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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 | **Dec. 14, 2017** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **OCE**Welcome to our new Community Education Specialist- Crystal Carpenter. Crystal will be starting with OCE on 12/20/17. Please welcome her warmly! **OSAA**After 38 years of service to UTMB, we are wishing a very fond farewell to Dr. Jeffrey P. Rabek, Associate Dean for Student Affairs and Admissions, and Assistant Professor in both the Departments of Biochemistry and Molecular Biology and Family Medicine. Dr. Rabek is retiring at the end of December and his last day in the office will be Friday, December 22nd. Dr. Rabek has had a major impact on the lives of the many students who have entered our doors during his tenure here at UTMB. Join us in congratulating him and wishing him well in retirement. Dr. Norma Perez will be traveling with 16 students associated with the Frontera de Salud from January 2nd through January 7th serving the people with a medical mission to Presideo, Texas. The students will assist in various clinics and presentations with the public. Activities for Step 1 preparation are underway by the office of Academic Support and Career Counseling:* Dr. Sofia Cano and Dr. Tara Tuchaai conducted a workshop “How to Apply for Accommodations for Step 1”, **December 07, 2017** for the Class of 2020.
* 22 Step 1 Mentors have been hired. The Step 1 Mentors are MS3 and MS4 students who met strict selection criteria. A training workshop for the Step 1 Mentors is scheduled for **January 17, 2018 5-7 pm.**
* The Comprehensive Basic Science Exam (CBSE) will be administered to the Class of 2020, **Saturday, January 20, 2018**.
* The Step 1 Kickoff meeting for the Class of 2020 will be held **Wednesday, January 24, 2018.**
 |  **ACTION ITEM: Nomination deadline extended for UT System Regents’ Outstanding Employee Awards:**The University of Texas System Board of Regents has established the Regents’ Outstanding Employee Award (ROEA) to recognize full-time, benefits-eligible, non-faculty employees who have shown outstanding performance, innovation, enthusiasm and dedication in their job. If you know someone at UTMB who has made an impact in their job and whose efforts have helped improve the institution, please consider nominating them for this honor. The deadline for applications and required letters of support has been extended to Feb. 4 at 7 p.m. Equal consideration is given to UTMB employees across all job categories; however, faculty members and students are not eligible because UT System offers other awards for these groups. Thirty awards will be given out each year across the 14 UT System institutions and the UT System Administration. Winners receive $10,000, a Chancellor’s challenge coin, a certificate and an invitation for the awardee and a guest to attend a luncheon ceremony in Austin. To learn more about the selection process and criteria and to nominate an employee, visit <https://www.utmb.edu/roea>.**TxDOT I-45 project causing traffic delays for employees and patients in Galveston:**The Texas Department of Transportation (TxDOT) began a road reconstruction project this week in the northbound lanes of Interstate 45 near Tiki Island, causing travel delays for UTMB employees and patients. The project involves major refurbishment of the 80-year old Tiki Island overpass, which, in its current state, is described by TxDOT officials as a “public safety issue.” The bridge is the only vehicular link to the island, passing over all railroad traffic coming into and departing Galveston. UTMB officials have confirmed with TxDOT that the agency is committed to keeping two northbound lanes open at all times for the duration of the project. TxDOT is also committed to working crews 24 hours a day, seven days a week to expedite the project, which will be completed no later than March 15, but hopefully earlier. UTMB will continue to be in direct contact with TxDOT officials, and any additional information will be reported in Weekly Relays. For more information, visit the city of Galveston’s website at <http://www.galvestontx.gov/CivicAlerts.aspx?AID=600>.**Celebrate the legacy of Dr. King:**All members of the UTMB community are invited to the 2018 Dr. Martin Luther King Jr. Service Award Ceremony and Luncheon on Jan. 8 from 11:30 a.m. to 1 p.m. in the Levin Hall Dining Room on the Galveston Campus. The event will feature a keynote address from Douglas Matthews, assistant vice president for Government Relations at UTMB, and the presentation of the annual community service award. Email events.oua@utmb.edu or call (409) 747-6735 by Jan. 2 to reserve your seat. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **GALVESTON CAMPUS****Shuttle parking lot service update:** Beginning Jan. 2, the shuttle service between the UTMB shuttle parking lot on Seawall Boulevard and the Galveston Campus will be operated by UTMB Sustainability. The UTMB shuttle service will run on weekdays (excluding holidays) during the peak periods of 6 to 9:45 a.m. and 2:30 to 6:10 p.m. at 10- to 15-minute intervals, with stops along Market Street at the intersections of 8th, 9th, 11th and 13th streets. For additional information, please visit <https://www.utmb.edu/transit/home> or <https://www.utmb.edu/transit/campus-shuttles>. The Galveston Island Transit bus service will continue to operate a modified route (Route 2) schedule during non-peak times and at 30-minute intervals.  Please see the Island Transit’s website at <http://galvestontx.gov/DocumentCenter/Home/View/4922> for further information regarding the Route 2 schedule.**Alumni Field House update:** UTMB recognizes the importance of providing an environment that encourages fitness and personal well-being. Thanks to a very generous grant from The Sealy & Smith Foundation, the Alumni Field House will soon be updated with approximately 100 pieces of new cardio and strength equipment. In order to safely install the new equipment, the Field House will be closed Dec. 18-25. The new equipment will be ready for use when the facility re-opens on Dec. 26. For questions or to sign up for a membership, please contact the Alumni Field House staff at almfldhs@utmb.edu or (409) 266-BFIT. **The Joint Commission Reminder of the Week:** Did you know that what The Joint Commission sees during site visits is just as important as what they ask? The current window for a full Joint Commission Accreditation survey will last through Nov. 2, 2018, so please practice continual preparedness! During the survey, The Joint Commission will be observing employees and the environment while they ask questions. What are the surveyors looking for in your area? Examples include levels of disinfection, proper storage of materials, proper hand hygiene compliance, adherence to patient privacy procedures, timeouts prior to medical procedures, verification of two patient identifiers, clean workstations, visible employee badges, clean/uncluttered hallways and storage areas, and accurate medical records for each individual patient. Details on these topics and more can be found on UTMB’s Joint Commission webpage at <https://intranet.utmb.edu/QHS/TheJointCommission>. **CMC—Off-site ER/Transfer Return process:**The new Off-site ER Transfer/Return process was implemented Dec. 4 to document and track patients (reports) sent to or returning from an off-site hospital or emergency room. This process utilizes Pearl’s new Note Wizards for capturing all of the required data during the user’s normal documentation process without any additional data entry efforts. This new method is required for nurses/providers and applies to all note types used to document emergency transfer of a patient to an off-site local hospital and the subsequent return assessment of the patient. Reports will be made available in January. The Standard Operating Procedure (SOP) for this process is available on iSpace. | **Reminder—Employee Benefits:**The following enhancements were made to our employee benefits in FY18:* Addition of a new UT Health Network, which provides UT SELECT Medical Plan members with enriched benefits when receiving services from certain UT System physicians and medical facilities
* Coverage extended until age 26 for dependent children in dental, vision and voluntary life and Accidental Death & Dismemberment (AD&D) plans
* Increase in Health Care Reimbursement Account maximum annual contribution to $2,600
* New benefits for [gender assignment surgery and gender reassignment surgery](https://ispace.utmb.edu/xythoswfs/webview/_xy-17821778_1)on the same basis as other medical services

For questions or more information about the procedures and treatments covered under the UT SELECT Medical Plan, contact the Blue Cross Blue Shield of Texas customer service team at (866) 882-2034 or visit [www.bcbstx.com/ut/coverage](http://www.bcbstx.com/ut/coverage). **CMC—Hospital Galveston (HG) metrics:**Below are the metrics for Hospital Galveston versus budget through November FY18:../../../Screen%20Shot%202017-12-13%20at%204.05.04%20PM.png  **HMH**=Huntsville Memorial Hospital |
| **DID YOU KNOW?**Ruby Decker, who made it her life-long mission to reduce people’s pain and restore their mobility, became the first director of UTMB’s Physical Therapy program in 1945. Having once worked as a chicken farmer and a bookseller during her lifetime, her passion was improving health. She was a high school physical education teacher in Port Arthur, Texas, completed advanced training in massage and hydrotherapy in Michigan and helped treat wounded soldiers returning from the battlefields of World War I. She spent 18 years guiding UTMB’s PT program, and left to teach physical therapy in West Pakistan. Today, the School of Health Professions, which celebrates its 50th anniversary in 2018, has an endowed professorship in Physical Therapy named in Ruby Decker’s honor.  |