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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 | **July 6, 2017** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **OEA**We are happy to have Nancy Tovar back in the office! She’s moving a little slower, but she’s resumed to all of her regular duties ☺We also are pleased to recognize seven of our MS3 and MS4 SCOPE students for winning honorable mention for their e-poster submission to the Texas Pediatric Society. You can view their e-poster here: <https://txpeds.org/2017-e-poster-winners>* Ryan Gates
* Jacob Maher
* Joie Cavazos
* Andrea Johnson
* Cecilia Drennen
* Devon Laughlin
* Janika Prajapati

**OSAA**Frontera de Salud conducted a Community Health Mission Trip to Presidio, TX from June 22 to June 26. Dr. Norma Pérez and 14 students from across all UTMB schools conducted a health fair. Booths included: Individual Hydroponic Gardens, Healthy Eating Cooking Demonstration, Vaccines and Zyka Virus, Blood Pressure and Glucose readings, and BMI.  | **General compliance training classes:**The deadline for completing your assigned compliance training for FY17 is Aug. 31. To assist with this annual requirement, classroom sessions of the General Training Review are available on the Galveston Campus:* **July 18**, 9-11:30 a.m., Research Building 6, Room 1.206
* **Aug. 10**, 2-4:30 p.m., Research Building 6, Room 1.206

The instructor-led classes are offered as an alternative to the [Enterprise Learning Management (ELM) online courses](http://hr.utmb.edu/tod/elm/) and cover general compliance, HIPAA, sexual harassment, equal employment opportunity law, information protection, fire safety and threatening situations. Pre-registration is not required.**Reminder—Employee Benefits Fairs:** Don’t forget to stop by one of UTMB’s Employee Benefits Fairs to learn more about annual enrollment and the insurance, retirement and wellness programs for the 2017–2018 plan year. Fairs will be held:* **July 11**, 10 a.m. – 1 p.m., League City Campus
* **July 12**, 10 a.m. – 2 p.m., Galveston Campus
* **July 13**, 10 a.m. – 1 p.m., Angleton Danbury Campus

Details are available on [iUTMB](http://intranet.utmb.edu/iutmb/).**Phone system maintenance on Galveston Campus:** The UTMB phone system will experience intermittent connectivity in Jennie Sealy Hospital on the Galveston Campus from 11 to 11:30 p.m. (30 minutes) on July 6 and from 4 to 4:30 a.m. (30 minutes) on July 7 due to phone system maintenance. Users in Jennie Sealy Hospital will be reminded to use the Orange Emergency phones during this time.**Planned power outage on Galveston Campus** On July 8 from 7 a.m. to 9 p.m., the third in a series of planned electrical outages will occur. All normal power will be off in McCullough (M11), John Sealy Annex (M9), Old Children’s (M8), JSA-North Addition (M91) and Clinical Sciences (M7) buildings. All affected buildings will be running on emergency power only during this outage. ***Café on the Court will be closed during this outage.*** **ACTION ITEM: Annual employee evaluations:**The institutional deadline to complete annual evaluations for FY17 is July 31, 2017. An evaluation is required by UT System for all faculty and staff members hired on or before Feb. 28, 2017; however, anyone who received a formal evaluation after Jan. 1, 2017, does not need to be reviewed at this time. Employees are advised to speak with their leadership regarding any entity or department specific requirements and deadlines. For more annual evaluation information, see <https://hr.utmb.edu/relations/performance/>. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
|  **AmCom-Smart Web the place for on-call scheduling:** Need to publish your on-call schedule? AmCom is the place! To have an on-call list created, contact the UTMB Help Desk at ext. 25200 and request an AmCom ticket. Please have the following information available: the name of the on-call schedule, the different type of assignments (e.g., 1st call, 2nd call), the escalation process, on-call hours and the person who will be responsible for entering the schedules (access and training). For more information, please contact Mary Dewitt, madewitt@utmb.edu. To access AmCom, visit [http://smartweb.utmb.edu/smartweb](http://smartweb.utmb.edu/smartweb/), or refer to the Resources tab on iUTMB (listed under Information Services). **Patient Safety Net (PSN) reporting:** Please use the PSN event reporting tool to capture information about adverse events, near misses and unsafe conditions that involve patients, staff and visitors. Reporting while facts are fresh in your mind allows for prompt interventions to correct unsafe situations. Critical incidents should be reported to your faculty/manager in addition to creating a PSN report. More information on the PSN and improvements made thanks to reports can be found at http://intranet.utmb.edu/QHS/RiskManagement/PSN-SEAT.asp. **Recent Epic optimizations:** Several new optimizations have been made in Epic, including the additional of new SmartLink (.HMSUMMARY or .HEALTHMAINTENANCESUMMARY) that will insert a table summarizing the current status of all Health Maintenance Topics. Expanded historical performance information is also now available for Wellness and Disease Metrics (dashboard). New In Basket reports (relevant patient information) and optional columns that allow users to add to the properties of their personal Multiple Provider Schedule were also added. For details, visit <https://intranet.utmb.edu/emr>. |  **Protect patient health information:** Just a reminder to be careful when preparing each patient’s after visit summary (AVS) to ensure that no other patient’s information is inadvertently included. For example, the information about multiple patients could potentially and inadvertently be shared or confused when an employee collects pages from a shared printer. **Best Care update—Safety:** The safety domain consists of multiple measures, including central Line-Associated Blood Stream Infection (CLABSI) and Catheter-Associated Urinary Tract Infection (CAUTI) standardized infection ratios. UTMB has made significant improvements in CLABSIs and CAUTIs over the last quarter. This was accomplished by reviewing the necessity for these devices each shift by nurses in collaboration with the physician teams and through rounding audits each shift. Here’s one great example of this work: the MICU has reduced its rate of CLABSIs and CAUTIs to zero by decreasing the number of foley days by 24 percent and the number of central-line days by 18 percent. |
| **DID YOU KNOW?**The UTMB Coed Softball League has been in existence for more than 30 years. This year, the softball league includes seven teams that play each Wednesday from 6 to 8 p.m. from mid-May to early August. The league is open to any employee, faculty, staff member or contract employee—including spouses, siblings and/or children (18 or over)—on UTMB’s three campuses or clinic locations, but all the games are played at the UTMB field in Galveston, located at the corner of Holiday Drive and Mechanic Street. For more information on UTMB’s Coed Softball League, visit [www.facebook.com/UTMBsoftball/](http://www.facebook.com/UTMBsoftball/) or contact Scott Saxon at smsaxon@utmb.edu or Imelda Wicks at cwicks@utmb.edu. |