experience Information

Student/Faculty Parking & Entrance into the Hospital

- Parking in the yellow lines in any parking lot.
- Main hospital entrance is located at the front of the hospital facing University Drive.
- Park in the front of hospital on 1st day.
- The main entrance is open from 6 a.m.- 6 p.m.
- The emergency department is open 24/7

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 if requested

Meeting rooms

- Not guaranteed but we will attempt to accommodate.
- Contact Nursing Education to reserve rooms.

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.
- Off unit will not start until a few weeks into the rotations (usually 1-2 weeks).

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.

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

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.

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: 1-414-647-3520

Dress Code

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

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)
- Seek out additional learning experiences during your down time
- Turn cell phones off while providing patient care

Hospital Emergency Information

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 ----312*

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)

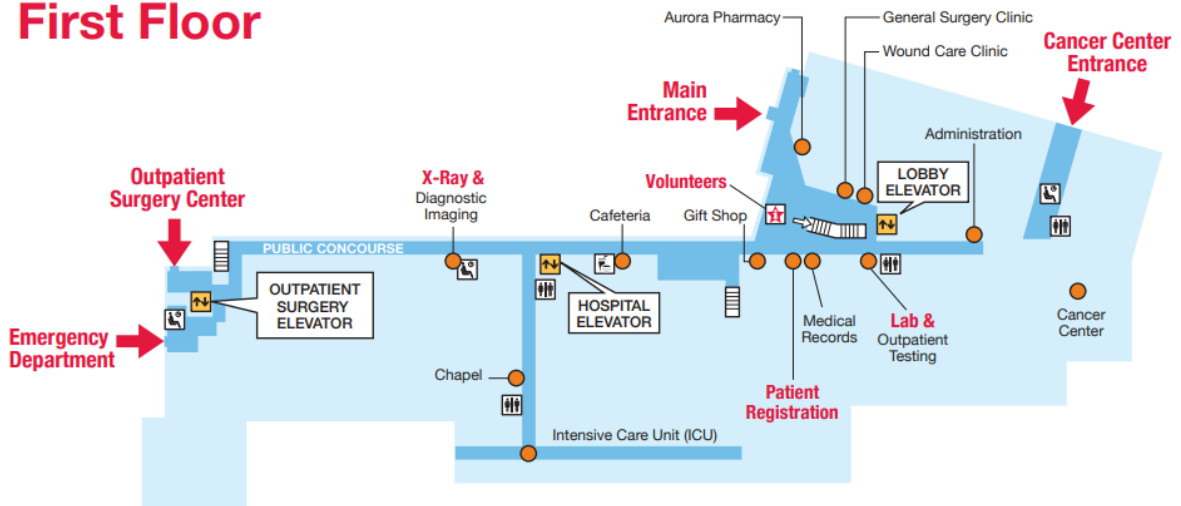
Missing Person: Adult/Child/Infant
Building Threat
Security Assist Team
Perimeter Control/Lock Down
Active Threat
Mass Casualty









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

WELCOME TO AURORA MEDICAL CENTER - BAY AREA

First Floor



<p> Aurora Medical Center® – Bay Area</p> <p>We are  AdvocateAuroraHealth</p> <p>3003 University Drive, Marinette, WI 54143 (715) 735-4200</p>		<p>DEPARTMENT DIRECTORY</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Locations</th> <th style="text-align: left;">Floor</th> <th style="text-align: left;">Locations</th> <th style="text-align: left;">Floor</th> <th style="text-align: left;">Locations</th> <th style="text-align: left;">Floor</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td>1</td> <td>Gift Shop</td> <td>1</td> <td>Outpatient Surgery</td> <td>2</td> </tr> <tr> <td>BayCare ENT Clinic</td> <td>3</td> <td>Heart & Vascular Clinic</td> <td>2</td> <td>Outpatient Testing</td> <td>1</td> </tr> <tr> <td>BayCare Orthopedics</td> <td>3</td> <td>Heart & Vascular Services</td> <td>2</td> <td>Pharmacy Retail</td> <td>1</td> </tr> <tr> <td>Cafeteria</td> <td>1</td> <td>Intensive Care Unit</td> <td>1</td> <td>Physical Medicine/Rehab Clinic</td> <td>3</td> </tr> <tr> <td>Cancer Center</td> <td>1</td> <td>Lake Shore Conference Room</td> <td>3</td> <td>Pulmonary Clinic</td> <td>2</td> </tr> <tr> <td>Cardiopulmonary Rehab</td> <td>2</td> <td>Med/Surg Inpatient Rooms</td> <td>3</td> <td>Registrations</td> <td>1</td> </tr> <tr> <td>Chapel</td> <td>1</td> <td>Medical Records</td> <td>1</td> <td>Urology Clinics</td> <td>3</td> </tr> <tr> <td>Diagnostic Imaging</td> <td>1</td> <td>Neurology Clinic</td> <td>2</td> <td>Women's Health Clinic</td> <td>2</td> </tr> <tr> <td>Emergency Department</td> <td>1</td> <td>Observation Rooms</td> <td>3</td> <td>Women's Health Services</td> <td>2</td> </tr> <tr> <td>General Surgery Clinic</td> <td>1</td> <td>Obstetrics</td> <td>2</td> <td>Wound Care Clinic</td> <td>1</td> </tr> <tr> <td>GI Clinic</td> <td>2</td> <td>Other Specialty Clinics</td> <td>3</td> <td></td> <td></td> </tr> </tbody> </table>						Locations	Floor	Locations	Floor	Locations	Floor	Administration	1	Gift Shop	1	Outpatient Surgery	2	BayCare ENT Clinic	3	Heart & Vascular Clinic	2	Outpatient Testing	1	BayCare Orthopedics	3	Heart & Vascular Services	2	Pharmacy Retail	1	Cafeteria	1	Intensive Care Unit	1	Physical Medicine/Rehab Clinic	3	Cancer Center	1	Lake Shore Conference Room	3	Pulmonary Clinic	2	Cardiopulmonary Rehab	2	Med/Surg Inpatient Rooms	3	Registrations	1	Chapel	1	Medical Records	1	Urology Clinics	3	Diagnostic Imaging	1	Neurology Clinic	2	Women's Health Clinic	2	Emergency Department	1	Observation Rooms	3	Women's Health Services	2	General Surgery Clinic	1	Obstetrics	2	Wound Care Clinic	1	GI Clinic	2	Other Specialty Clinics	3		
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Second Floor

Heart & Vascular Hospital
 • Gl & Pulmonary Clinics
 • Neurology Clinic
 Outpatient Surgery Center
 HOSPITAL ELEVATOR
 LOBBY ELEVATOR
 OB Waiting
 Women's Clinic
 Women's Hospital Clinic
 Aurora BayCare Heart & Vascular Clinic

HOURS OF OPERATION

Visiting Hours 24 Hours/7 Days
 (Enter through ED after Main Lobby Doors close)

Main Lobby Doors . . . 5:30 AM-9:00 PM
 Monday-Friday
 7:00 AM-8:00 PM
 Saturday-Sunday

Cancer Center 7:30 AM-4:30 PM
 Monday-Friday

Outpatient Surgery . . . 5:30 AM-6:00 PM
 Monday-Friday

Emergency Department 24 Hours/
 7 Days

Cafeteria 6:30 AM-6:30 PM
 Monday-Sunday

Gift Shop 8:00 AM-4:00 PM
 Monday-Friday

Aurora Pharmacy . . . 8:30 AM-5:00 PM
 Monday-Friday

Medical Records 7:00 AM-5:00 PM
 Monday-Thursday
 7:00 AM-4:00 PM
 Friday

Third Floor

Physical Medicine & Rehabilitation Clinic
 Specialty Clinics
 Urology Clinics
 Lake Shore Conference Room
 LOBBY ELEVATOR
 Family Lounge
 Medical/Surgical Patient Rooms
 HOSPITAL ELEVATOR
 Medical/Surgical Patient Rooms
 Education Center
 BayCare ENT
 BayCare Orthopedics
 Medical/Surgical Observation Rooms

Elevator Restrooms
 Waiting Vending
 Stairs

Department Name	Description	Location	Number of Beds
Med Surg	Medical/Surgical/ Orthopedics/Oncology	3 rd floor	45
Hospital Based Clinic	Cancer Care and Wound	1 st Floor	n/a
Women's Health Services	Obstetrics/labor & delivery/GYN/ Med/ Surg Overflow	2nd floor	9
Surgical Services	GI/PACU/OPS/ Surgical Services	2 nd Floor	23
ICU	ICU, eICU, IMCU	1 st floor	10
ED	ED Level III Trauma	1 st floor	17