

# Aurora Medical Center Summit Clinical Affiliations Orientation Handbook



## ***Site Contact Information for Clinical Affiliations***

### ***Pre-Licensure/Undergraduate***

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## **Directions to AMC Summit**

36500 Aurora Drive  
Summit, WI 53066  
(262)434-1000

From the East: take I 94 West, take exit 282, and turn left to go south on WI 67, stay in the far-left lane and take the first left onto Aurora Drive

From the South: take WI 67 North and turn right onto Aurora Drive

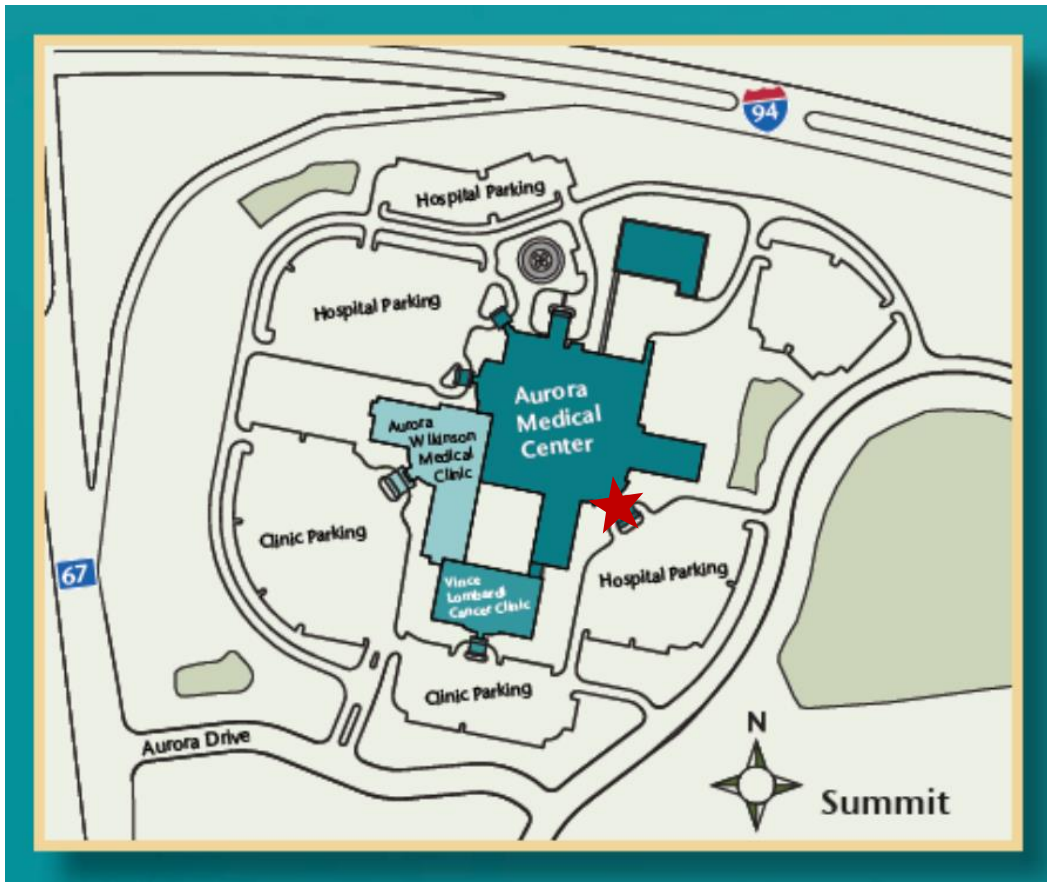
From the West: take I 94 East, take exit 282 and turn right to go south on WI 67, and take the first left onto Aurora Drive

From the North: take WI 67 south and turn left onto Aurora Drive





## Parking Map



To ensure the safety of our patients and visitors, all entrances except the emergency entrance, will be locked between 10:15 p.m.-6:25 a.m. Monday-Friday, and 8:45 p.m.-06:45 a.m. Saturday-Sunday.

Students and instructors should park in the **BLUE lines** in the parking lot. Yellow lines are for patients and visitors only.

## Location overview

Convenience, comfort and world-class care. At Aurora Medical Center – Summit, you'll find state-of-the-art services and expert doctors in an atmosphere designed to promote your healing and overall well-being.

### On-site conveniences

Additional on-site conveniences include:

- ATM machines
- Coffee kiosk at ambulatory entrance
- Daily newspaper machines
- Escort service
- Family lounges on second, third and fourth floors
- TVs and radios in all patient rooms
- Full kitchens on second and third floors for family use
- Healing garden
- Mail and flowers delivered to inpatient rooms
- Notary services
- Retail pharmacies

Vending areas located in main lobby, emergency department and OR. Open 24/7 with a variety of hot and cold food items, beverages, ice cream and snacks.

To learn more about AMC Summit, click on the link below:

[Medical Center in Summit Visitor Information | Aurora Health Care](#)



# AURORA MEDICAL CENTER – SUMMIT

**117**  
BEDS

**835**  
PHYSICIANS

**90**  
SPECIALTIES

**407**  
NURSES

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

**Aurora Medical Center – Summit** features the most advanced diagnostic and treatment technologies available. 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



**U.S. News & World Report**  
Top Hospital for  
Rehabilitation, Best  
Hospital for Maternity Care



## CLINICAL EXPERTISE AND SPECIALTIES

**High-Quality Emergency & Trauma Services**  
Level II Trauma Center accredited by the American College of Surgeons offering the highest level of trauma care in the Waukesha County area and beyond

**Bariatric Surgery**  
Nationally accredited program offering weight management solutions, nutrition counseling, minimally invasive surgical options and post weight loss reconstructive surgery

**Advanced Robotics**  
Urology, gynecology, thoracic and general surgery as well as minimally invasive spine surgery

**Cancer Center**  
Accredited by the Commission on Cancer with access to the latest research, techniques and trials

**Brain & Spine Center**  
Home to a team of board-certified neurosurgeons and staff with neurosurgeon trauma care and a reputation for neurosurgeon trauma care, surgical excellence, innovation and collaborative, individualized care

**Stroke Care**  
Primary Stroke Center as certified by DNV GL for the comprehensive treatment of stroke patients with an eight-bed inpatient rehab unit

**Women's Services**  
Comprehensive services including OB/GYN and Level II NICU. Breast Center of Excellence. Advanced imaging including 3D tomosynthesis, breast ultrasound, breast MRI and stereotactic breast biopsy

## CARING FOR OUR COMMUNITIES



**Community free clinics**  
Supporting free community health centers that care for the underserved



**Behavioral health**  
Addressing behavioral health needs through support services in Waukesha County

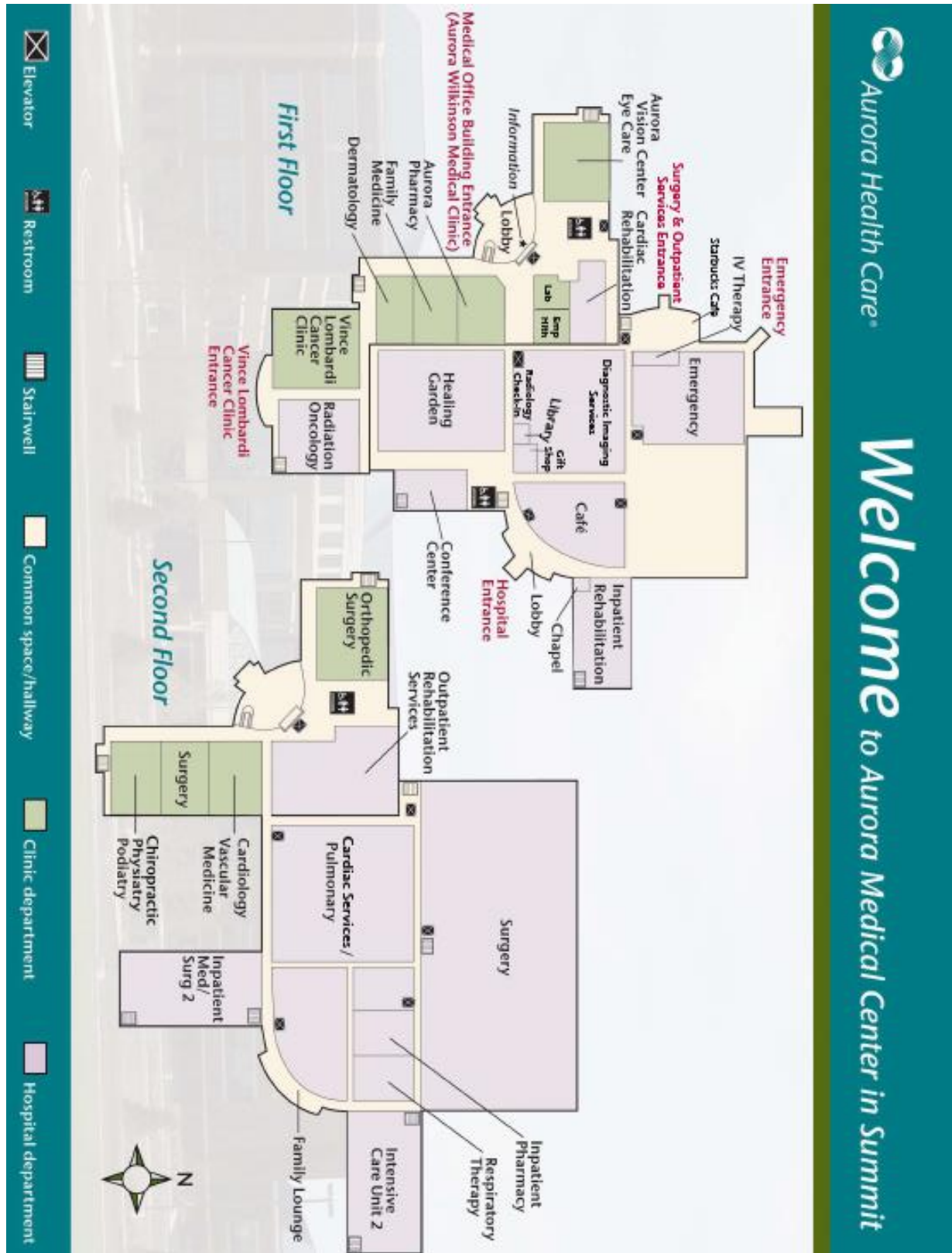


**Supporting others**  
Providing educational opportunities for future health care professionals and community partners

36500 Aurora Dr., Summit, WI 53066 | [aurora.org/summit](http://aurora.org/summit) | 262-434-1000



# Wayfinding Maps





Elevator    
 Restroom    
 Stairwell    
 Common space/hallway    
 Clinic department    
 Hospital department

Aurora Medical Center  
 36500 Aurora Drive  
 Summit, WI 53066  
 262-434-1000  
 Southeast corner of I-94 and Hwy. 67  
 Aurora.org/Summit





# Alcatel Telephone System Quick Reference Guide



**To activate the Medical Emergency system: Dial 7120-5911**

The telephone number for **Aurora Medical Center Summit** is (262) 434-1000  
 If you know the extension, it may be **direct-dialed** at 262-434-(extension number)  
 To Make an **Internal Call**: Dial the 8-digit extension, start with 7120-  
 To Make an **External Call**: Dial 9 for an outside line, then the 1 + the number.  
 To connect with the hospital operator: Dial 0

## Other Important Extensions





Department	Unit	Extension (7120-)
Medical-Surgical	Inpatient Rehab Program (IRP)	1600
	Med-Surg 2	2800
	Med-Surg 3	3800
	Med-Surg 4	4600
	Med-Surg 4 EAST	4800
Med-Surg Step Down	Med-Surg 3 EAST	3900
Intensive Care	ICU 2	2900
Women's Health	Obstetrics	4700
	Neonatal Intensive Care Unit	4900
Emergency Department	ED	1900
Information Technology		414-647-3520
Inpatient Pharmacy		2500
Lab		3700
Public Safety		1103
Surgical Services	Day Surgery	2480
Vince Lombardi Cancer Center		8800
Wound Care		3200
Cardiac Rehab		1650
Interventional Radiology		1300

Every unit has a laminated “**Quick Reference - Emergency Preparedness**” poster. Please refer to this resource on how to respond to emergencies at the site, phone number to call to activate response system, and additional information on that response.

## Aurora Medical Center Summit Quick Reference – Emergency Preparedness

**Internal Emergency Number: Ext. 7120-5911**  
**External Emergency Number: 262.434.5911**  
**Facilities Operations Emergency: 414.315.4881**  
**Facilities Operations Request: Enter a Service Request**

**Public Safety – Emergency: Ext. 7120-9911**  
**Public Safety – Non-Urgent: Ext. 7120-1103**  
**Incident Command Center (Admin Board Room 3rd Floor): Ext. 7120-1238**  
**Team Member Information Hotline: 262.434.3434**

	PROBLEM	DESCRIPTION	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW-UP
	<b>MEDICAL EMERGENCY:</b> CARDIAC ARREST ADULT, CARDIAC ARREST PEDIATRIC, CARDIAC ARREST NICU	Inpatient. A potentially life-threatening situation requiring the response of a team of designated clinicians.	Call Ext. 7120-5911 to initiate overhead announcement and activate the response team.	Keep the person calm. Check the pulse and breathing. Initiate CPR if necessary, by qualified staff.	Return to normal duties as directed upon All Clear
	<b>MEDICAL EMERGENCY:</b> STAT TEAM, STEMI, STROKE, TRAUMA, OB, MASS TRANSFUSION PROTOCOL, MALIGNANT HYPERTHERMIA PROTOCOL	A patient condition or situation requiring the response of a team of designated clinicians & resources	Call Ext. 7120-5911 to activate the response team	Keep the person calm. Check the pulse and breathing. Initiate interventions if necessary, by qualified staff.	Return to normal duties as directed upon All Clear
	<b>MEDICAL EMERGENCY:</b> FIRST RESPONSE TEAM (INTERNAL OR EXTERNAL)	Outpatients/Visitor/Team members. A change in condition situation requiring the response of a team of designated clinicians.	Call Ext. 7120-5911 to initiate overhead announcement and activate the response team.	Keep the person calm. Implement specified alert responses and notifications.	Return to normal duties as directed upon All Clear
	<b>MEDICAL EMERGENCY:</b> B.E.R.T. Behavioral Emergency Response Team	Called for escalating behaviors that could lead to physical violence or unsafe condition for patient or teammate.	Protect/defend yourself and call 7120-5911 to request the B.E.R.T. Team	If safe to do so: attempt to verbally de-escalate the situation.	Return to normal duties as directed upon All Clear Document as appropriate.

# Clinical Group Expectations

## Resources:

- The Clinical Affiliations student website is the source of truth and resources - [Nursing & MA Student Clinical Placement | Aurora Health Care](#)
  - *MW Region Student Undergraduate Nurse and Student Nursing Assistant Policy* – also available to view in Policy Tech.
    - **NOTE: Students are only allowed to pass medications with their clinical instructors.** This is in our policy. If a teammate offers, politely thank them but decline. Students can observe an RN during medication administration, but teammates are not to co-sign medications with clinical group nursing students.
  - *Student Nurse Skills List* - Please use the password "Instructor@aah" to open and review. It is the responsibility of the instructor and the students to know what they can and cannot do while on the unit.
- Nursing Hub – click on the purple stethoscope icon, shown here, on any computer desktop for nursing resources



## Student/Instructor Parking & Entrance into the Hospital:

- All students and instructors are to park in the **BLUE lines** in the parking lots.
- Review page 4 for a map of parking lots and entrances.

## Identification Badge:

- Picture ID with appropriate security access will be issued to the instructor before or on the first clinical day by the Clinical Affiliations site liaison. These can be picked up in public safety, and access will start on the first date of clinical. All badges must be returned to public safety or the site liaison on the last clinical day.
- Students are to always wear their school ID student badge above their waist in a visible location.

## Off-Unit Experiences:

- Off-unit experiences are not a guaranteed part of the inpatient clinical program with the instructor. These experiences are offered as a supplement to the clinical time spent on the unit.
- These experiences will be scheduled *ONLY* through the clinical affiliations site liaison. With the changing nature of health care and to protect both patients and students, there may be times when these experiences may be limited or suspended. Every effort is made to allow students 1-2 off-unit experiences during their clinical rotation at Summit.
- If a student's assigned patient goes to another department for a procedure, such as a radiology test, the student may follow the patient if the patient and receiving department consent.
- If a student, group, or instructor is seeking out off-unit experiences without the support of the site liaison, that clinical group will not be allowed off-unit experiences during that rotation. This includes emailing, calling, or stopping by

the department.

- Off-unit experiences are observation ONLY.

### **Health Insurance Portability & Accountability Act (HIPAA) & Confidentiality**

- Ensure that all patient-specific information is kept private and confidential; this includes during pre-and post-conferences. These conversations should not occur in the hallways or open areas where the public is present. Please have these discussions in a conference room. Reserve a conference room with the site liaison if needed.
- Do not make copies or print from the medical record.

### **Access to the Electronic Medical Record (EPIC)**

- A network user ID (Network ID/AAH ID) is required to access the EPIC application.
- Access will be coordinated by the Clinical Affiliations System Coordinator and the school as appropriate, and instructions will be provided to the school.
- For access issues, please call IT first: (414) 647-3520
- Instructors are responsible for co-signing their students' documentation. Please refer to the student website for resources on co-signing.

### **Expectations When on the Unit:**

- No cell phones on the units for students or instructors. These are to stay in your backpack in the breakroom or your vehicle.
- No students in the dictation room – this space is reserved for our providers so that they can document and write orders.
- Computer space is limited in the nurse's station. Please save this area for the teammates on the unit. Plan to chart all assessments, medications, etc., while in the patient's room.
- Please be aware of the volume and content of your conversations in public spaces, especially on the units – you represent your school and our facility.
- The instructor must check in with the charge RN before the start of the clinical to review patients and choose appropriate assignments. Please fill out the Clinical Group Communication Tool on the unit. This helps with communication with the team 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.).
- When you are not actively caring for patients, please ask the RNs and CNAs how you can help – answer call lights, round, visit with patients, etc.
- When in doubt, look up the Policy and Procedure on the Nursing Hub; see "Resources" above.
- Handwashing – do it! Please follow our guidelines for the patient's safety and your own! There are secret shoppers on site conducting hand hygiene audits. If you or your group is found to be out of compliance with handwashing, this can impact the ability to complete your clinical hours at the site.
- Conferencing between instructors and students should take place outside of the unit. Breakrooms offer limited space and privacy. Please reserve pre- and post-conference rooms with the clinical site liaison.