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[**Weekly Relays User Guide**](https://ispace.utmb.edu/xythoswfs/webview/_xy-12470404_1)

**TOPICS LEGEND**

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| C:\Users\krhensle\Desktop\SMALL LOGO (2).jpg | | WEEKLY RELAYS | | **Jan. 19, 2017** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **OCE**  Dr. Sarah Baxley is the new Co-Director of the OB/Gyn clerkship previously held by Dr. Gwen Richardson who has recently been appointed as Co-Director of the OB/Gyn residency program.  Drs. Bill Mileski and Lance Griffin are now the Co-Directors of the surgery clerkship, replacing Dr. Kimberly Brown who has accepted a position at Dell Medical School in Austin.  Congratulations to all!  **OSSA**  Course Tutors: EER & PHD tutors have been identified and trained by Dr. Tara Tuchaai, Sr. Learning & Support Specialist. On January 16, 2017 Students began participating in small and large. The training for tutors includes: understanding and developing teaching strategies, shadowing an experienced tutor, developing learning objectives for tutor sessions, and deploying higher order questioning to enhance the student engagement in complex cognitive skill development and application.    USMLE Step 1 Preparation: Activities to support student success on the USMLE Step 1 exam are underway. The Step 1 Kick-off meeting for the Class of 2019 will be led by Dr. Sofia Cano, Director of Academic Support & Career Counseling, January 25, 2017, in Levin Hall South, from 5 -7 pm. Attendance at the Step 1 Kickoff is mandatory for students.    Step 1 Mentors: Dr. Cano and Dr. Tuchaai created and led a training seminar January 17, 2017, 5 – 7 pm for Step 1 Mentors to support the Class of 2019 Step 1 study preparation. The training topics included the importance of creating individualized study plans, the use of NBME practice exam performance bars to modify study plans, and how to assess progress on readiness for the Step 1 exam.  Twenty-five MS3 and MS4 students have been hired as Step 1 Mentors to support the Class of 2019 Step 1 study preparation. Students who were invited to apply for consideration as Step 1 mentors were selected from the Class of 2018 and Class of 2017 based on academic performance, previous tutoring experience and recommendations.    The first Comprehensive Basic Science Exam (CBSE #1) for Class of 2019 was administered Saturday, January 21, 2017 in the UTMB Computer Testing Center. Dr. Cano served as Chief Proctor with assistance from Frances Dawe and Shirley Pullen, who served as Assistant Chief Proctor.  Additional proctors included the following staff from OSAA: Erma Caesar, Valerie Carmichael, Rita Copado, Debra Liedy, Trea Smith, Driana Urbina,  Dr. Richard Carroll, Dr. Julie McKee, Dr. Norma Perez, Dr. Jeffrey Rabek, and Dr. Tara Tuchaai. | | | **Clinical affiliation agreement between UTMB, Baptist Hospitals of Southeast Texas:**  UTMB and Baptist Hospitals of Southeast Texas (BHSET) signed a clinical affiliation agreement, effective Jan. 1, 2017. This affiliation builds on the strengths of both organizations to provide the most advanced patient care for adult and pediatric patients in the Beaumont area and the surrounding region. Under provisions of the agreement, the two organizations will work closely together to increase quality and access to care for patients in the Beaumont area in need of multiple medical specialties and services. The organizations will also explore using UTMB’s extensive telemedicine technology network to provide consultations in psychiatry and psychology, gynecologic oncology, pediatrics and pediatric ophthalmology.  **Monthly financial update:**  UTMB ended the month of December with a $3.2 million loss. This loss was $1.2 million greater than budgeted for the month. Overall, UTMB continues to track a favorable $0.7 million to expected results for the fiscal year. We are currently working closely with the insurance company on our business interruption claim to determine the lost revenue and additional operating expenses associated with the John Sealy Hospital fire on Jan. 4. Your continued hard work and efforts to manage resources wisely will help UTMB meet our financial goals and ensure the long-term success of our mission.  **Feedback requested—Fire response and recovery**  While the events of the fire on Jan. 4 are still fresh in your memory, please reply with top-of-mind recommendations/feedback that will help Health System leadership and the Incident Command Center better prepare for emergencies in the future. All comments or questions are welcome. Although your name and email are not required, providing them will assist leadership in following up with you should we have additional questions or need clarification about your feedback. Please visit <https://intranet.utmb.edu/healthsystem/submissions.asp> to enter your response. Feedback topics might include, but are not limited to:   * Evacuation * Safety and security (during and after evacuation) * Communications * Resources (e.g., supplies, personnel, other assets) * Staff responsibilities * Utilities management | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **UTMB NEWS** (continued)  **Best Care Lunch & Learn:**  The next Best Care Lunch & Learn will be held Jan. 25 in Levin Hall Dining Room. The topic is “Clinical Documentation Improvement and Reducing UTMB’s Mortality Rate” with Dr. Gulshan Sharma, vice president and chief medical and clinical innovation officer. You can also watch a video about clinical documentation tips featuring UTMB’s faculty on the Best Care website. Information on both, as well as materials from previous sessions, can be found at [http://intranet.utmb.edu/best-care](http://intranet.utmb.edu/best-care/default.asp).  **Tracking phase of the FY17 annual evaluation process underway:**  The annual evaluation process enables employees to focus on actions and behaviors that have a direct impact on departmental and institutional goals, and this time should be used to track your progress against established performance criteria and document achievements in the ePerformance system. The next milestone in the tracking phase is the completion of at least one activity related to your My Road Ahead development plan by Feb. 28. (Note for Academic Enterprise: Employees should complete all activities associated with their My Road Ahead development plan by Aug. 31.) See <https://hr.utmb.edu/relations/performance/> for more annual evaluation information.  **Improve your skills and get ahead with the UT System Learning Zone:**  The Learning Zone offers unlimited access to thousands of free books, training courses, videos and other learning assets—right from your computer or mobile device. Go to [https://utsystem.skillport.com](https://utsystem.skillport.com/) and log in with your UTMB username and password to view the library of available topics. For more information about this professional development tool, see <https://hr.utmb.edu/tod/learning/>.  **Have you seen or heard the new UTMB Wonders commercials?:**  Just a reminder that the new UTMB Wonders advertising campaign was launched Jan. 16, featuring broadcast TV and radio commercials and digital advertising. To see the 15-second advertisements (including a CMC-accessible link to videos), please visit [www.utmbwonders.com/utmb-preview](http://www.utmbwonders.com/utmb-preview). | | | **TAX FORMS**  **2016 1095-C form available:**  Employees who signed up to receive an electronic copy of IRS Form 1095-C may now log in to [www.MyTaxForm.com](http://www.mytaxform.com/) to download and print the form. This form contains information about your health care coverage that will be needed to complete your 2016 tax returns, and those who chose the digital format will have unlimited access to the form until Dec. 31. Any employee who did not consent to electronic delivery of the form will receive a paper copy through the U.S. mail at their mailing address. Please be advised [MyTaxForm.com](http://mytaxform.com/) will reissue a lost or damaged form at no cost; however, a fee will be charged for each additional paper copy. Instructions for logging in and downloading the form are available [online](https://ispace.utmb.edu/xythoswfs/webview/_xy-15336531_1). Any questions about the form may be emailed to [hrservic@utmb.edu](mailto:hrservic@utmb.edu).  **2016 eW-2 available:**  Employees who consented to receiving an electronic copy of their W-2 for 2016 may now view and print their form through [Employee Self Service](http://www.utmb.edu/hcm/hcm_redirect.asp?strApplication=employee%20self%20service). The W-2 form is located under the Payroll and Compensation section, and you must be directly connected to a UTMB network to access the information. Any employee who did not sign up for electronic delivery of the form will receive a paper copy through the U.S. mail at their mailing address. For questions or assistance with the form, email [payroll.services@utmb.edu](mailto:payroll.services@utmb.edu). | |
| **DID YOU KNOW?**  In FY16, UTMB’s Health System recorded 30,298 hospital discharges; 1,015,673 outpatient encounters; 66,209 emergency department visits; and delivered 6,091 babies at its Galveston, League City and Angleton Danbury campuses and at its clinics located throughout Texas. You can find additional FY16 data on the recently updated Data Reference Card available online at [utmb.edu/business](http://www.utmb.edu/business). | |