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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 30, 2018** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **OSAA**  The National Student Research Forum (NSRF) is seeking Directors and Co-Directors to plan and execute the annual forum in April 2019. Applications are sought from all schools and can be submitted at <https://tinyurl.com/nsrfdirector>. Additional information is available online at <https://www.utmb.edu/nsrf> or with Dr. Norma Pérez.  Registrations are now open for the Building the Next Generation of Academic Physicians (BNGAP) Southeast Texas Regional Conference being hosted this year at Baylor College of Medicine, October 19-20, 2018. This event is a collaboration between the national BNGAP organization, Baylor College of Medicine, UTMB, and UT McGovern Medical School. For more information and to register go to: <http://bngap.org/> or contact Dr. Norma Pérez. | | | **UT System appoints James B. Milliken new chancellor:**  The University of Texas System Board of Regents voted unanimously on Aug. 27 to appoint James B. Milliken as the next chancellor of the UT System. Milliken has spent more than 30 years in higher education with extensive leadership experience at major public university systems including The City University of New York, the University of Nebraska and the University of North Carolina. Milliken’s first day on the job will be Sept. 17. For more information, visit <https://www.utsystem.edu/news/2018/08/27/board-regents-names-milliken-chancellor-ut-system>.  **New web search tool coming online Sept. 10:**  In March, Information Services asked members of the UTMB community to share their opinions and preferences related to web search. The request was initiated by Google’s decision to end support for the two products UTMB has long used for search (read more about [why we’re having to change](https://www.utmb.edu/web-search-update) [<https://www.utmb.edu/web-search-update>] or see the campus [survey results](https://www.utmb.edu/web-search-survey-results) [[https://www.utmb.edu/web-search-survey-results]](https://www.utmb.edu/web-search-survey-results%5D)). Campus feedback made it clear that search is important to UTMB, and Information Services found funding to purchase a new search appliance, a product called Mindbreeze. The past several months have been spent on installation and configuration, and the service will be available for campus use beginning Sept. 10. We expect it will take time to refine the Mindbreeze search results to get us close to what we’ve all come to expect with the previous search tool. Thank you for your patience and support as we work through this transition. Feedback, comments and questions are welcome at [search@utmb.edu](mailto:search@utmb.edu).  **UTMB increases annual tuition reimbursement cap:**  The annual reimbursement cap for the FY19 Tuition Reimbursement Program has increased from $1,350 to $3,000. The program was enhanced to reflect the university’s ongoing commitment to and investment in our workforce, and it is now available to all employees pursing a registered nursing degree or a degree that directly relates to a hard-to-fill position. For more details on the program’s eligibility criteria and application process, see <https://hr.utmb.edu/hrbbc/benefits/tuition/>.  **Sports Injury Clinic starts Sept. 1:**  UTMB Health is offering a youth and school sports injury clinic beginning Sept. 1 from 8:30 a.m. to 10:30 a.m. at the League City Campus, Suite 1.211 (use the front clinic entrance). The sports medicine team is trained to treat a full range of sports injuries, from strained muscles and twisted ankles, to knee and shoulder pain. The sports injury clinic will be held every Saturday from Sept. 1 to Nov. 10. For more information, call (832) 505-1200 or visit [www.utmbhealth.com/sports](http://www.utmbhealth.com/sports). | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **Texas City Urgent Care expands hours:**  Beginning Sept. 4, Urgent Care in Texas City, 10121 Emmett F. Lowry Expressway, will operate from 10 a.m. to 10 p.m. seven days a week for adults and children. Walk-in patients are welcome and no appointment is necessary. For more information, call (409) 986-9686 or visit [www.utmbhealth.com/urgentcare](http://www.utmbhealth.com/urgentcare).  **Retail food service Labor Day holiday hours:**  The holiday hours for retail food service vendors on Labor Day 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 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.   **The Joint Commission Preparedness Questions of the Week—Culture of Safety:**  **Q: What is the formal mechanism for reporting intimidating behavior?**  **A:** The Patient Event Reporting System (formerly known as the PSN) has a reporting category called “Behavioral Event” where intimidating behavior can be reported. To file a report, take the following actions:   1. Click on the “Patient Event Reporting System (formerly PSN)” link via the iUTMB Home Page. 2. Select the Risk Management module. 3. Select the Event Facility. 4. Select the person harmed: either a Non-patient or a Patient with a Known Encounter 5. Launch and complete the Behavioral Event form.   Note: You may also utilize the UTMB Professionalism website to report disrespectful behavior: [https://www.utmb.edu/professionalism](https://www.utmb.edu/professionalism/).  **Q: How should you report “close calls/near misses,” which are errors that could have resulted in harm, but did not, either by chance or timely intervention?**  **A:** Report “near misses” using the Patient Event Reporting System. These reports go to Patient Safety and the clinical manager of the area where the event occurred.    **Q: What if I am not sure whether or not it is necessary to file a “near miss” report?**    **A:** A good rule to live by is, “If you see something, say something!” Near misses are especially critical to report, because they often precede adverse events. Patient Safety and Clinical Leadership conduct root cause analyses on all reports—even if an incident report does not result in the need to change practice, supplies or equipment, it is always better to speak up about a concern or incident than to say nothing!  **Change in inpatient meal service hours:**  Effective Sept. 1, meal service hours of operation for hospitalized patients will be 7 a.m. to 6:30 p.m. This is a change from the previous start time of 6:30 a.m. This applies to all Galveston and League City hospitals only. | | | **CMC—Salary market adjustments:**  Effective Sept. 8 (Sept. 1 for monthly paid employees), UTMB-CMC will process salary market adjustments for eligible UTMB-CMC employees. To be eligible for the salary market adjustment, you must be in your current job classification for six months with satisfactory job performance. Satisfactory job performance means not under formal disciplinary action (written warning and above) with no documentation of improvement or not received more than one disciplinary action since Sept. 1, 2017.If you have not been in your current job classification for at least six months, your salary market adjustment will be effective the pay period after your completion of six months in your current job classification. Additionally, if you have received formal disciplinary action (written warning and above) in the past six months, your salary market adjustment will be effective the pay period after six months have lapsed since you received the disciplinary action and there is documentation of improvement and/or received no additional formal disciplinary action. TDCJ, TJJD and Comprehensive Health Solutions office staff will be included. Private Service Line contracts (i.e. El Paso, Comal County, Burnet County and Victoria County) will not be included, as those increases are scheduled on a different cycle.  **CMC—Mental health outpatient documents to Note Wizards:**  Kudos to all involved, but especially Tonya Campbell from UTMB and Jason Delay from Texas Tech, in the conversion of the entire Mental Health Outpatient Document library to Note Wizards. This project has been extremely well-received and not only accomplished complete conversion to Note Wizards, but also accomplished the consolidation and standardization of mental health templates across the UTMB and Texas Tech sectors.  **REMINDER**  **CMC—ePerformance dates:**  As a reminder, the ePerformance system is now open and all staff should be able to complete their self-evaluations by Sept 15, which is the deadline. | |
| **DID YOU KNOW?**  UTMB’s School of Nursing has had its own White Coat Ceremony since 2015. The ceremony, which awarded white coats to more than 130 UTMB nursing students on Aug. 27, symbolizes the students’ acceptance of their professional responsibilities and commitment to the nursing profession. The ceremony for nurses is supported by the Arnold P. Gold Foundation, which has partnered with the American Association of Colleges of Nursing since 1993 to extend the opportunity to nursing schools. | |