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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 | | **Jan. 18, 2018** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **OSAA**  Congratulations to Dr. Norma Pérez. She is the recipient of the Freeman Endowment Fund for the Development of Minority Faculty 2018. This endowment is intended to provide support to faculty, programs and projects that advance The University of Texas Medical Branch’s core value of diversity and its institutional efforts to increase and support the development of minority faculty of underrepresented ethnic groups. Its aim is to help create and encourage a racially diverse work force in medical research.  **A Step 1 Mentor** training workshop was conducted by the Office of Academic Support and Career Counseling Monday, January 22, 2018. Presenters included Dr. Sofia Cano, Dr. Tara Tuchaai, Debra Liedy, and Shirley Pullen.  This year there are 22 Step 1 Mentors who will hold weekly prep sessions for USMLE Step 1 for MS2 students and the SeaChange cohort. The Step 1 Mentors are MS3 and MS4 students selected for their outstanding academic achievements, performance on Step 1, and previous participation as UTMB course tutors.  **The Step 1 Kickoff** meeting for the Class of 2020 will be held Wednesday, January 24, 2018, in Levin Hall South Auditorium. The Step 1 Kickoff is part of a multi-component program provided by Academic Support and Career Counseling to support students’ success on USMLE Step 1.  Dr. Sofia Cano will present and facilitate the overall program. Dr. Tara Tuchaai will discuss the Step 1 Mentor program and introduce the Step 1 Mentors, Dr. Julie McKee will explain UTMB policies regarding testing deadline, requests for extended study time, and the difference between a Leave of Absence and an Academic Reassignment. | | | **Monthly financial update—December:**   * Adjusted margin (bottom line) was a loss of $3.5 million. * The planned adjusted margin was a loss of $4.9 million; therefore, we were favorable to budget by $1.4 million. * Patient care continues to be lower than expected, but our expenses are better than expected. * Although the month of December was favorable to budget, we are behind where we planned to be for the fiscal year-to-date adjusted margin. Please continue to monitor expenses that are not critical to achieving our mission objectives in order to help ensure that we move back toward our budgeted adjusted margin. (Note: Dr. Callender will be providing a more detailed financial update at the Jan. 24 Town Hall.)     **ACTION ITEM—2017 Tax Forms:**   * **W-2 Tax Form:**Employees who consented to receive an electronic copy of their W-2 tax form for 2017 will be able to view and print the form through [Employee Self Service](http://www.utmb.edu/hcm/hcm_redirect.asp?strApplication=employee%20self%20service) starting Jan. 26. The form is located under the Payroll and Compensation section, and you must be directly connected to a UTMB network via work-site connection or VPN to access the document. Any employee who did not sign up for digital delivery of the form will receive a paper copy through the U.S. mail. For questions or more information about the W-2 tax form, email [payroll.services@utmb.edu](mailto:payroll.services@utmb.edu). * **1095-C Tax Form:**Employees who signed up to receive an electronic copy of their 1095-C tax form for 2017 will be able to download and print the form at [www.MyTaxForm.com](http://www.mytaxform.com/) starting Jan. 20. This form contains information about your health care coverage that will be needed to complete your income tax return. Those who chose the digital format will have unlimited access to the document until Dec. 31. Any employee who did not consent to electronic delivery of the form will receive a paper copy through the U.S. mail. Lost or damaged forms will be reissued at no cost; however, a fee will be charged for each additional paper copy. See <https://utmb.us/2i4> for assistance with logging in to MyTaxForm.com or email [hrservic@utmb.edu](mailto:hrservic@utmb.edu).     **REMINDER**  **Town Hall on Jan. 24:**  Please plan to attend Dr. Callender’s next Town Hall Jan. 24 at noon in Levin Hall on the Galveston Campus. For more information, including online viewing options, visit <https://www.utmb.edu/townhall/>. | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **REMINDER**  **UT System Regents’ Outstanding Employee Award nominations:**  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 a significant 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 is 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>.    **CMC: Hospital Galveston metrics for December:**  ../../../../Screen%20Shot%202018-01-18%20at%209.06.20%20AM.png    **CMC: American Correctional Association (ACA) re-accreditation:**  The following facilities were re-accredited at the recent ACA panel hearings in Orlando, Florida:   * Bridgeport * Beto * Briscoe-Cotulla * Cole-Moore * Gist * Goodman * Holliday * LeBlanc * Segovia Lopez * Luther * Polunsky * Stiles * Torres-Ney | | | **The Joint Commission Questions of the Week:**  **Did you know that what The Joint Commission sees 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 Joint Commission see in your area?   * Hand hygiene! * Compliance with patient safety standards * Timeouts prior to procedures * Verification of two patient identifiers * Clean workstations * Visible employee badges * Clean, uncluttered hallways and storage areas   **Quiz: Patient education is required in the following instances:**  a.    Patient infected or colonized with a multidrug-resistant organism (MDRO)  b.    Patient undergoing a surgical procedure  c.    Prior to insertion of a central line  d.    Patient who will have an indwelling catheter  e.    Patient discharged from hospital or at the end of an outpatient encounter, regarding information on medications they should be taking on discharge and the importance of managing medication information  f.      Patient on a therapeutic anticoagulation medication  g.    All of the above  **Answer:** Patient education is required in the following instances: g. All of the above  **Quiz: When obtaining blood and other specimens from a patient, you must**  a.    Use two patient identifiers prior to the procedure  b.    Label the containers in the presence of the patient  c.    Do both a and b  d.    Do none of the above  **Answer:** When obtaining blood and other specimens from a patient, you must: c. Do both a and b | |
| **DID YOU KNOW?** In 2017, UTMB’s primary web domain [www.utmb.edu](http://www.utmb.edu/) averaged just under a million visits (sessions) a month, with more than 29 million page views. Our workforce represents a significant portion of that traffic, so not surprisingly, 85 percent of visitors are using a desktop PC. The most common browser was Internet Explorer (57 percent), with Chrome the next most popular choice (23 percent). The most visited page in 2017? iUTMB, with more than 20 percent of total traffic. | |