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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 | | **August 17, 2017** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **IMO**  Amber Torres-Milburn, Coordinator II, will start August 26, 2017 (first day in the office will be Monday, August 28, 2017). | | | **Monthly financial update for July:**  UTMB’s financial performance for the month of July was better than planned. We anticipated a loss of $4.6 million in July; however, we had a positive margin of $1.1 million. We expected to see a $20.4 million loss at this point in the year, but our actual year-to-date performance reflects a positive margin of $4.1 million. The difference is due to higher-than-expected revenue in patient care and grants and contracts as well as lower-than-expected debt interest and depreciation expense. As we close out the fiscal year, we must continue to work together and watch our expenses and maximize revenue to meet budget targets. Thank you for your efforts and please keep up the good work.  **ACTION ITEM: Annual compliance training:**  All employees are required to complete annual compliance training based on their specific job duties and responsibilities by Aug. 31. Please take a few minutes today to log in to the [Enterprise Learning Management](http://ebizlearn.utmb.edu/psp/ps/?cmd=login&languageCd=ENG&) (ELM) system to assure that all assigned training and activities have been completed. Employees who do not finish their training by the institutional deadline will be suspended without pay until all requirements are met. For assistance with accessing the ELM system, see <http://hr.utmb.edu/tod/elm/>. Any questions or concerns about your compliance training may be directed to your manager or the Office of Institutional Compliance at (409) 747-8700.  **Congratulations graduates:**  UTMB’s School of Health Professions celebrated commencement on Aug. 11 at Moody Gardens in Galveston, with 362 graduates receiving degrees. Since opening its doors in 1968, the SHP has granted degrees and certificates to more than 11,000 graduates. | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **The Joint Commission reminder of the week:**  Focus on oxygen connectors (also referred to as “Christmas Trees”): Please be aware that oxygen connectors are considered a single-patient use supply and must be changed between patients. Housekeeping or other designated persons in your unit will remove the connector along with the oxygen tubing, nasal cannula, masks, humidifier or other connected items. Clinicians and staff need to be able to describe this process. Materials Management has increased its stock to keep up with demand. As with other OmniCell items, it is the responsibility of each unit to adjust par levels for this need and alert Materials Management when stock is low.  **New clinical research standard operating procedures (SOPs):**  As part of UTMB’s commitment to enhance clinical research quality, standard operating procedures (SOPs) have been developed by a diverse group of experienced investigators, study staff and OCR personnel. These SOPs are step-by-step instructions that help investigators and study staff carry out routine study operations. The currently approved SOPs go into effect Sept. 1 and can be accessed at <https://research.utmb.edu/home/office-of-clinical-research>. New SOPs will be posted approximately 30 days prior to their effective date. | | |  | |
| **DID YOU KNOW?**  **Dr. Hector P. Garcia**, a 1940 graduate of UTMB’s School of Medicine, was known throughout Texas, and the nation, as someone who worked tirelessly to make life better for all Americans, especially Mexican Americans. He steadfastly believed no one should be denied access to health care for any reason—especially ethnicity or socioeconomic status—and that everyone should have the right to an education. A decorated World War II veteran, Medal of Freedom recipient, UN ambassador, and devoted physician and family man, Dr. Garcia taught us that we can all make a difference against injustice in the world. The annual celebration of Dr. Garcia’s life is part of an awards luncheon sponsored by the Office of the President and the Hispanic Center of Excellence on **Sept. 8** from 11:30 a.m. to 1 p.m. in the Levin Hall Dining Room. This year’s guest speaker is Texas Sen. Juan “Chuy” Hinojosa. Please RSVP for the luncheon by Sept. 4 to Robin Baker, Office of University Events at [events.oua@utmb.edu](mailto:events.oua@utmb.edu) or by calling (409) 747-6735. | |