

Aurora Medical Center – Oshkosh

Clinical Affiliations Orientation Handbook



Aurora Medical Center Oshkosh (AMCO)

Site Contact Information for Clinical Affiliations

Pre-Licensure/Undergraduate

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Location overview

If you're looking for a medical center that combines state-of-the-art resources with a commitment to providing personal, compassionate care, look no further than Aurora Medical Center – Oshkosh.

You'll find our approach to care emphasizes you, your comfort and your choices. Your safety, privacy and recovery are our priority. In fact, we've been ranked the second safest hospital in the nation, and both our breast care center and stroke program have earned national recognition.

You can also depend on 24/7 emergency services and a number of on-site specialists. And if ever the need for advanced treatment occurs, our medical staff is able to seamlessly transfer you to Aurora BayCare Medical Center in Green Bay or St. Luke's Medical Center in Milwaukee, without having to readmit you.

AURORA MEDICAL CENTER - OSHKOSH

84
BEDS

621
PHYSICIANS

57
SPECIALTIES

334
NURSES

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

Aurora Medical Center - Oshkosh is a hospital that combines state-of-the-art resources with a commitment to providing personal, compassionate care. With 24/7 emergency services and several on-site specialists, we're ready to help. 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


Level III with
distinction



Level III



DNV
Primary Stroke Center
and ISO 9001



Maternity Care

CLINICAL EXPERTISE AND SPECIALTIES
Women's Health Care

Private birthing suites for labor, recovery and postpartum with in-room whirlpools, Level 2 NICU, infant security system, midwifery services, osteoporosis services, gynecologic cancer screenings and more

Hyperbaric Oxygen Therapy/Wound Care

Comprehensive Wound Care and Hyperbaric Oxygen Therapy Center, board-certified staff and physicians, and two hyperbaric chambers available

Cancer Services

Nationally Accredited Cancer Program through the College of American Surgeons, cancer counseling, clinical trials, genetic counseling, multidisciplinary disease-oriented clinics radiation therapy

Orthopedics

Foot & ankle, hand, hip arthroscopy, joint replacement, knee surgery, orthopedic sports medicine, orthotics, podiatry, shoulder & elbow, sports medicine, athletic training, physical therapy, and same-day orthopedics appointments with Ortho Today

Cardiology

24/7 cardiologists, on-site cath lab, diagnostics and treatment

Neurological Care

Surgical and non-surgical treatments for your neck, back and spinal disorders, and an integrated spine-care clinic

Pain Management

State of the art interventional pain management center with fellowship trained physicians providing comprehensive care and a multi-disciplinary approach for treatment of chronic pain including therapy, injections and minimally invasive surgeries

CARING FOR OUR COMMUNITIES


Provide primary care visits to patients who did not have a

primary care provider, improving access to equitable healthcare



Provide intensive outpatient treatment services to patients,

combatting substance abuse and address community mental health needs



Provide trauma-informed care and referrals to sexual assault survivors

and provided community prevention and outreach **events**

855 N. Westhaven Drive, Oshkosh, WI 54904 | www.aurorahealthcare.org/oshkosh | 920-456-6000



Aurora Health Care®

Now part of  **ADVOCATE HEALTH**

Hospital Emergency Information

1. **CALL** - Internal Phone: 7020-5911 **OR** Cell Phone: 920-456-5911
2. **STATE YOUR LOCATION/ROOM NUMBER & ISSUE**

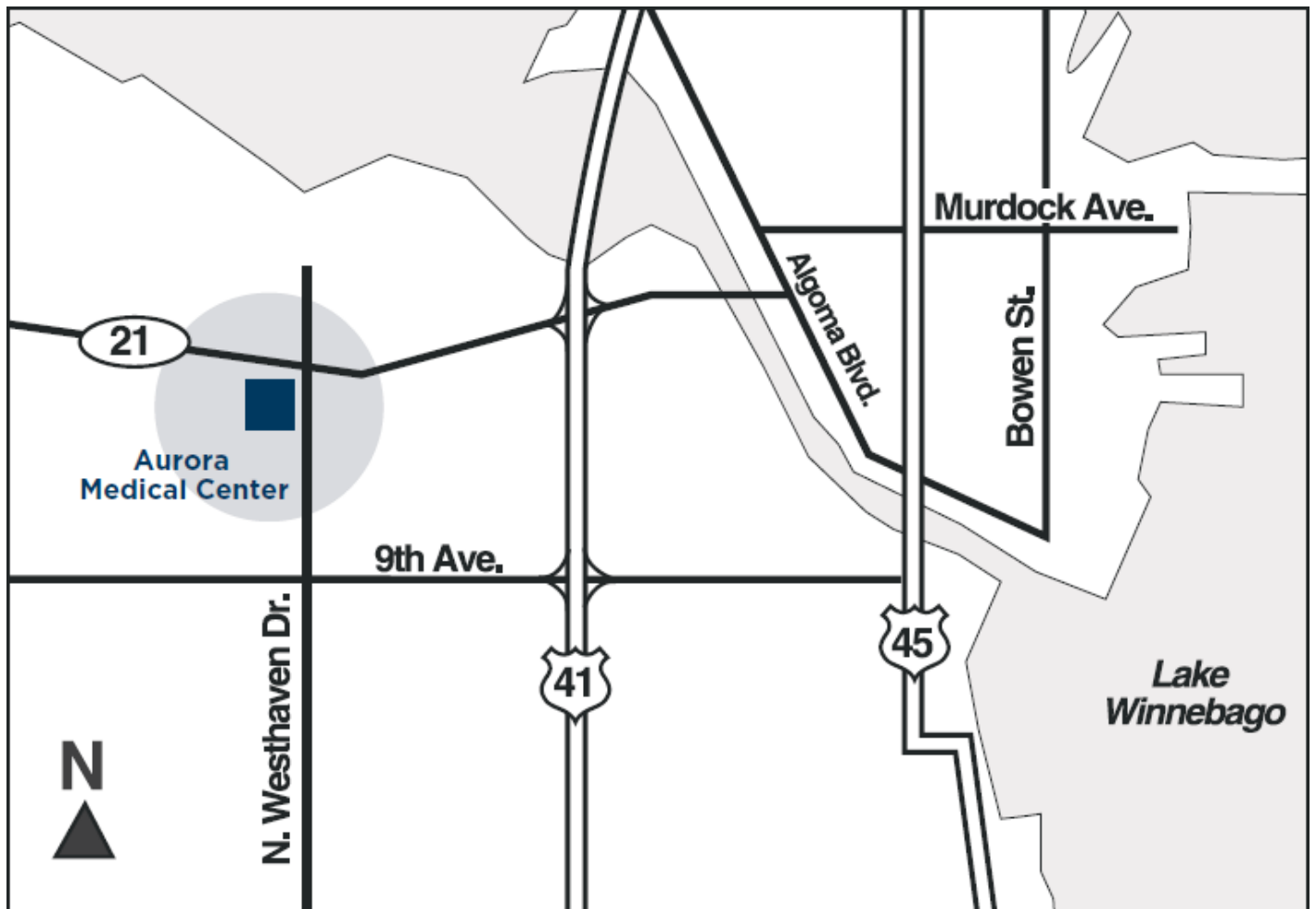
3. ALERT/EMERGENCY	CLEAR LANGUAGE ANNOUNCEMENT	WHAT TO SAY WHEN CALLING 5911:
Fire Alarm	ATTENTION, PLEASE: Fire Alarm + Location	Fire + Clinic or Hospital + Location
Medical Emergency	ATTENTION, PLEASE: Medical Emergency + Descriptor + Hospital or Clinic + Location <i>(FOR CLINIC MEDICAL EMERGENCY Code Blue adult/ped) Only at Oshkosh Clinic Campus will a hospital team respond in addition to the clinic team</i>	Medical Emergency + What is the Emergency? (descriptor) + Hospital or Clinic + Floor+ Location/Suite Number and Suite Name Medical Emergency Descriptors: <ul style="list-style-type: none"> • Code Blue/Pediatric – Pulseless and Not Breathing (Peds-12 and under) • STEMI: suspected/confirmed heart attack • RRT – Patient Not Doing Well/Fall • RRT Stroke – Patient with Signs of Stroke (BEFAST) -Balance, Eyes, Facial Droop, Arm Weakness, Speech, Time • RRT OB – OB Emergency (outside of OB department) • RRT External (outside of building) • Mass Transfusion Activation
Missing Person	ATTENTION, PLEASE: Missing Person + Infant/Child/Adult + Descriptor (If Available) + Location (If Known)	Missing Person + (Infant/Child/Adult) + Description of Person + Clinic or Hospital Location Last Seen
Severe Weather	ATTENTION, PLEASE: Severe Weather/Tornado + Watch/Warning/Advisory + Duration	Alerts come from Security or Administration Only
Mass Casualty	ATTENTION, PLEASE: Mass Casualty	Alerts come from Security or Administration Only
Facility Emergency	ATTENTION, PLEASE: Facility Emergency + Descriptor + Location	Alerts come from Facilities or Security: Type of Issue + Description (If Needed) + Clinic or Hospital Location
Hazardous Spill	ATTENTION, PLEASE: Hazardous Spill + Location	Type of Issue + Description (If Needed) + Clinic or Hospital Location
Security	ATTENTION, PLEASE: Security Alert + Descriptor + Location	Security Alert + type of security alert + Location <ul style="list-style-type: none"> • Security assist + disruptive behavior NOTE: Alerts that come from Security or Administration Only For: <ul style="list-style-type: none"> • Active Shooter CALL 911 • Building Threat (bomb) • Hostage Situation • Perimeter Control <small>Always call in security alerts if known – how the alert is announced is determined by security and administration (except security assists)</small>
All Clear	ATTENTION, PLEASE: Alert + All Clear	Alerts cleared by Security or House Sup Only

4. DO NOT HANG UP ON OPERATOR

7.2020

Directions to [Aurora Medical Center Oshkosh](#)

855 N. Westhaven Drive
Oshkosh, WI 54904
(920) 456-6000

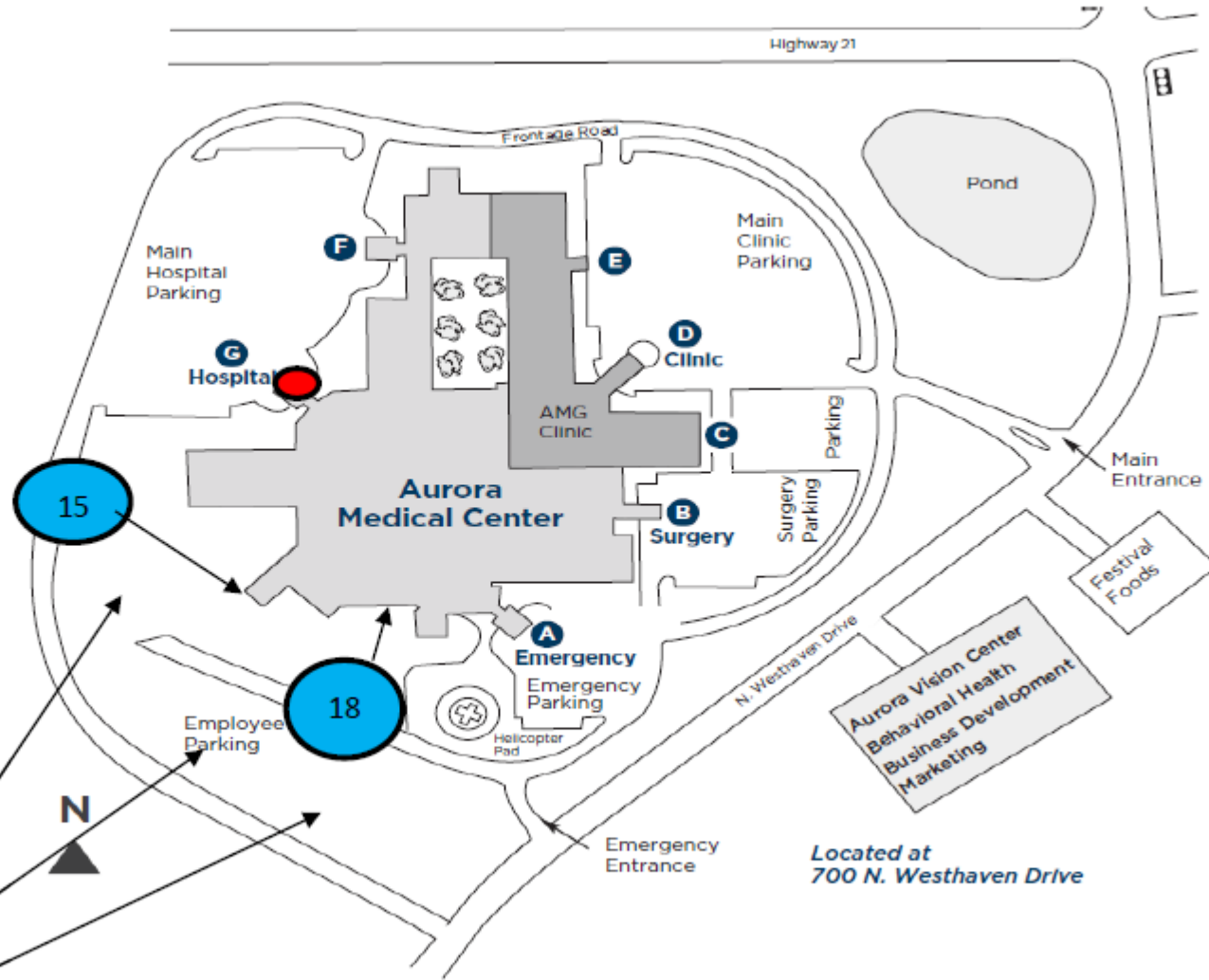


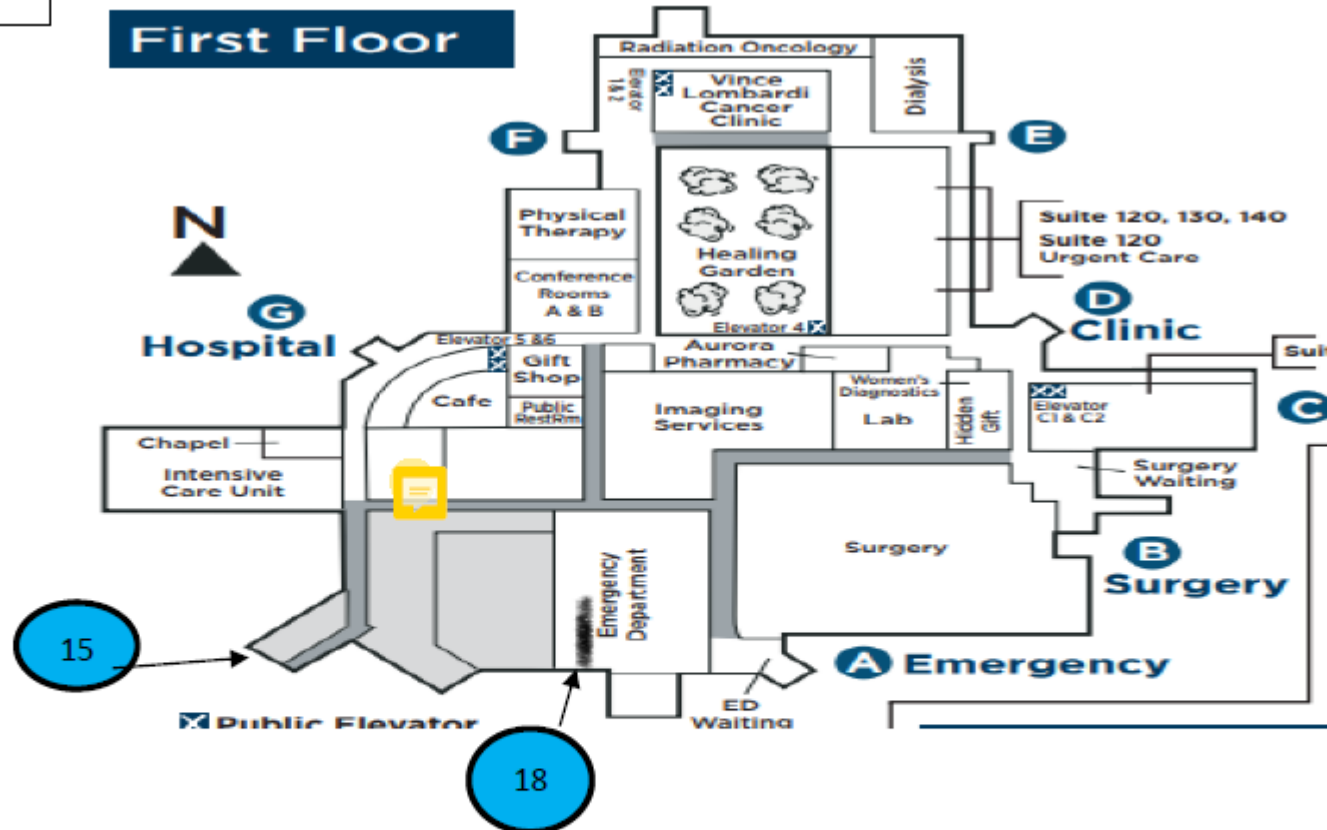
Aurora Medical Center - Oshkosh

**Before Obtaining
Access Badge – Use
Hospital Main Entrance
G open 6am-6pm**

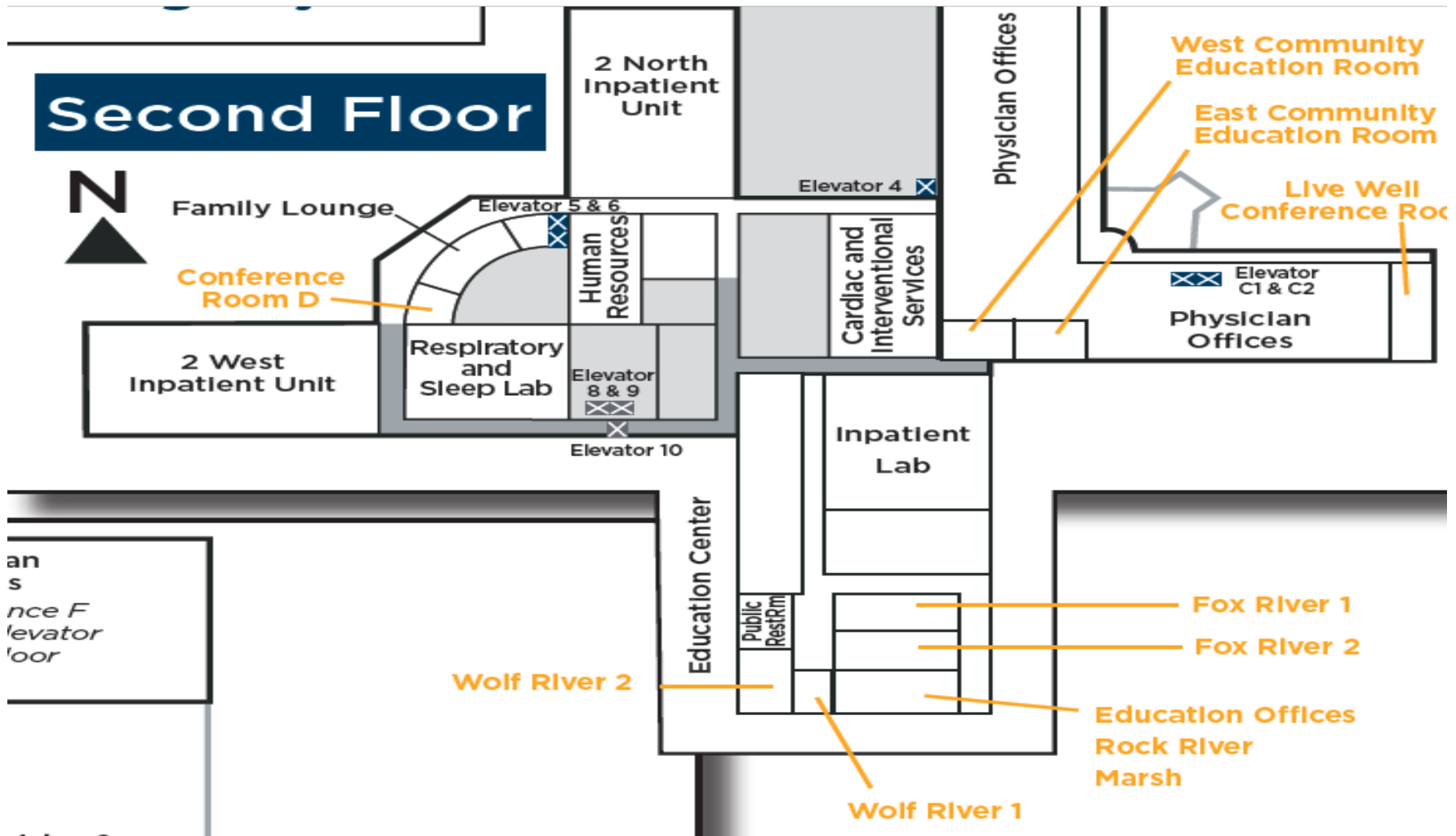
After obtaining access badge, ONLY park in designated employee parking and enter/exit the building via Door 15 or 18

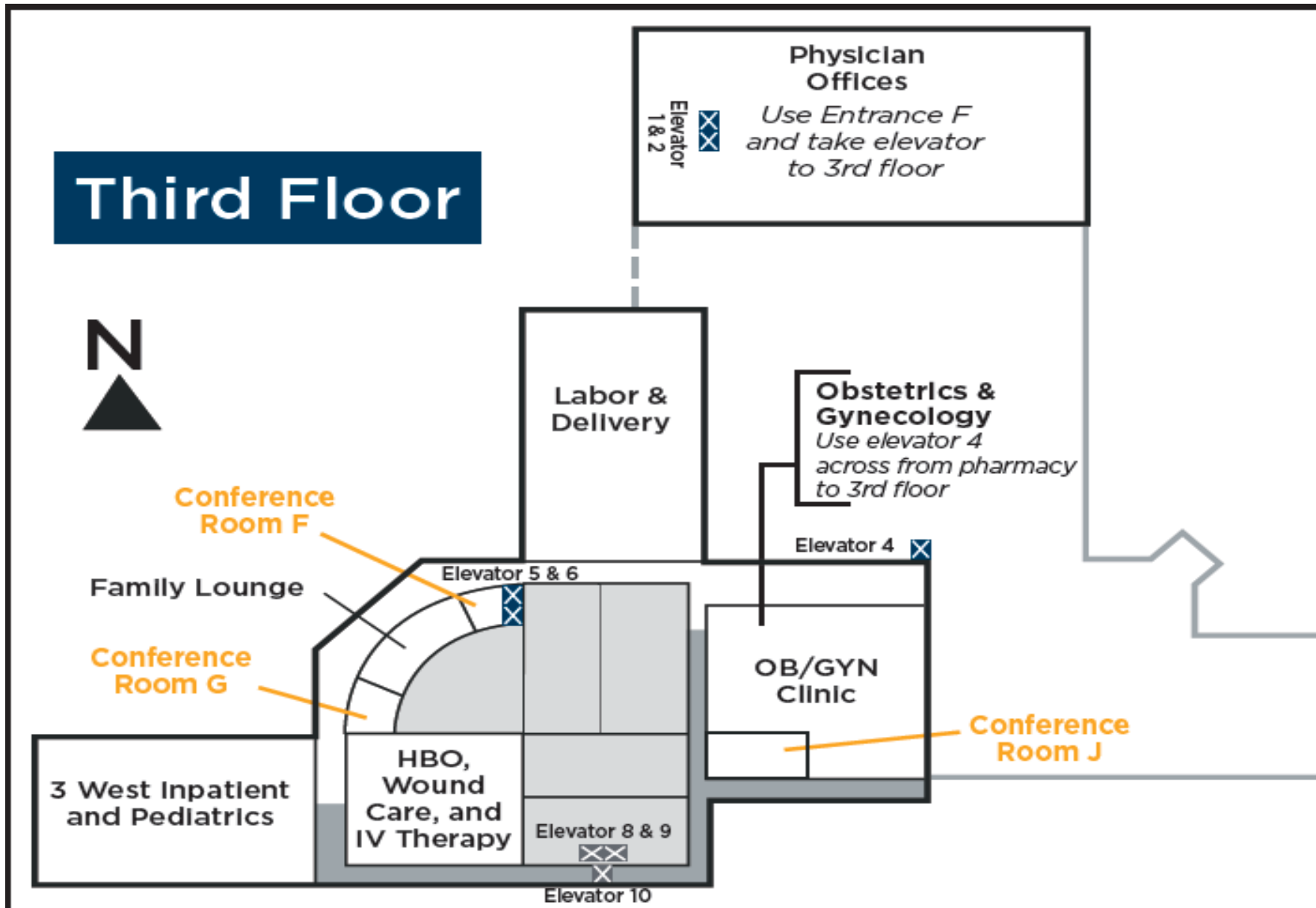
**PARKING ONLY
IN EMPLOYEE
BACK LOT**





1st Floor Location of Hallways/Doors (15 & 18) to Enter & Exit the Building with Aurora assigned student badges





Alcatel Telephone System Quick Reference Guide



The telephone number for **Aurora Medical Center Oshkosh** is 920-456-6000

If you know the extension, it may be **direct dialed** at 920-456-(extension number)

To Make an **Internal Call**: Dial “7020” then the 4-digit extension

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

For an **Emergency**: Push the Emergency button or dial 7020-5911

Other Important Extensions

Department	Nurses Station	Location
Emergency Room	7020-7420	Hospital – 1 st Floor
House Supervisor	7020-1170	Hospital – 2 nd Floor
ICU	7020-7130	Hospital – 1 st Floor
Maternal Child (LDRP)	7020-7300	Hospital – 3 rd Floor
Nursery/NICU	7020-7360 7020-7365	Hospital – 3 rd Floor
Med/Surg Ortho 2-North	7020-7240	Hospital – 2 nd Floor
Med/Surg Tele 2-West	7020-7255	Hospital – 2 nd Floor
Med/Surg Peds 3-West	7020-7350	Hospital – 3 rd Floor
Public Safety (Security)	7020-7020	Hospital – 1 st Floor
Surgical Services - FDL	7020-7300	Fond du Lac – Hwy 23/151
Surgical Services - Oshkosh		Hospital – 1 st Floor
Pre-op	7020-8733	
Surgery Control Desk	7020-8554	
Recovery (PACU)	7020-7460	
Vince Lombardi Cancer Clinic (VLCC)	7020-7870	Clinic – 1 st Floor
Wound Care / Hyperbaric / IV Therapy		Hospital – 3 rd Floor
Wound Care	7020-7417 7020-7447	
IV Therapy	7020-7390	

Clinical Experience Requirements & Information

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

- Main hospital entrance hours are 6am-6pm. Utilize this entrance for your 1st clinical shift until you receive your facility access card. Park in the furthest spots away from the building in the area marked for employees. If you are starting outside of these hours for your 1st shift, you will need to plan with your preceptor a meeting place for building access.
- Access badges for entry into the facility via the employee entrances (Door 15 & 18) will be provided on your 1st clinical shift.
- Once access badges are received all students/faculty are to park in the employee parking lots located on the South side of the hospital campus.
- All access cards are the property of Aurora Medical Center Oshkosh. Lost or damaged cards can be replaced for \$10 each by contacting the Clinical Affiliations Coordinator.

Student/Instructor Identification

- Students will wear their school-provided picture identification while on Aurora Medical Center - Oshkosh property.
- ID badges will be worn above the waist while on Aurora Medical Center - Oshkosh property.
- On-site clinical faculty will obtain an Aurora Medical Center - Oshkosh ID badge from public safety prior to the beginning of their rotation.
- If you work for 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.
- You may 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)

Food/Break Location

- Café' on 1st floor, cash or credit card, ATM in main hospital lobby
 - Monday thru Thursday 6:30am - 6:00pm
 - Friday 6:30 – 4:00pm
 - Saturday and Sunday 7:00am - 1:00pm
- Café' seating no restrictions
 - not to be utilized as a conference space or area to discuss patient care
- Vending area and microwaves available next to Café.
- No refrigeration space so if bringing lunch please pack accordingly.

Belongings

- Limit bringing any type of valuables unless you can keep on your person. Units do not have space for storing student belongings.
- There is a large closet area that can be used by students and is located, in the Hospital 2nd floor behind the inpatient lab in the education department hallway. We may have up to 2 student groups on site at a time, so try and keep clinical groups together using one section of the closet for storage so there is room for all.

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

Dress Code

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

Other Helpful Hints

- Be cognizant of the noise level on the units
- Refrain from discussion regarding non-clinical related topics during your clinical (parties, drinking, inappropriate behavior)
- 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 your assistance when not actively caring for patients. Please ask the RNs and CNAs how you can help – answer call lights, round, visit with patients, etc.
- Cell phones should not be in use during clinical
- When in doubt, look up the Policy and Procedure

Resources:**Nursing & Medical Assistant Student Clinical Placement Website**

<https://www.aurorahealthcare.org/education/nursing-clinical-placement/>

Tabs of Interest

- Instructor orientation
- Orientation for instructors and students
 - Outlines pre-clinical orientation requirement steps
 - Guides and resources for navigation of login process and required learning modules

Instructors:**Student Off-Unit Experiences:**

- Off-unit experiences will **ONLY** be scheduled through the clinical affiliations site liaison. With the changing nature of health care and to protect both patients and students, there may be times

Aurora Medical Center - Oshkosh

when these experiences may be limited or suspended – increased number of patients in isolation, limited census in a department, high number of orientees in a department, other clinical groups present in a department, etc. Every effort is made to allow students at least 1 off-unit experience during their clinical rotation at Oshkosh.

- If a student's patient goes to another department for a procedure, for example a radiology test, the student may follow the patient if the patient and receiving department give consent.
- If a student, group, or instructor are seeking out off-unit experiences without the support of the site liaison, that clinical group will not be allowed off-unit experiences that rotation. This includes emailing, calling, or stopping by the department to inquire about opportunities for students to shadow.

Post Conference Room Space:

- Must be arranged through the clinical affiliations site liaison
- Space is limited and site needs will always override any clinical group reservation (ensure you have a backup plan)