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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 | **Nov. 16, 2017** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **IMO**Karen Hunley is working part-time for IMO until they have hired a new coordinator.  | **Monthly financial update—October:*** We had a positive adjusted margin (bottom line) of $6.9 million.
* We had planned for a positive bottom line of $14.4 million, which means we are off budget by $7.5 million.
* Why? Patient care revenues are down because we aren’t being reimbursed for certain procedures at the amount that we expected.
* What can you do? Consciously watch the use of supplies of all types. It may seem small, but actions such as turning off lights and watching what you print can make a difference.

**Dr. Deborah Jones named senior vice president, dean of the UTMB School of Nursing:**Dr. Deborah J. Jones has been appointed senior vice president and dean of the UTMB School of Nursing. Dr. Jones, who is currently the associate dean for professional development and faculty affairs at The University of Texas Health Science Center at Houston’s School of Nursing, will join UTMB on Dec. 1. Dr. Jones is an expert in oral care, and her research has helped change national health protocols aimed at reducing ventilator-associated pneumonia by improving oral hygiene. Earlier this year, she was elected to a three-year term to the board of the American Association of Critical Care Nurses. The appointment of Dr. Jones follows the September retirement of Dr. Pamela G. Watson, who served 16 years as dean. To read more about Dr. Jones, visit <https://www.utmb.edu/newsroom/article11697.aspx>.**Giving Tuesday and the Innovations in Mind initiative**On Nov. 28, UTMB will celebrate Giving Tuesday, the national day of philanthropy, with an invitation for all faculty and staff to make a personal contribution to the university as part of UTMB’s Innovations in Mind fundraising initiative. The initiative has four funding priorities: raising $22.6 million of the $90.4 million cost for the new Health Education Center, supporting student scholarships, establishing faculty endowments and investing in UTMB’s pioneering neurodegenerative disorders research. We understand many of our employees have faced tremendous challenges because of Hurricane Harvey and/or have already donated to the SECC campaign and other worthy causes. No contribution is too small, and every contribution will help advance UTMB’s mission. To those of you who have already made your Innovations in Mind gift—795 of us, committing more than $5 million so far—we extend our wholehearted thanks. To be a part of this special day of generosity, visit <https://innovationsinmind.utmb.edu/employee> and make your gift. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
|  **ACTION ITEM: Biweekly payroll processing timeline change:**Due to the holiday season, financial institutions will be closed on Thanksgiving Day and the biweekly payroll pay date will remain on Friday, Nov. 24. To allow for adequate processing time, Payroll Services will accelerate the payroll processing deadline to Nov. 19. This means that all timecards must be completed and approved no later than 5 p.m. on Saturday, Nov. 18. Departmental managers/timekeepers will not be permitted to edit timecards after this deadline for the pay period ending Nov. 17. Timekeeping errors will be resolved by historical edits and paid on the next regular on-cycle paycheck. For any questions or concerns, please contact your [Payroll Representative](http://www.utmb.edu/finance/payrollservices/).**Call for nominations:**Nominations are now being accepted for the 2018 Dr. Martin Luther King Jr. Community Service Award. Please consider nominating a UTMB employee or student who has a demonstrated record of promoting diversity, inclusion and civic engagement and has made a profound difference to the university and the greater community. The deadline for nominations is Dec. 15. The award recipients(s) will receive an honorary plaque and monetary prize at the annual MLK award ceremony and luncheon. See [iUTMB](http://intranet.utmb.edu/iutmb) for more information or to submit a nomination.**Holiday meals for employees:**Employees working on Thanksgiving Day, Nov. 23, will receive a complimentary meal (UTMB ID badge required). Locations and times for each campus are:**Galveston:**CSW 6th Floor Employee Dining Room (Room 6.402)* Day shift: 11 a.m. to 1 p.m.
* Night shift: 7 to 9 p.m.

**League City:**Room 3.416 (Resident Room, hospital side)* Day shift: 11 a.m. to 1 p.m.
* Night shift: 7 to 9 p.m.

**Angleton Danbury:**Café Bayou* Day shift: 11 a.m. to 2 p.m.
* Night shift: Boxed dinners delivered to units

 **The Joint Commission Hot Topics:** The “Top 10 Compliance Standards for the First Half of 2017” is now available on the UTMB Joint Commission web page. The Top 10 list includes findings for fire protection, utility systems, risk of infection, environment of care, hazardous waste and the maintenance of accurate medical records. The current window for a full TJC Accreditation Survey will last until November 2018. Please visit <http://intranet.utmb.edu/QHS/TheJointCommission>  for the latest Hot Topics, Spotlights, checklists, logs and more. **CMC—Hospital Galveston metrics:**Below are the metrics for Hospital Galveston. As a reminder, our goal is to increase the number of discharges, decrease the average length of stay (ALOS) and increase the Case Mix Index under new reimbursement guidelines mandated for Hospital Galveston (HG) by the State Legislature.../../../Screen%20Shot%202017-11-15%20at%202.00.45%20PM.png **CMC—AD Seg term changed to Restrictive Housing in Pearl:**A recent change in policy necessitated the following change in Pearl EHR. All instances of the term “administrative segregation” or “ad seg” will be or have been changed to the new term “Restrictive Housing.” This includes orders, reminders, templates and any other reference to segregation as a term. The change may also include abbreviated version(s) of the term such as “RH” or “Res Hous,” etc., based on the character limits in the field. | **GALVESTON CAMPUS****Waverley Smith Pavilion construction update:** On Nov. 20, the first and second floors of Waverley Smith Pavilion will be open to the public. This new route will provide UTMB employees and visitors a more direct pathway from John Sealy Hospital and Café on the Court to Jennie Sealy Hospital and the Clinical Services Wing. Below is the list of updates you can expect to find in this area:  * The first-floor tunnel from the hospital parking garage to Waverley Smith Pavilion will be unlocked daily from 6 a.m. to 9 p.m. Outside of these hours, entrance will be permitted with employee badge access only. Doors will allow exit at any time. An emergency call box is located on the parking garage side of the doors with direct access to campus police.
* Elevator service to levels one and two of Waverley Smith Pavilion will be available. Access to Café on the Court will be on level one.
* First and second level doors between John Sealy Annex and Waverley Smith Pavilion will open.
* Second level bridge connecting Jennie Sealy and Clinical Services Wing to Waverley Smith Pavilion will open. This will become the primary pathway for employees and patients between Jennie Sealy Hospital and Clinical Services Wing to John Sealy Hospital and Café on the Court.

When possible, please help visitors who need assistance by escorting them to their intended destinations or find another staff member/volunteer who is able to do so. **Houston Chronicle 2017 Top Workplaces:** UTMB’s Health System has been listed among other large employers on The Houston Chronicle’s 2017 Top Workplaces list, which was published on Nov. 5. Inclusion on the list is based upon feedback from 2,595 UTMB Health System employees, physicians and mid-level providers who completed a confidential survey a few months ago. UTMB is honored to have been selected for the award, particularly as the judges were our employees. Survey results will be shared in the coming months. |
| **DID YOU KNOW?**Every 10 years, UTMB’s Academic Enterprise must be re-accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to continue conferring degrees. Part of that re-accreditation process is the creation of a Quality Enhancement Plan (QEP), a carefully designed course of action that addresses a well-defined and focused topic or issue related to enhancing student learning. UTMB’s new QEP is called IPE2Practice and is focused on bringing interprofessional education from the classroom into practice across disciplines. Interprofessional education was initially introduced to UTMB in 2008 through Synergy, UTMB’s previous enhancement plan. The Southern Association of Colleges will visit UTMB Feb. 6-8 as part of our re-accreditation. To learn more, visit <https://utmb.us/2cl>. |