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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 | **October 4, 2018** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **VDAA accolades**The Vice Dean would like to recognize all faculty and staff who participated in the You Count workshop, especially the small group leads, with a special thanks to Lori DeWillis and Zelma Bocanegra for putting it together.**OSAA**OSAA Special Programs, led by Dr. Norma Pérez, hosted a Re-Application Workshop for 25 promising minority applicants who are in the process of preparing to re-apply to medical school. Funded through a Texas Higher Education Coordinating Board Minority Health Research and Education Grant, UTMB faculty addressed common problem areas in student applications and provided one-on-one feedback to our re-applicants. We also applaud the students from the Student National Medical Association (SNMA) and the Latin Medical Student Association (LMSA) who assisted applicants throughout the day and continue to mentor them as they move forward in their preparations. <https://www.utmb.edu/specialprograms/mhgp/> The University of Texas Medical Branch School of Medicine, UT McGovern Medical School, and Baylor College of Medicine (BCM) invite you to attend the Building the Next Generation of Academic Physician (BNGAP) Academic Medicine Career Development Conference on Oct. 19, 2018 from 5:30 – 8 p.m. and Oct. 20 from 8 a.m. – 3 p.m. Participants who attend the 1 ½-day conference will receive a certificate of participation. The conference is open to all but aims to help diverse trainees (medical students, residents, fellows and doctoral students) who are underrepresented in medicine and science (in particular women, underrepresented minorities and LGBTQ) to:1. Explore academic medicine careers to fit with personal and professional interests.
2. Navigate the array of academic medicine career paths and opportunities
3. Develop and enhance their academic medicine portfolio
4. Expand their network among academic medicine colleagues and role models

Conference Location: Baylor College of Medicine, One Baylor Plaza, Houston, TX 77030Register at <http://bngap.org/academic-medicine-regional-conferences/regconfregistration-information/> Questions: Dr. Erik Malmberg at Erik.Malmberg@bcm.edu, UTMB: Dr. Norma Pérez at noaperez@utmb.edu  Website: <http://bngap.org/>  **OED**October Teaching Skills Workshop[https://www.utmb.edu/calendar/#](https://www.utmb.edu/calendar/) Does your Curriculum Vitae really show others who you really are?October 15, 20184:00 – 5:00 pmMary Moody Northen Pavilion, room 1.102October 16, 201812:00 – 1:00 pmMarvin Graves, room 2.308Cost: Free | **2018 Campus Security Report, Fire Safety Report and Drug-Free Campus publications now available online:** Each year, UTMB issues a campus security report outlining our crime prevention program, including statistics and vital safety information; a fire safety report, which provides fire safety policies and statistics for UTMB’s on-campus student housing areas; and a brochure with important messages on how to maintain a drug-free university. These publications offer a wealth of information concerning awareness and prevention of crime, building fires and related injury, and drug abuse. But most importantly, they tell you where to turn for help if you need assistance. The 2018 editions of the Campus Security Report, Fire Safety Report and Maintaining a Drug-Free Campus brochure have been posted on the UTMB website. The publications are offered for your review at [www.utmb.edu/securityreport](https://www.utmb.edu/securityreport), [www.utmb.edu/firesafetyreport](https://www.utmb.edu/firesafetyreport) and [www.utmb.edu/drug-free](https://www.utmb.edu/drug-free). If you do not have online access and would like a printed copy of these reports, contact the UTMB Department of Internal Investigations at (409) 747-5742.**FY19 Road Ahead now available online**: The Road Ahead outlines UTMB’s priorities each year, based on the strategic plans of the institution. Road Ahead strategies serve as the foundation for plans and goals at the entity, department and division levels, and are centered on four areas: * People—investing in the success of our workforce
* Value—delivering high-quality outcomes that improve education, research and health care delivery
* Strategic Management & Growth—pursuing the greatest opportunities to help define the future of health care
* Resources—securing the necessary resources to support our work

You can view the FY19 edition to learn more about this year’s priorities and find a downloadable one-pager and brochure at <https://www.utmb.edu/strategic_vision>. **Interstate 45 northbound closure at SH96:** From Oct. 5 at 9 p.m. through Oct. 8 at 5 a.m., the Texas Department of Transportation plans to close the northbound lanes of Interstate 45 between SH 96 and FM 518. During the closure, motorists will be directed to exit the northbound exit ramp to SH 96 and travel along the northbound frontage road to re-enter Interstate 45 at the FM 518 entrance ramp. All closures are subject to change due to inclement weather. For additional information go to [www.houstontranstar.org](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.houstontranstar.org&data=02%7C01%7Ctarethom%40UTMB.EDU%7C8dd5ffec2638457d5ab208d62974965d%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C636741978059141555&sdata=bFGDP98PSLCQthkK8WEVFogxLq9mG3pBSGCWkoBKZIk%3D&reserved=0) or [www.drivetexas.org](http://www.drivetexas.org).   |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **A MESSAGE FROM UTMB POLICE****Understanding when to Run, Hide or Fight saves lives:** We’ve all seen, read or heard the news reports about random shootings at workplaces, schools and other public venues. From these reports, it’s clear that violent events can occur anywhere. **If you were to find yourself in an active-shooter situation, would you know how to react?** The question is important because your survival may depend on your answer. Your plan doesn’t have to be complicated. The U.S. Department of Homeland Security has shared three responses that could make a difference: **Run. Hide. Fight.** **RUN!*** Know your surroundings; always have an escape route in mind
* Leave your belongings
* Evacuate regardless of whether others are leaving
* Help others escape if possible
* Call 911 and stop others from entering the area

 **HIDE!*** If you are unable to evacuate, conceal yourself
* Lock and/or block entries
* Silence your cell phone, including vibrate mode
* Keep completely silent
* Plan for how you will react if the suspect enters your area

 **FIGHT!*** Fight as a last resort and only when your life is in danger
* Attempt to incapacitate shooter
* Improvise weapons from your surroundings
* Act with physical aggression
* If you have been hiding with others, fight together
* Commit to your actions, **your life may depend on it**

**REMINDERS****MD Anderson League City Open House**: All employees are invited to celebrate the opening of MD Anderson league City on the UTMB Health League City Campus on Thursday, Oct. 11, 4-6 p.m. Senior leaders from UTMB Health and MD Anderson will host a ribbon-cutting ceremony to celebrate this first-of-its-kind UT System collaboration. Join us for food, drinks and self-guided tours, including the UTMB Health Surgery and Cancer Clinics in the new facility.**Annual Employee Evaluations**: The institutional deadline to complete employee evaluations for FY18 is Oct. 31, 2018. An annual evaluation is required by the University of Texas System for all faculty and staff members hired on or before Feb. 28, 2018. All employees will be reviewed on their performance from Sept. 1, 2017 to Aug. 31, 2018. To help ensure compliance with this system-wide directive, employees are advised to speak with their leadership regarding any entity or department specific requirements and deadlines. Employees may also visit <https://hr/utmb.edu/relations/performance/> for more information about the annual evaluation process.  | **PeopleSoft Financial Management System (FMS) Inventory Management Module implementation delayed until Nov. 5**: Supply Chain is activating the inventory module to enhance the ordering process of stocked inventory items from the logistics warehouse on the Galveston Campus. The Inventory Module go-live date has changed from Oct. 15 to Nov. 5 to allow for additional technical testing prior to the implementation date. Training on the new eProcurement ordering process is available for all departmental users. Stock warehouse items may include recycling bags and various medical supplies, among other items. To attend one of the upcoming training webinars, please visit the [Information Services Training Calendar](https://my.utmb.edu/EPICTRAINING/default.asp?default_application_name=PeopleSoft%20FMS&default_role_name=Institutional%20Staff&initial_date=201809). For more information, please visit [PeopleSoft FMS Inventory Management Implementation](https://ispace.utmb.edu/xythoswfs/webview/_xy-19360636_1)or email Materials.Mgmt@utmb.edu.**New online search tool now live:** For more than a decade, UTMB has relied on two services purchased from Google to provide search tools for users of UTMB web sites. While those tools are being taken off the market by Google, feedback made it clear that search is important to UTMB. Therefore, a new search appliance called Mindbreeze is being implemented. The past several months have been spent on installation and configuration, and the search tool will be available for campus use on **Thursday, Oct. 4**. Send questions or suggestions to search@utmb.edu.  |
| **DID YOU KNOW?**One hundred and twenty seven years ago, on Oct. 5, 1891, the founding members of the University of Texas Medical Department met for the first time—in Old Red—with 23 medical students and 13 faculty members. UTMB was the nation’s first public medical school and hospital under unified leadership. Today, UTMB has four schools, three campuses, more than 3,300 students and 31,000 alumni of record, an internationally renowned research enterprise, and a growing comprehensive Health System. The university has a $3.3 billion annual statewide economic impact, in terms of business volume, personal income and durable goods purchases. More than 42,000 jobs are directly or indirectly attributed to UTMB. **The Joint Commission Questions of the Week****Q: Did you know that what Joint Commission surveyors see is just as important as what they ask?**During the survey, Joint Commission will be observing people working and the environment while they ask questions. What will they see in your area?* Hand hygiene
* Patient privacy
* Timeouts prior to procedures
* Two patient identifiers verified
* Clean workstations
* Employee badges visible
* Clean, uncluttered hallways and storage areas
* Alarms tended to timely

**Q: What is included in the medication reconciliation process?**A: Medication reconciliation is intended to identify and resolve discrepancies—it is a process of comparing the medications a patient is taking (and should be taking) with newly ordered medications.In order to maintain and communicate accurate patient medication information, you must: * Obtain the patient’s current medication information upon admission or outpatient visit
* Compare the patient’s current medication list with medications ordered to identify and resolve discrepancies, omissions, duplications, contraindications, unclear information, interactions, need to continue
* Provide the patient a written medication list upon discharge or after an outpatient visit
* Explain the importance of managing medication information to the patient upon discharge or after outpatient visit

 See Policy: IHOP 9.13.30 Medication Reconciliation for more details. |