

# 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@aaah.org](mailto:Jessica.Boldt@aaah.org)

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

**Karen Ganey RN, MS, NPD-BC**

**Email:** [Winursingclinicalaffiliations@aaah.org](mailto:Winursingclinicalaffiliations@aaah.org)

# AURORA MEDICAL CENTER – MANITOWOC COUNTY

**69**  
BEDS

**573**  
PHYSICIANS

**49**  
SPECIALTIES

**142**  
NURSES

PART OF A  
**TOP 3**  
NOT-FOR-PROFIT HEALTH SYSTEM

**Aurora Medical Center – Manitowoc County** is an acute care hospital located along the scenic shores of Lake Michigan, featuring state-of-the-art facilities and patient rooms with views of the surrounding gardens or lake. Featuring nationally-recognized cancer and cardiac care programs, we put patients at the center of everything we do to help them live well.

**NATIONALLY RECOGNIZED FOR EXCELLENCE**



**CLINICAL EXPERTISE AND SPECIALTIES**

**Cancer Clinic**

The outpatient Vince Lombardi Cancer Center offers the latest research and clinical trials and medical and radiation therapy

**Day Surgery**

Get back to your active life sooner with our comprehensive same-day surgical services

**Orthopedic Care & Joint School**

Offering a comprehensive range of surgical and rehabilitation services, plus Joint School, which can help improve your outcomes by sharing strategies for post-surgery recover

**Women's Health Care**

Delivering hundreds of babies every year, our trusted team of experts provides superior care throughout your pregnancy, including post-partum care for your newborn

**eICU Care**

Serious illness calls for serious care with our skilled ICU team, 24/7 monitoring and state-of-the-art technology

**Emergency Care**

Our emergency department with highly trained physicians and specialists are ready to handle critical situations and available 24/7

**CARING FOR OUR COMMUNITIES**



Provided cafeteria food and financial support to **local food pantries** to help combat hunger and food insecurity



Provided patients with **rides free of charge** to improve community access to care



The hospital's Forensic Nurse Examiners **provided treatment to sexual assault survivors** and hosted **community outreach events**

5000 Memorial Drive, Two Rivers, WI 54241 | [www.aurorahealthcare.org/manitowoc](http://www.aurorahealthcare.org/manitowoc) | 920-794-5000

# 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 1<sup>st</sup> day.
- Enter through the main hospital revolving door entrance

### Badge Requests – Faculty Identification

- On-site clinical faculty will obtain an Aurora Medical Center – Manitowoc County ID badge from public safety prior to the beginning of their rotation.
- If you work in Aurora you cannot wear/use your teammate name badge.
- ID badges will be worn above the waist, in a visible location at all times while on Aurora Medical Center – Manitowoc County property.
- Instructor to send list of students to site school liaison (Jessica.Boldt@aah.org) to obtain access cards
- You will be assigned an access/clam shell access card for access to utilities rooms and locker room

### Badge Requests – Student Identification

- Students will wear their school-provided picture identification while on Aurora Medical Center – Manitowoc County property.
- 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

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

## 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)

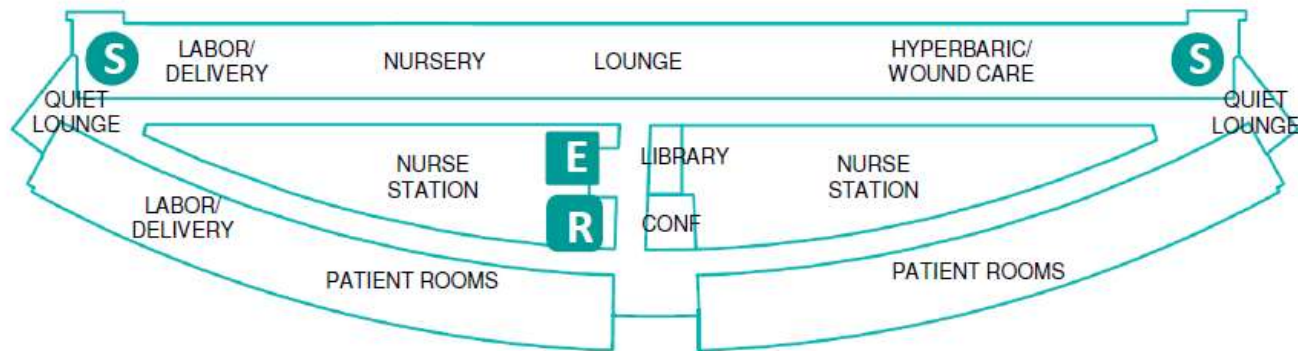
Missing Person: Adult/Child/Infant  
Building Threat  
Security Assist Team  
Perimeter Control/Lock Down  
Active Threat  
Mass Casualty

### Medical Alert (may include but not limited to)

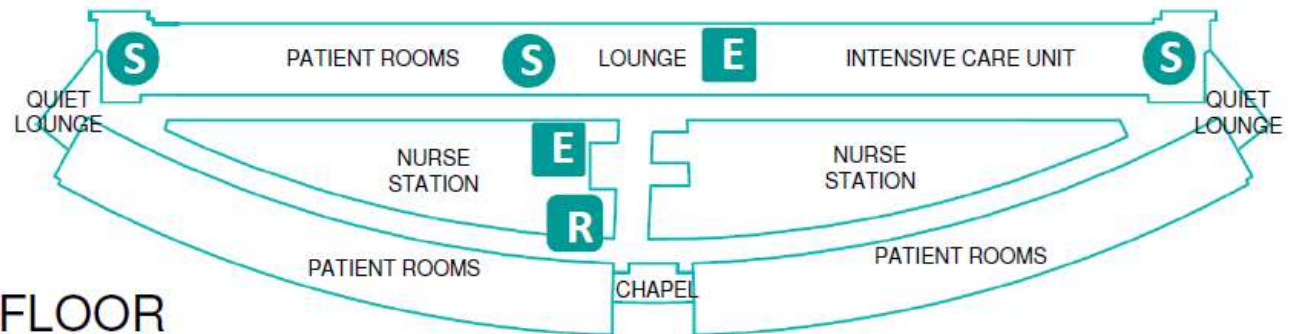
Medical Emergency: Cardiac Arrest Adult/Pediatric; Malignant Hyperthermia, Operating Room  
First Response Team  
Rapid Response Team: STEMI, Stroke Alert, OB Alert, Trauma Alert  
Medical Emergency: Mass Transfusion

# 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.

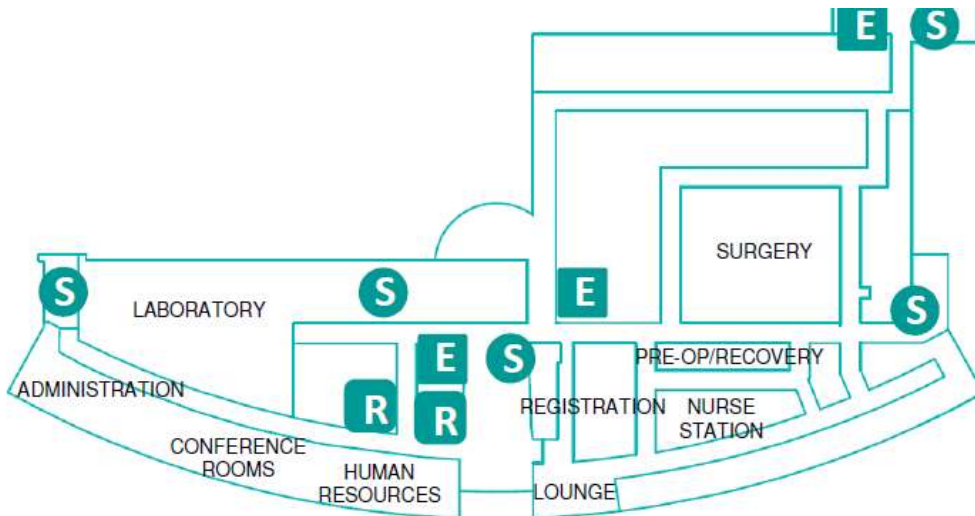


FOURTH FLOOR



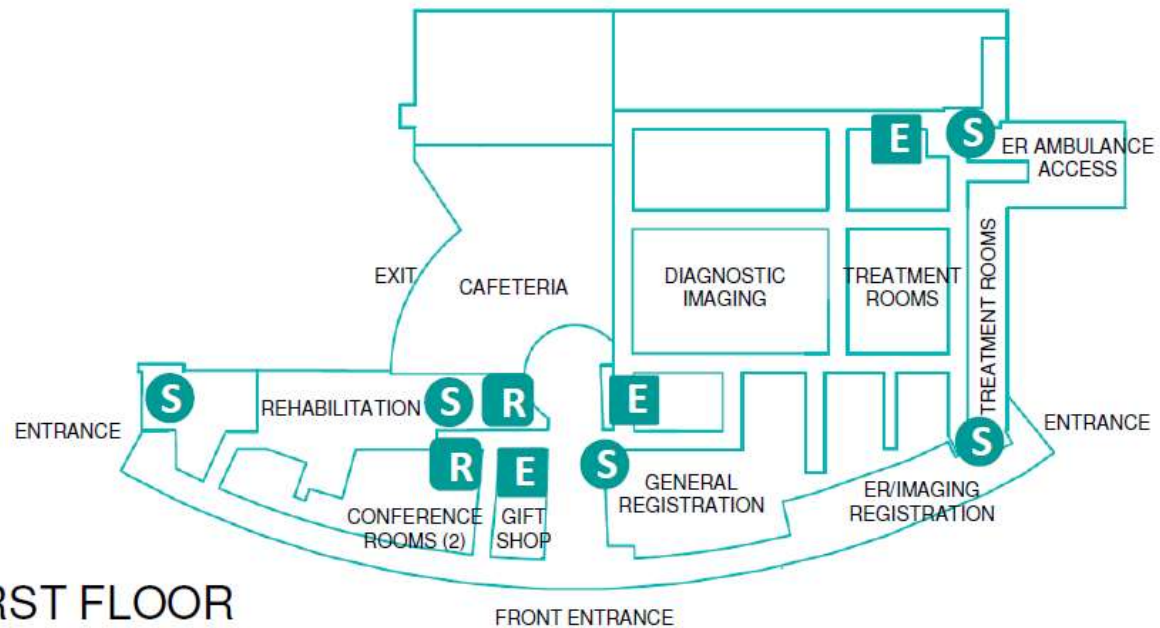
THIRD FLOOR





## SECOND FLOOR

- S** STAIRS
- E** EXITS
- R** RESTROOMS



## FIRST FLOOR