![Aurora Health Care — Now part of ADVOCATE HEALTH]

Aurora Sinai Medical Center
Clinical Affiliations
Orientation Handbook

**Aurora Sinai Medical Center Contact Information
(for Undergraduate Clinical Affiliations)**

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*System Site Nursing Professional Development Specialist,
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Clinical Affiliations Liaison*
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**Post-Licensure Contact for RN to BSN, MSN, and DNP
programs**

Email: WInursingclinicalaffiliations@aah.org

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Aurora Sinai Medical Center

386	**1,063**	**116**
BEDS	PHYSICIANS	SPECIALTIES

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

Aurora Sinai Medical Center is a comprehensive community hospital providing state-of the-art services in downtown Milwaukee with a strong focus on supporting greater racial equity and civil rights as well as serving the surrounding community. We have strong academic affiliations and serve as the home for medical residency and fellowship programs. 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

America's Best Maternity Hospitals 2023
Newsweek

2023 Practice Greenhealth
ENVIRONMENTAL EXCELLENCE AWARDS

Modern Healthcare **FORTUNE**
Best employers in state and diversity

CLINICAL EXPERTISE AND SPECIALTIES

Cardiovascular Services
State-of-the-art services including an electrophysiology program that's recognized worldwide, a peripheral vascular clinic, and a pacemaker clinic

LGBTQ Care
Caring, compassionate and cutting-edge gender affirming surgical program

Urology
Treating a wide range of urological conditions for both men & women utilizing minimally invasive laser & robotic techniques.

Bariatric Surgery Services
A designated Bariatric Surgery Center of Excellence offering both traditional bariatric surgery and proven minimally invasive options for treating severe obesity

Senior Services
Wisconsin's first inpatient unit dedicated to improving hospital care for older patients in a homelike setting. The on-campus Center for Senior Health and Longevity is dedicated to outpatient care for memory loss, falls and balance, and geriatric evaluation management

Orthopedics and Aurora Sports Health
Non-surgical options and minimally invasive procedures with computer and robotic-arm assisted surgical technology, as well as comprehensive services for injury evaluations, custom orthotics and rehabilitation services

Women's Health Care
Home to downtown Milwaukee's largest midwifery practice, the only Level III neonatal intensive care unit in the city, and specialists in high-risk pregnancy care, gynecological surgery, pelvic floor therapy, a dedicated fibroid clinic and Sexual Assault Treatment Center

CARING FOR OUR COMMUNITIES

Access to a housing navigator who helps people find permanent housing through the Milwaukee Health Care Partnership Housing Initiative

Trauma-informed care and follow up referrals for patients including survivors of sexual violence to receive counseling, collect evidence and more

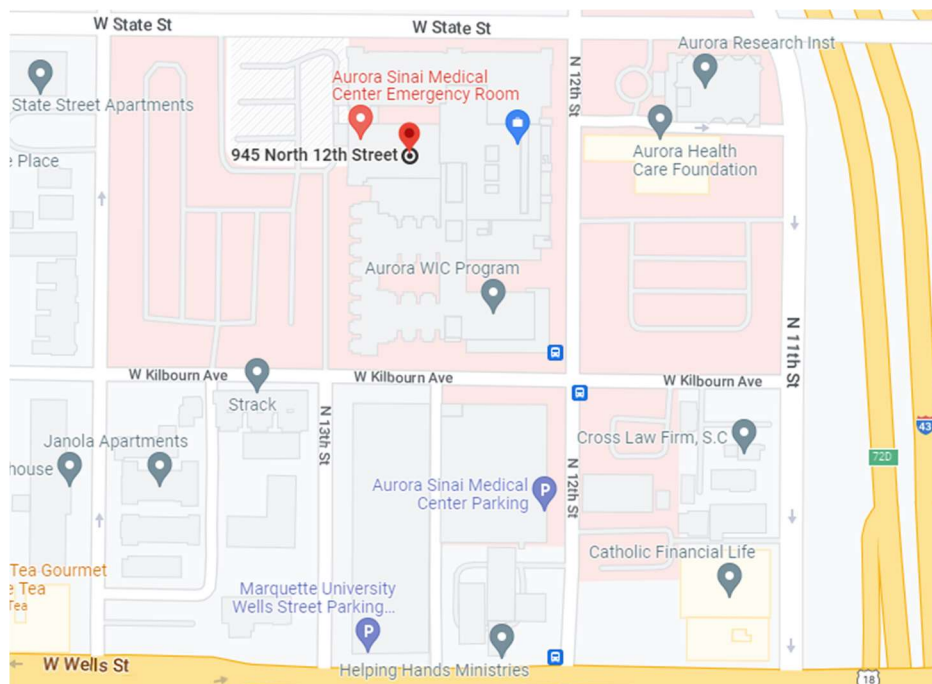945 N. 12th St., Milwaukee, WI 53233 | aurora.org/sinai | 414-219-2000

Directions to Aurora Sinai Medical Center
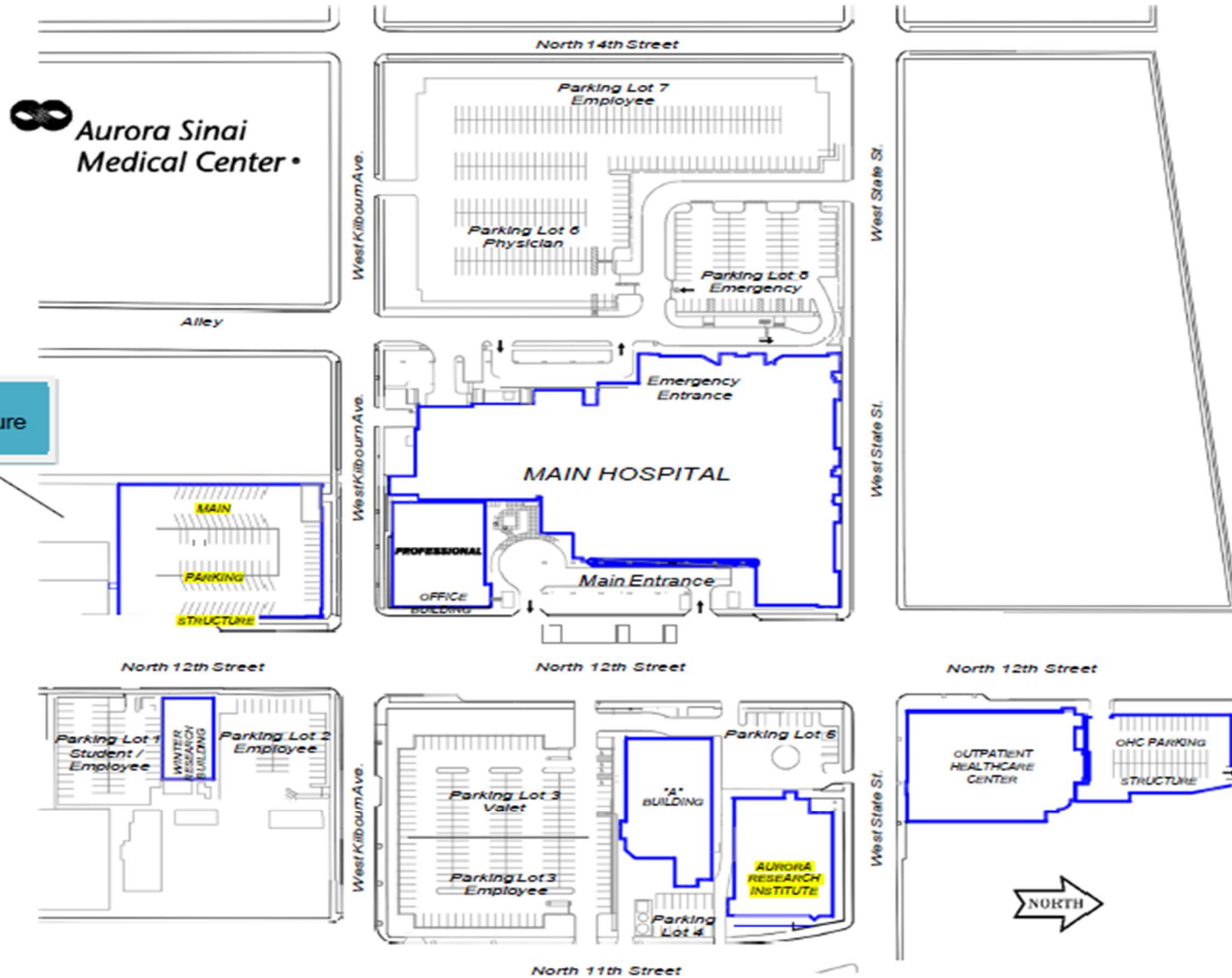945 N. 12th St.
Milwaukee, WI 53233
(414) 219-2000

From the North – Take I-43 south. Exit 72E for Highland Ave/N. 11th St. Continue on N 11th St. Turn right onto W State St. Turn left at N. 12th St.

From the South – Take I-43N/I-94 W north. Exit 72A for Michigan St/10th St (2nd from right lane while on I-43N). Follow N. 10th St to Wells St. Take a left on Wells and a right on N. 12th St.
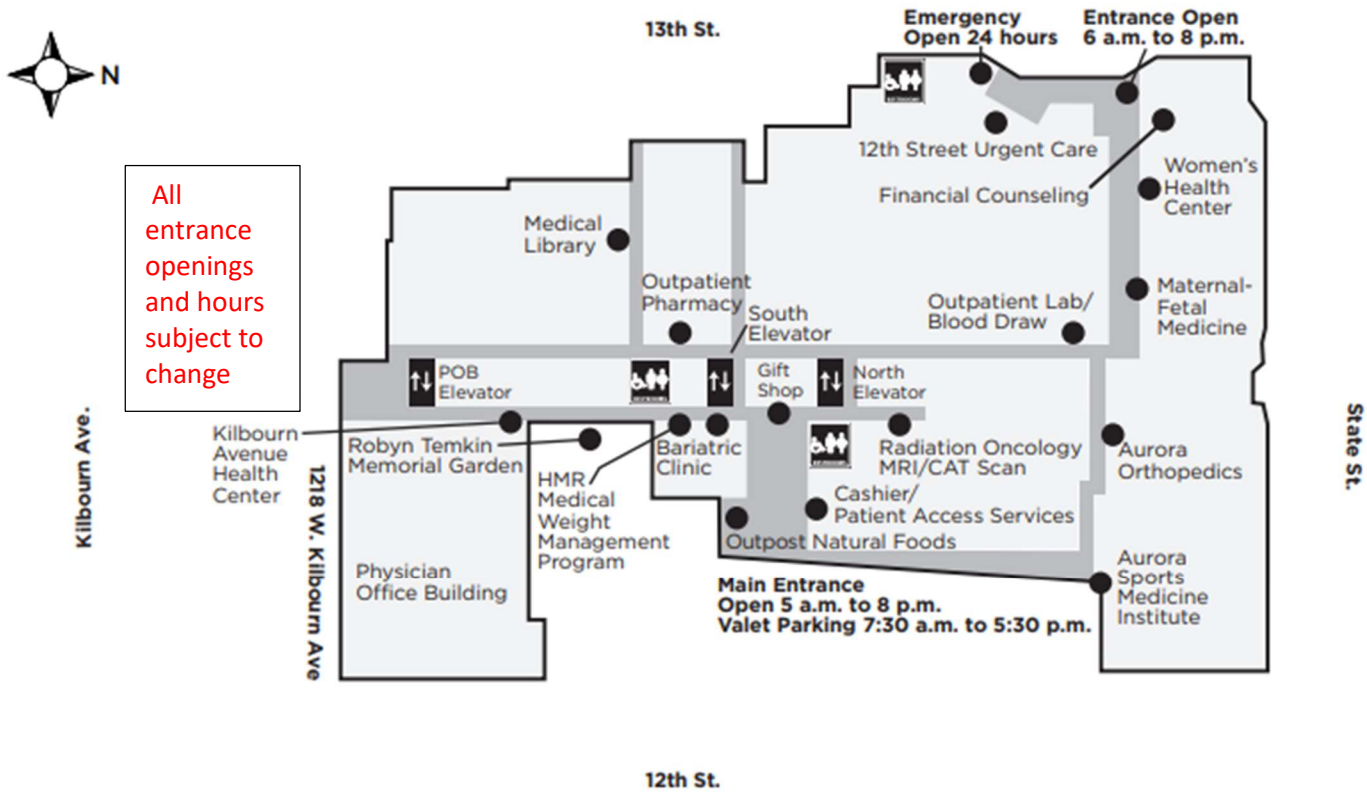
From the West—Take I-94E east. Exit 309B for 26th St./St Paul Ave. Use the right lane to turn slightly left onto N. 26th St. Turn right on W Clybourn St. Turn left on N. 19th St. Turn right on W State St. Turn right at N. 12th St.
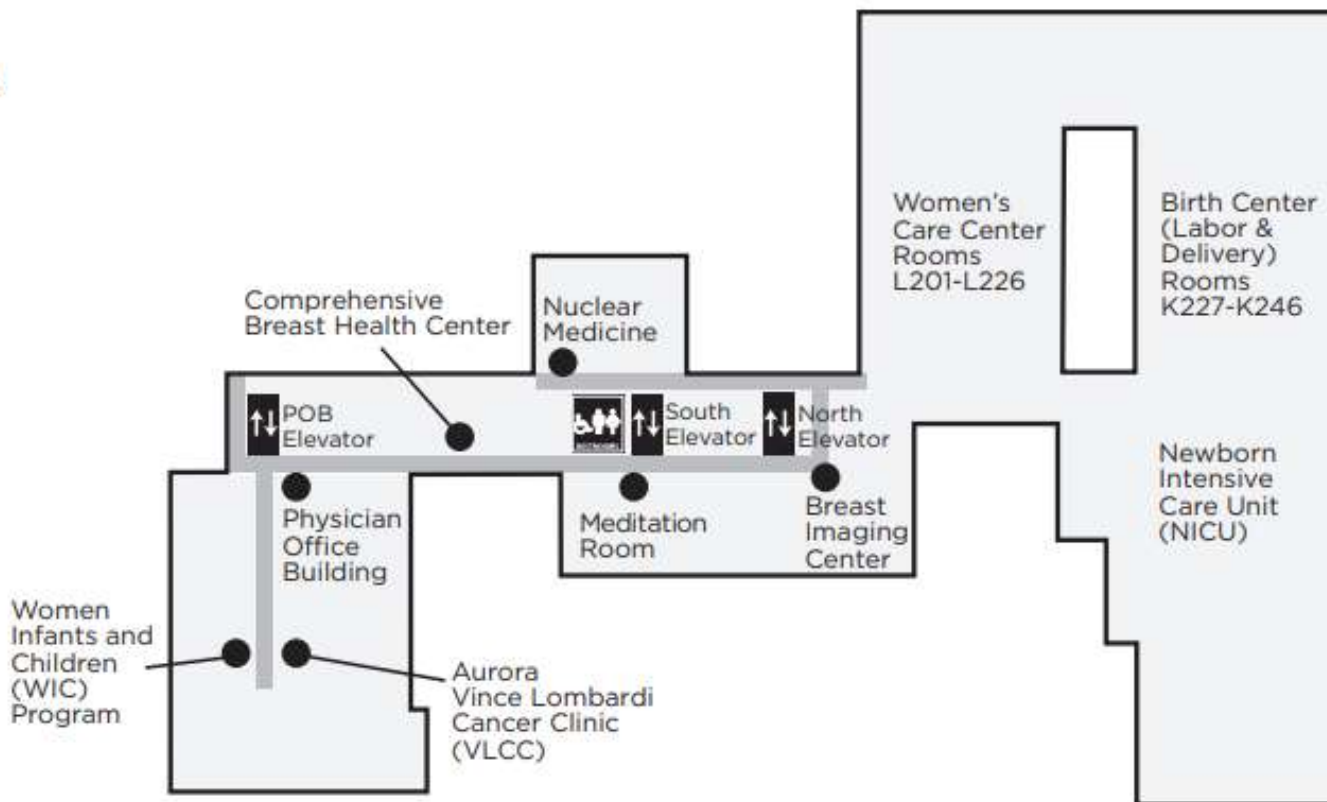
NOTE: Students/Faculty should park in the Main Parking structure on levels 4-5. Access Badges to the Main Parking gate and building will be issued on the first clinical day.
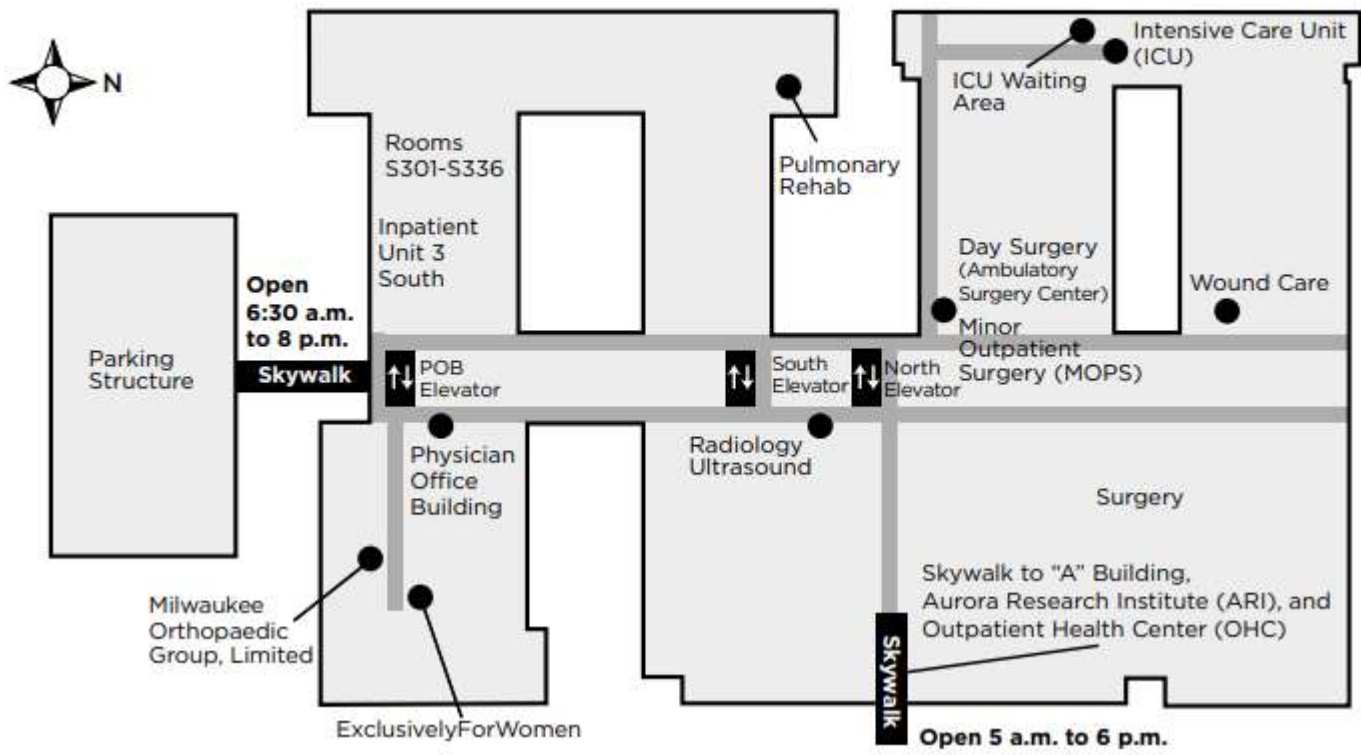
Created by Katherine Leistico, Nursing Professional Development
Specialist Created date: 3.29.2023; Reviewed / Revised Date: 2.26.2024

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1st floor

All entrance openings and hours subject to change

13th St.

Emergency Open 24 hours

Entrance Open 6 a.m. to 8 p.m.

12th Street Urgent Care

Financial Counseling

Women's Health Center

Medical Library

Outpatient Pharmacy

South Elevator

Outpatient Lab/ Blood Draw

Maternal-Fetal Medicine

POB Elevator

Gift Shop

North Elevator

Kilbourn Avenue Health Center

Robyn Temkin Memorial Garden

HMR Medical Weight Management Program

Bariatric Clinic

Radiation Oncology MRI/CAT Scan

Cashier/ Patient Access Services

Aurora Orthopedics

Outpost Natural Foods

Aurora Sports Medicine Institute

Physician Office Building

Main Entrance Open 5 a.m. to 8 p.m. Valet Parking 7:30 a.m. to 5:30 p.m.

Kilbourn Ave.

1218 W. Kilbourn Ave

State St.

12th St.

N

Created by Katherine Leistico, Nursing Professional Development Specialist Created date: 3.29.2023; Reviewed / Revised Date: 2.26.2024

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2nd floor

N

Comprehensive Breast Health Center

Nuclear Medicine

POB Elevator

South Elevator

North Elevator

Physician Office Building

Meditation Room

Breast Imaging Center

Women's Care Center Rooms L201-L226

Birth Center (Labor & Delivery) Rooms K227-K246

Newborn Intensive Care Unit (NICU)

Women Infants and Children (WIC) Program

Aurora Vince Lombardi Cancer Clinic (VLCC)

3rd floor

N

Parking Structure

Open 6:30 a.m. to 8 p.m.
Skywalk

Rooms S301-S336

Inpatient Unit 3 South

Pulmonary Rehab

Intensive Care Unit (ICU)

ICU Waiting Area

Day Surgery (Ambulatory Surgery Center)

Wound Care

Minor Outpatient Surgery (MOPS)

POB Elevator

South Elevator

North Elevator

Physician Office Building

Radiology Ultrasound

Surgery

Milwaukee Orthopaedic Group, Limited

ExclusivelyForWomen

Skywalk to "A" Building, Aurora Research Institute (ARI), and Outpatient Health Center (OHC)

Skywalk

Open 5 a.m. to 6 p.m.

8

4th floor

N

Inpatient Unit4 Center C409-C461

Rooms L471-L484

Rooms K486-K495

PNC Healing Garden

Acute Care for the Elderly (ACE) Unit

Inpatient Unit 4K Rehabilitation

POB Elevator

South Elevator

North Elevator

Administration

Physician Office Building

GI Lab

Aurora Rehabilitation Center (Outpatient Rehabilitation)

Easy Street

Food and Drinks:

The cafeteria is in the basement of the main hospital and hours are primarily during day shift into the early evening. Seating is available in the cafeteria (please no post-conferencing).

There is some vending on the second floor near the South elevators.
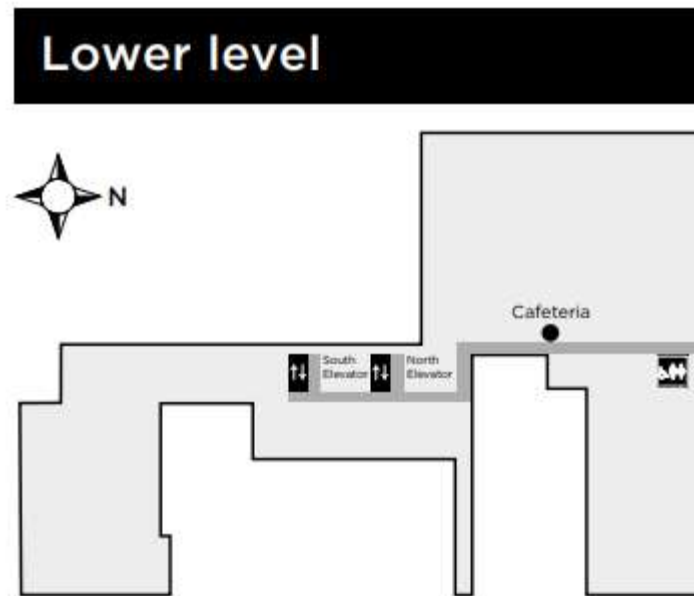
Hospital Emergency Information (Dial x4444)

Plain Language Emergency Alert Standardization

- There are 4 plain language CATEGORIES that will serve as the CORE ANNOUNCEMENT for all emergency notifications (e.g. pager, test, overhead announcement)
- Following the Core Announcement, the type of actual emergency (in plain language) and location will be communicated.
    - Example: "*Medical Alert – Rapid Response Team – Unit 40 – Room ----*

Facility Alert (may include but not limited to)
Utilities Disruption
Fire Alarm
Electricity Disruption
Hazardous Spill
Decontamination
Evacuation
Incident Command
Health Informatics & Technology (HIT/IS)

Weather Alert (may include but not limited to)
Severe Thunderstorm
Tornado
Snow Storm
Ice Storm

Security Alert (may include but not limited to)
Missing Person: Adult/Child/Infant with description /last location
Suspicious Package/Bomb Threat
Security Assist
Active Threat
Perimeter Control/Lock Down

Medical Alert (may include but not limited to)
Patient Surge-Stand By
Patient Surge
Trauma - Adult/Pediatric
Medical Code Team - Adult/Pediatric
Rapid Response Team - Adult/Pediatric
Stroke Alert
Behavioral Health Response Team
(BERT)
Sepsis Alert
STEMI Alert

Aurora Sinai Medical Center
of Aurora Health Care Metro, Inc.

Who Do You Call for Help?

Step 1) Identify the concern:

CODE Team	STAT Team	NeuroSTAT Team (STROKE)	OB STAT Team	Malignant Hyperthermia STAT TEAM	RAPID Response	BERT Team
PATIENTS*	**PATIENTS***	**PATIENTS***	**ANYONE**	**PATIENTS***	**CLINIC PATIENTS VISITORS TEAMMATES**	**PATIENTS***
• Pulseless • Not breathing • Unresponsive • Lethal condition changes such as: ◊ Profound hypotension ◊ Lethal rhythm change This includes "Selective Treatment/DNR" patients that are agreeable to ANY of the following: ◊ Intubation ◊ Antiarrhythmics ◊ Cardioversion ◊ Vasopressors	• Those who need immediate medical assistance (including DNR patients) • Acute changes in: ◊ Heart rate, blood pressure, oxygen requirements, RR, LOC • Signs & symptoms of a head or spine injury post-fall • New or recurring chest pain • Positive sepsis screen and clinically unstable • Persistent, uneasy feeling about patient's condition • Signs and symptoms of an ischemic limb ◊ Loss of pulse in limb ◊ Cold extremity ◊ Loss of color • Massive blood loss (Call lab x6882 to active MTP if necessary) • Persistent, uneasy feeling about patient's condition	• Acute changes in neurological status or stroke-like symptoms • Balance • Eyes • Facial drooping • Arm weakness • Speech difficulty • Terrible headache	• Acute maternal or fetal status change, obstetric emergency, or precipitous delivery outside of 2K. • Examples include, but are not limited to: seizures or neuro status changes, & maternal hemorrhage or massive blood loss (Call lab x6882 to activate MTP if necessary).	• Patients in a hyper-metabolic state with suspected Malignant Hyperthermia (most commonly seen with anesthesia or with medications used during intubation).	• Those who need immediate medical assistance • Examples include but are not limited to: • Fall • AMS • Suicidal ideation • Chest pain • Hypoglycemia • Seizure • *Anywhere on campus including buildings and grounds.	• Self-destructive or self-harming behavior • Confusion or agitation • Aggressive, threatening, violent behavior • Destruction of property
Responders:	**Responders:**	**Responders:**		**Responders:**	**Responders:**	**Responders:**
• ICU Attending and ICU Senior Resident (Code Leader*) • Hospitalist • Internal Med. Senior & Junior Resident • Hospital Supervisor • Clinical Resource Nurse • ICU Charge RN (EZ-IO & EMMA, Access & Med Admin) • 3 South RN (Code Documentation) • Adult RT • Pharmacist (1st Shift) • ED Tech or ED RN (Transport cart/Lucas/CPR Support) • Phlebotomist (iStat) • Public Safety (Crowd control) *ICU Attending responds to ED codes, but ED MD is the ED code leader unless this role is delegated to the ICU Attending.	• Internal Med. Senior Resident (Leader) • Hospitalist • Hospital Supervisor • Clinical Resource Nurse • ICU Charge RN (EZ-IO & EMMA) • Adult RT • Phlebotomist (iStat) • Public Safety	• Hospitalist (Leader) • Internal Med. Senior Resident • Hospital Supervisor • Clinical Resource Nurse • ICU Charge RN (EZ-IO & EMMA) • Adult RT • Phlebotomist (iStat) • Public Safety	**Responders:** • OB Attending • OB/GYN Senior Resident • OB Anesthesia Team • Neonatologist • 2K Charge RN • 2L Charge RN • NICU Charge RN • Hospital Supervisor • Clinical Resource Nurse • ICU Charge RN (EZ-IO & EMMA) • NICU RT • Adult RT • Phlebotomist (iStat) • Public Safety	• General Anesthesia Team (Anesthesiologist & Tech) • OB Anesthesia Team (Anesthesiologist & Tech) • ICU Attending & ICU Senior Resident • Hospitalist • Internal Med. Senior Resident • Hospital Supervisor • Clinical Resource Nurse • ICU Charge RN (EZ-IO & EMMA + Orange MH cart & 3L cold saline from PACU) • 2K Charge RN (Orange MH cart & 3L cold saline from L&D) • Adult RT • Pharmacist (1st Shift) • Phlebotomist (iStat) • Public Safety	• ED RN and/or Tech (First responder storage box, transport cart, Lucas, AED) • Hospital Supervisor • Public Safety **CLINIC PATIENTS VISITORS** Contact Public Safety at x7014 to determine appropriate response.	• Hospitalist • Internal Med. Senior Resident • Hospital Supervisor • Clinical Resource Nurse • Public Safety • Chaplain (when present) • Psychiatric Specialist (when present) **CLINIC PATIENTS VISITORS** Contact Public Safety at x7014 to determine appropriate response.

Step 2) Dial 4444

Step 3) Communicate the team needed and provide specific location

*Patients include Observation, Outpatient in a Bed Status, and Patients Boarded in the ED

Updated: 3/2023 by ASMC Emergent Event Response Team, Matthew Lemke

Telephone System

The telephone number for **Aurora Sinai Medical Center** is 414-219-2000

To Make an **Internal** Call or **Transfer a Call**: Dial the 4 digit extension

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

Department Locations & Phone Number

Dept Name	Description	Location	Unit phone number
ED	Emergency Dept	1st Floor	414-219-6777
NICU	Neonatal ICU	2nd floor 2E	414-219-5510
L&D	Labor & Delivery	2nd floor 2K	414-219-5541
WHOB	Women's Health & OB Services: post-partum/newborn nursery & adult female med/surg overflow	2nd floor 2L	414-219-5727
3 South	Adult Medical Telemetry	3rd floor	414-219-6373
ICU	Adult Intensive Care Unit	3rd floor	414-219-6640
4 Center	Adult Medical Surgical unit	4th floor south and center	414-219-6610
ACE	Acute Care for the Elderly medical/stroke unit	4th floor 4L	414-219-5700
PS	Public Safety	1st floor in the ED	414-219-7014

Other Clinical Experience Requirements

Student/Faculty Parking & Entrance into the Hospital – see attached maps
- All students/faculty are to park in the Main Parking Structure, levels 4-5.
- Take the 3rd floor Skywalk from the parking structure to the Main Hospital for building access.

Identification and Badge Requests-Faculty & Students
- On-site clinical faculty will obtain an Aurora Sinai Medical Center ID badge from public safety prior to the beginning of their rotation. To obtain, send your professional photo to the site clinical placement specialist.
- Students will wear their school-provided picture identification while on Aurora Sinai Medical Center property.
- If your clinical is in NICU, Women's Health & OB Services, or Labor & Delivery, students must also wear an Aurora issued pink photo badge. Instructor or placement coordinator to send all student photos in one email to the site clinical placement specialist.
  - ☐ Photos must have plain background
  - ☐ Include head and shoulders
  - ☐ Verify photo is JPG format
- If clinical is in other units (med surg/ED) students will be issued an access card for parking and building access, no photo required.
- Wear your badge(s) above your waist, in a visible location at all times while on Aurora Sinai Medical Center property.
- Badge access will be issued to faculty & students on the first clinical or orientation day by the Clinical Affiliations liaison and must be returned to Public Safety or the site liaison on last clinical day.

Orientation
- System orientation requirements for instructors and students are found on the [Nursing & MA Clinical Placement website](#)

Health Insurance Portability & Accountability Act (HIPAA) & Confidentiality
- Ensure that all patient specific information is kept private and confidential. This includes pre and post conference. While we encourage post-conferences off-site there are some conference rooms available. Please reach out to the site liaison to reserve a room.
- Do not make copies or print from the medical record.

Access to computer applications including Epic/EHR and WorkDay
- A network user ID (Network ID/AAH ID) is required to gain access to the Epic/SmartChart application.

- Access is requested once MyClinical Exchange compliance is complete, it can take 2-3 weeks for access to be granted.

- This process is coordinated by the System Clinical Affiliations Lead and your school as appropriate, and instructions will be provided to your school placement coordinator. Please review those instructions carefully to activate a new ID, recover a previous ID, or reset a current password.
- For access issues, please call the Service IT Desk first at (414) 647-3520

- Instructors are responsible for co-signing their students' documentation. Please refer to the student website for resources on co-signing.
- WorkDay is the platform you will use to complete orientation e-learnings as directed by system Advocate Health

Expectations When on the Unit
- Lockers and storage are not available to faculty and students. Please limit the valuables you bring to the unit.
- Be cognizant of the noise level on the units
- Instructors, please check in with the Charge RN to review patients and select appropriate assignments. 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.)
- Nursing faculty must directly observe student medication administration.
- Offer assistance to the RNs and CNAs to seek out additional learning experiences during your down time (i.e. hourly rounding, answer call lights, visit with patients)
- When in doubt, look up the Policy and/or Procedure

Off Unit Experiences
- Off-unit experiences will be scheduled *only* through the site liaison. Please do not try to coordinate with a Charge RN or unit leadership. There may be times when experiences may be limited or suspended but every effort will be made to meet a request. Encourage those requests to come early-mid semester even if requested for the final weeks.
- If a student's patient goes to another department for a procedure (i.e. radiology, GI, etc), the student may follow the patient as long as the patient and procedural department consents.

Resources
- [Nursing & MA Clinical Placement website](#) Please review entire website including the Student Nurse Skills list
- 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: (414) 647-3520