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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 | | **June 28, 2018** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **OSAA**  A Mandatory Match Workshop is scheduled for July 31, 2018 at 5:30 pm in Levin Hall | | | **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 system at <https://learn.utmb.edu> to make sure that all assigned courses 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 questions or concerns about your annual compliance training, please contact your manager or the Office of Institutional Compliance at (409) 747-8700.  **Citrix update requires your assistance:**  Information Services is upgrading the [UTMB Citrix environment](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmycitrix.utmb.edu%2F&data=02%7C01%7Cmahavard%40UTMB.EDU%7C6adc90fb7f9b4783452608d5dc4b8d45%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C636657139418998367&sdata=xjpITDIpJ%2FlJYVDDnKHzT2BiorujOwCKwpF1BeNUE%2BQ%3D&reserved=0). Citrix provides secure onsite and remote access to critical UTMB applications and desktops without the need to install and manage those applications on individual devices across the enterprise. As part of this upgrade project, an update must be applied to all UTMB computers. When you leave work on **June 29,** please log off, leaving your computer powered on, so that the update may be applied that evening. Any computer that is not logged off or not powered on will be updated at next restart. Thank you for your assistance! If you have questions or experience issues with your computer, please contact the UTMB Service Desk at [ishelp@utmb.edu](mailto:ishelp@utmb.edu) or (409) 772-5200.  **Annual benefits enrollment begins July 15:**  Get ready for annual enrollment by attending one of UTMB’s Employee Benefits Fairs:   * **July 10**, 10 a.m. – 1 p.m., League City Campus (Hospital, 1st Floor, Hallway near Lori’s Gift Shop) * **July 11**, 10 a.m. – 2 p.m., Galveston Campus (Jennie Sealy Hospital, 1st Floor, Hallway near Einstein Bros. Bagels) * **July 12**, 10 a.m. – 1 p.m., Angleton Danbury Campus (Professional Office Building, Auditorium)   Find out what’s new for the 2018–2019 benefits plan year and speak with representatives from our insurance, retirement and wellness providers. See [iUTMB](https://www.utmb.edu/iutmb) for details about the fairs and be on the lookout for more annual enrollment information from the UT System Office of Employee Benefits and HR’s Benefits Services. | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **Episode 5 of Dr. Callender’s ‘Pulse’ video series now available:**  Episode 5 of UTMB President David Callender’s new video series, “Pulse,” is now online at <https://www.utmb.edu/president>. In episode 5, which was recorded June 22, Dr. Callender answered several questions related to how UTMB is producing more revenue and increasing access to care in its clinics and hospitals. Specifically, he mentioned:   * The employees in our clinics are working hard to increase the number of available appointments, shorten the time to appointments, do everything we can to see more patients, and stratify the appointment system so we can see the sickest patients first. * Currently, most of our clinics are using a technique called “dynamic scheduling,” which involves looking at each patient and accommodating the severity of each patient’s problem to find them an appropriate place in the schedule. * Our surgery clinics have made some adjustments as well, which from a year-to-year comparison has decreased the wait time for a new patient appointment from 13 days to seven days. * We continue to ensure we are appropriately documenting and coding what we’re doing for patients and how that gets translated to a bill. That includes an ongoing education effort to make sure that we get it just right even as coding standards continually change.   **Thayer Awards for Excellence in Teaching:**  Four UTMB residents have been selected by the Osler Student Scholars in the John P. McGovern Academy of Oslerian Medicine to receive Thayer Awards for Excellence in Teaching. Each honoree exemplifies sound scientific knowledge, compassion toward patients and dedication to learning and teaching. For information, visit <https://www.utmb.edu/osler/Awards/ThayerAward>.   * **Dr. Thomas Phan**, Department of Psychiatry and Behavioral Sciences * **Dr. Judy Trieu**, Department of Internal Medicine * **Dr. Mohammad Bilal**, Department of Internal Medicine * **Dr. Sean Spector**, Department of Obstetrics and Gynecology   **COMING SOON**  **New Modified Early Warning Score (MEWS) System:**  We have exciting news! UTMB will soon implement a Modified Early Warning Score (MEWS) system. Every two hours, Epic will calculate and display a MEWS score on our hospitalized patients. The documentation in Epic that contributes to the calculation of MEWS includes: (1) heart rate, (2) systolic blood pressure, (3) respiratory rate, (4) temperature and (5) level of consciousness. For adult medical-surgical patients in Jennie Sealy Hospital and TDCJ Hospital Galveston, patient scores will be further categorized as red, yellow, or green.   * A score in the green zone = a MEWS score of 0-2. These are the most stable patients. * A score in the yellow zone = a MEWS score of 3-5. This is a caution zone; these patients have some vital signs and/or level of consciousness that are outside of normal. * A score in the red zone = a MEWS score > 6. These patients definitely have vital signs and/or level of consciousness outside of normal range.   Expert resources from the Medical Surgical Rapid Response Team will be automatically paged to the bedside (from Epic) to assist with evaluation of patients in red and yellow zones. More information will be provided in the coming weeks. STAY TUNED!! | | | **GALVESTON CAMPUS**  **Changes to the circulator shuttle service, effective July 2:**  Based on usage patterns since it was introduced in April, the free UTMB Galveston Campus circulator shuttle service for faculty, staff and students will be reduced to one shuttle that will operate continuously throughout the day from 6:30 a.m. until 7:30 p.m., excluding weekends and holidays. The shuttle will continue to make eight stops along a loop that circles the Galveston Campus, with wait times extended to no more than 20-25 minutes. For more information, please visit [www.utmb.edu/transit](http://www.utmb.edu/transit).  **Retail food service July 4th holiday hours:**  The holiday hours for retail food service vendors are as follows:    **Galveston**  John Sealy Hospital  ·         Subway will be open from 8 a.m. to 11:30 p.m.  ·         Café on the Court, Chick-fil-A, and Starbucks will be closed.  Jennie Sealy Hospital  ·         Einstein Bros. Bagels will be open from 6:30 a.m. to 2 p.m.  ·         Hospital Lobby vending machines will remain open 24/7 with healthy selection options  Clinical Services Wing (CSW):  ·         Sixth Floor Staff Lounge vending machines will remain open 24/7 with healthy options  ·         The Grab-N-Go Wall Mall inside the Sixth Floor Staff Lounge will be closed  Moody Medical Library:  ·         Starbucks will be closed  Lee Hage Jamail Student Center  ·         Joe’s Café will be closed    **League City Campus**  ·         Einstein Bros. Bagels will be closed.  ·         Vending machines will remain open 24/7.    **Angleton Danbury Campus**  ·         Bayou Café will be open at regular hours from 7 a.m. to 2 p.m. | |
| **DID YOU KNOW?**  The UTMB Police Department provides a Safety Watch program for employees, students and visitors at all three campuses. From dusk until dawn, officers will either walk with you or provide a ride in a UTMB Police Department vehicle to any location on campus or to your vehicle if it is parked in one of the UTMB parking garages or lots. This service is not provided to any location off campus. Safety Watches may be requested by either calling UTMB Police Dispatch at (409) 772-2691 or asking an officer. Depending on the emergency and non-emergency services being provided by the UTMB Police Department at the time of the call, a Safety Watch is usually provided within 15 minutes.  **The Joint Commission Question of the Week—Medication management:**  **Which of the following describes the process for monitoring refrigerator storage temperatures for medications?**   1. Medications are stored under refrigeration or freezer according to the manufacturers’ recommendations. 2. UTMB has a policy that describes the process to maintain and monitor equipment performance. 3. Devices for monitoring medication refrigerator temperatures are attached to each medication refrigerator, which allows for continuous monitoring of medication storage temperatures. The monitoring process includes actions to be taken when temperatures fall outside of the appropriate storage temperature. 4. All of the above   **Answer:  D**    The Joint Commission does not specifically require temperature logs for refrigerators and freezers used for medication storage. UTMB has chosen to use continuous temperature-monitoring devices (Centrak, Pyxis Smart Remote, etc.) or a paper log for inpatient areas that are open 24/7, a manual process for inpatient areas that are not open 24/7 (which includes a wheel in the refrigerator/freezer and paper log), and VFC 400 for clinics. Only use **ONE** of the monitoring processes; do not use both an electronic monitoring log and paper log.  **Galveston Inpatient Areas (24/7):** Centex monitors the temperature for refrigerator and freezers at 15-minute intervals continuously; notification is sent to each nursing unit as defined by unit managers. Corrective action must be documented in the Cetani system, or a paper log must be maintained in areas that do not have continuous electronic monitoring.  **Galveston Inpatient Areas (Non 24/7):** A paper log must be used to record the temperature during business hours and a wheel must be kept in the refrigerator to monitor the temperature when the unit is closed. The wheel must be calibrated each year and the calibration date is on the back of the wheel. The wheel is only good for ONE year from the date of calibration.  **League City Campus:** Please follow the same process as the Galveston Campus.  **Angleton Danbury Campus:** ADC uses the Pyxis Smart Remote electronic system for monitoring the refrigerator/freezer temperatures. An audible alarm will sound when the temperature is out of range. The Pyxis Smart Remote system will alert the pharmacy staff when and for how long the temperature was out of range. Corrective action must be documented in Pyxis system. Units that are not open 24/7 will follow the manual process (wheel + paper log).  **Clinics:** VFC 400 has an audible alarm to notify the staff when the temperature is out of range, but it is not set up to send an alert to the user via email or text message. A paper log must be maintained along with VFC 400 device. A report should be printed monthly via VFC docking station and must be attached to the paper log.  UTMB Healthcare Epidemiology Policy 01.04 (Care and Monitoring of Refrigerators and Freezers) and Pharmacy/Nursing Policy 07.06 (Safe Storage and Handling, Security, and Disposition of Medications in Patient Care Areas) define the process in the disposition of medications from a refrigerator or freezer that as deviated from the recommended temperature range. | |