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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 | **July 9, 2020** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
|  | **UTMB named to top hospitals list:**UTMB has been named to the IBM Watson Health 100 Top Hospitals list, specifically ranked in the top 15 nationwide among major teaching hospitals on the list. IBM Watson Health recognizes hospitals of all sizes in five different categories—major teaching hospitals, large community hospitals, medium community hospitals and smaller community hospitals. UTMB was the only teaching hospital in the Houston area recognized and one of only three in Texas. The recognition was based on a variety of measures, including lower inpatient mortality rates and fewer patient complications, shorter lengths of stay and faster emergency care.Read more about the honor at <https://www.utmb.edu/newsroom/article12515.aspx> and review a message by Dr. Gulshan Sharma, vice president and UTMB’s chief medical and clinical innovation officer, about the ranking at <https://utmb.us/46o>.**Annual Benefits Enrollment:**The annual enrollment period for the 2020–2021 benefits plan year is July 15-31. During this period, you may make changes to your benefits elections, add or remove dependents, and/or enroll in a flexible spending account.* You will need the personal identification number provided to you by the UT System Office of Employee Benefits to access the [My UT Benefits](https://bfi.secure3-enroll.com/sso/saml/MyUTBenefits) online system. Your PIN will be delivered by email on July 15.
* No action is necessary if you do not want to make any changes to your coverage for the upcoming plan year; however, employees interested in a flexible spending account must actively enroll each year.
* Your annual enrollment elections and new rates are effective Sept. 1.

For more annual enrollment information, including employee guidebooks and benefits cost worksheets, please see <https://hr.utmb.edu/hrbbc/benefits/annual_enrollment/>.**Gutierrez joins UTMB as vice president of Ambulatory Operations**: Welcome Pete Gutierrez, who joined the UTMB family on July 6 as our new vice president of Ambulatory Operations. In this role, Gutierrez leads UTMB’s network of primary, urgent care and specialty care clinics. He is working closely with ambulatory leaders, Dr. Rex McCallum, and other colleagues in the Academic Enterprise to ensure the best and safest outcomes for our patients. He replaces Ann O’Connell, who served in this capacity from 2013 until her departure earlier this year. Thanks to Katrina Lambrecht and Jim Amato for their willingness to oversee our ambulatory operations on an interim basis. Their work has been exceptional, leading us through the challenging times associated with our response to COVID-19. |
| OPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **GALVESTON CAMPUS****Planned exterior stairwell closure on east side of Jennie Sealy Hospital**: Beginning July 20, the exterior stairwell on the east side of Jennie Sealy Hospital will be closed so crews can replace the insulation beneath the facility. The work is expected to be completed by Aug. 28. In the meantime, signage will direct pedestrians to an alternate path to and from the hospital, away from the stairwell closure.**NEWS FROM INFORMATION SERVICES****Important Kronos information**: The Kronos Upgrade team will be re-entering all future sick leave requests. After Kronos Version 8 goes live on July 15, managers will need to reapprove any future dated sick leave in the upgraded system and will receive an auto-generated email from Kronos. It is the only type of leave request that needs to be reapproved by managers. Kronos webinars for employees, timekeepers and managers are available until July 15. Register today at <https://innovation.utmb.edu/TrainingGateway/#/>.  Review the Kronos Upgrade web page at <http://intranet.utmb.edu/emr/kronos-update/kronos-upgrade-overview> for updates.**Kronos system downtime**: All users will be unable to access the Kronos application from July 15 at 8:30 a.m. until July 16 at 8:30 a.m. During this downtime:* Areas routinely using Kronos will need to plan their work around the outage.
* Impact to clock transactions:
	+ Employees will still be able to clock using the telephone or time clocks. Those transactions will be imported once the downtime is over.
	+ The "Time Stamp" feature will be unavailable during the outage.

**WEEKLY WELLNESS TIPS**Shared by the UTMB RISE (Resilience in Stressful Events) Task Force, these tips are just one way we can all work to stay emotionally healthy during the COVID-19 pandemic. * **Practice self-compassion by being mindful:** At the beginning of your day, without judgment or analysis, notice what you’re feeling. Say, “This is a moment of suffering” or “This hurts” or “This is stress.”
* **Take a breath to center yourself and calm anxiety:** At the beginning of your day and throughout, take a moment to breathe deeply in and out. Say, “I am calm” or “I am strong.”
* **Conduct a self check-in for symptoms of depression or excessive anxiety:** Seek help for prolonged sadness, difficulty sleeping, intrusive thoughts or memories, or hopelessness.
* **Recognize and respect differences in yourself, your colleagues and your patients:** Some people need to talk while others need to be alone.
* **Honor your service:** You are part of a noble profession—taking care of people in most need. Recognize yourself and your colleagues.
* **Meet basic needs:** Eat well (not too much sugar, caffeine or alcohol). Sleep well. Take care of yourself so you can stay safe and alert and take care of others.
* **Take breaks:** Don’t skip breaks at work. At home, allow yourself to unwind and do something fun or relaxing. Resist feeling guilty.
* **Stay updated but not over-saturated:** Rely on trusted sources of information (UTMB COVID-19 updates, Galveston County Health District, CDC). Avoid over-checking the news and non-credible sources of information.
 |  **Patient centeredness tip of the week**: The patient centeredness focus this week is acknowledgement. Acknowledging your patient is one of the simplest actions you can take to demonstrate patient-centered care. Introducing yourself to the patient, greeting them by name, and making eye contact all demonstrate acknowledgement. From the mouth of our patients, here are some real patient comments about feeling acknowledged: “He listened, he understood me and answered,” and “I felt and feel well looked after.” Think about how you can incorporate acknowledgement into your practice by providing care that is respectful and responsive to the patient’s preferences, values and needs. |
| **DID YOU KNOW?**With a mission to provide spiritual and pastoral support for all, the chaplains who comprise UTMB’s Pastoral Care team have implemented creative measures to serve not just patients and their families, but also UTMB employees and students during this unprecedented time. Some of the initiatives employed by this team of spiritual care experts include:* **“Tea for the Soul–On the Go!”**—This program—an adaptation of the group’s popular “Tea for the Soul,” which included tea, treats and inspirational prayers and conversation— gives individuals a chance to take a sweet snack and cup of tea with them while maintaining proper social distancing.
* **Spirit Kits**—Implemented by Chaplain Jenny Schindler, this initiative serves as a tangible way to bring comfort to those working in the demanding and high-stress areas throughout our hospitals and provide a space for a conversation that can help reduce the stress and anxiety felt by our frontline workers.
* [**Spiritual “Daily Anchor” podcasts**](https://liveutmb.sharepoint.com/%3Af%3A/s/collaboration/webfiles/En-0z1gttZhCud0rGjRoFt8B7BUbsFAEVAutRp6bUwC_xw?e=3JRMZO)—Over 60 different recordings, devotionals and prayers focusing on themes such as peace and strength have been made available for the UTMB community to reference at their convenience.

In addition to these resources, some chaplains have explored and started programs catered to the UTMB campus they serve, as each population has its own unique needs, preferences and resources. The group also offers tele-chaplaincy services for anyone who might be in isolation and a prayer line is available at (409) 772-3915 where individuals can call and leave a name of someone who might benefit from prayer. For more information on pastoral care services, email Carla Price, manager of Pastoral Care, at csprice@utmb.edu.**COVID-19: Novel coronavirus updates****New In Focus video message from Dr. Raimer**: [July 1 In Focus video message from Dr. Raimer](https://www.utmb.edu/covid-19/home/pres-communications/communication-article/2020/07/02/in-focus-july-1-2020) addresses the temporarily suspended search for a new UTMB president and the new wave of COVID-19 cases. Dr. Raimer also recounts statistics relating to our care of COVID-19 patients and discusses the financial strain UTMB continues to feel as a result of this pandemic.**Off Label sessions available to employees:**While working in health care is a virtuous endeavor, it can cause distress, burnout, compassion fatigue and other issues in our lives, particularly during a global pandemic. As a way to help lighten that burden and build solidarity among colleagues, the Resilience in Stressful Events (RISE) Task Force is scheduling confidential sessions called “Off Label,” to create a space where employees can discuss issues in a candid, authentic and non-judgmental way. To schedule a session or for questions, contact Dr. Tammy Cupit at tcupit@utmb.edu or (409) 747-8772 or Dr. Jeff Farroni at jsfarron@utmb.edu or (832) 628-4663.**Join Dr. Sharma’s next Q&A session July 15:**Dr. Gulshan Sharma, vice president and chief medical and clinical innovation officer, will conduct his next Question & Answer session via Microsoft Teams on Wednesday, July 15 from noon to 1 p.m. He will answer your questions related to COVID-19 and what we’ve learned so far in treating the disease. You can join the meeting [at this link](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_Njg1ZWY1MGItOTZlZS00NTI0LWFiZjUtYzMwZWNkMWM2YTUy%40thread.v2/0?context=%7b%22Tid%22%3a%227bef256d-85db-4526-a72d-31aea2546852%22%2c%22Oid%22%3a%22e0f895a9-2325-49d5-89b4-8b44a963f386%22%2c%22IsBroadcastMeeting%22%3atrue%7d) at the time of the presentation.**Remember to recycle masks, goggles and gowns:**As we continue to monitor the use of PPE throughout our health care facilities during our response to COVID-19, please remember to recycle masks, goggles and gowns after use.**COVID-19 website:**You can find the latest information regarding UTMB’s institution-wide response online at [www.utmb.edu/covid-19](http://www.utmb.edu/covid-19). |