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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 | **May 24, 2018** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| No news to report. | **Be Heard with the 2018 You Count Employee Survey:**UTMB wants to know what’s on your mind with the 2018 You Count Employee Survey. The survey is being administered by Press Ganey to protect the confidentiality of participants, and the results will help us to understand the issues that are important to you and your colleagues.* The survey is available to all faculty and staff members employed as of April 10, 2018, and will remain open until midnight **June 8, 2018**.
* Employees must use the personalized link received via email from Press Ganey on May 21, 2018, to complete the survey. If you need to have your link resent or are experiencing difficulty accessing the survey, please contact the Press Ganey Client Support Desk at hdesk@pressganey.com.
* Those who complete the survey will be entered into weekly drawings for a chance to win an Amazon Echo, a MacBook Pro, an LED smart TV, dinner with Dr. David L. Callender and other great prizes. Pizza will also be provided to areas that achieve a 70 percent participation among eligible employees.

For more details about the survey, including frequently asked questions, see <https://hr.utmb.edu/youcount/>.**President Callender’s new video series to debut next week:**Watch for the first in a series of short video messages from UTMB President David Callender beginning next week. You can find the link for the video on iUTMB, and it will also be published in subsequent issues of Weekly Relay Notes.**Sealy Institute for Vaccine Sciences re-designated by the World Health Organization:**UTMB’s Sealy Institute for Vaccine Sciences (SIVS) has been re-designated as a Pan American Health Organization/World Health Organization Collaborating Center for Vaccine Research, Evaluation and Training on Emerging Infectious Diseases. Dr. Allan Barrett serves as the director of the institute; the designation is effective through April 2022. SIVS, supported by The Sealy & Smith Foundation and approved by The University of Texas System, funds and further guides the development of preventive and therapeutic vaccines at UTMB. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **Retail food service Memorial Day holiday hours:**The holiday hours for retail food service vendors on May 28 are as follows:**Galveston****John Sealy Hospital*** Subway will be open from 8 a.m. to 11:30 p.m.
* Chick-fil-A will be closed
* Café on the Court 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

**Clinical Services Wing (CSW):*** Sixth Floor Staff Lounge vending machines will remain open 24/7
* 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 remain open with regular business hours

**REMINDERS****Emergency Classification and Acknowledgement Form deadline:**The institutional deadline for employees to complete their [2018 Emergency Classification and Acknowledgement Form](https://webforms.utmb.edu/frevvo/web/tn/forms/user/giflynn/app/_2fXwMBYqEeaPsbyOXGb9YQ/flowtype/_QIqGMaQqEeWwb9eqGmEsIw/popupform) and to have it approved by their supervisor or faculty advisor is May 31. As of May 23:* 59 percent of the forms have been completed and approved
* 6 percent are pending manager approval
* 35 percent have not yet been started by employees

The form and departmental status reports are available at <https://hr.utmb.edu/relations/emergency/>. **The Joint Commission Survey Preparedness—Hazcom Training:**The Joint Commission expects that employees who work with hazardous materials will be trained in advance to do so. UTMB health care employees receive Hazard Communication Act training, also known as “HazCom” (Institutional Handbook of Operating Procedures Policy 08.01.30 ). These individuals should be conversant in the following topics for the chemicals they may handle:1. The use of information provided on Safety Data Sheets (SDSs) and container labels (For a list of SDSs, visit <https://www.utmb.edu/eoc/home/sds/healthcare>)
2. The location of hazardous chemicals present in the work areas
3. The physical and health effects of exposure
4. Proper use of personal protective equipment (PPE)
5. Safe handling of hazardous chemicals
6. First aid treatment for exposure to hazardous chemicals
7. How to clean up and dispose of hazardous chemicals

If a surveyor asks about a chemical you do NOT work with, state this and refer them to your supervisor. Anytime there is a new chemical or process introduced, or you are unclear about safety information, you should talk to your trainer/manager. Clinic and department managers and trainers have access to their department’s chemical inventory and department-specific training presentations in iSpace; hardcopies should be available for employee reference. If you don’t know who your trainer is, ask your manager. If your training or inventory information is incorrect or missing or if you have any questions, please contact Jim Stone at jstone@utmb.edu. | **PeopleSoft Financial Management System (FMS) new user interface:**In February, UTMB successfully completed a PeopleSoft FMS system upgrade to version 9.2. It is now time to implement a new, modern and responsive FMS User Interface that will further enhance our financial management functions using various computer, tablet or smart phone devices. The system is scheduled for a brief outage from 11 p.m. May 25 until midnight May 26. **U**sers will not be able to access the FMS eProcurement, Travel & Expense Reimbursements, Grants, Asset Management or UTMB’s General Ledger during the outage. For more information on the look and feel of the new user interface, visit the [PeopleSoft FMS User Interface Job Aid](https://ispace.utmb.edu/departments/PublicAffairs/Web/NavBar_JOBAID.pdf) or contact the UTMB Service Desk at (409) 772-5200.**My Road Ahead:**The institutional deadline for completing the second activity related to your FY18 My Road Ahead development plan is May 31. For questions or guidance with your development plan, please talk with your supervisor. (Note: Faculty and staff in the Academic Enterprise have until Aug. 31 to complete all My Road Ahead activities.) **Epic 2017 Upgrade goes live June 2:**The go-live, which will introduce a variety of new functionality to the Epic electronic medical record system, coincides with the full go-live of Radiant, Epic’s radiology module. For details and workflow bulletins, please visit <http://intranet.utmb.edu/emr>. |
| **DID YOU KNOW?**The response to the Santa Fe High School shooting on May 18 has once again demonstrated how the UTMB family and the communities we serve come together to help those in need during times of crisis. UTMB, along with the MD Anderson Cancer Center Blood Bank, organized blood drives to support victims of the tragic event, starting the morning of the incident and continuing into the following week. As of Wednesday afternoon, May 23, 303 units of blood had been donated. The mobile blood bank will conduct another drive on May 29 from 8:30 a.m. to 2:30 p.m. at UTMB’s Clear Lake Center, 20738 Gulf Freeway in Webster. For more information about donating, visit <https://www.mdandersonbloodbank.org>. **CMC—Fingerprinting reminder:**All CMC employees who work with the Texas Department of Criminal Justice must have fingerprints taken by TDCJ. Most unit-based employees have already completed this process, but there are groups of support services such as Human Resources, Finance, Support Services, Pharmacy, etc., that did not have these taken when the rest of the organization did. The deadline for completing the fingerprinting is June 30. All CMC-TDCJ employees **MUST**complete a fingerprinting acknowledgement form available from practice managers. These must be completed by June 30 as well. **CMC—You Count:**Please encourage all staff to participate in the 2018 You Count Employee Survey that is available through June 8. For more details about the survey and the participant prizes, see <https://hr.utmb.edu/youcount/>. |