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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 | | **Oct. 22, 2020** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **Academic Affairs walking teams with team**  **members and current rank:**  **Ambulation Domination - 610**  Holly Goode  Veronica Marciano  Dora Hawkinson  Robert Philpot  Gary Perez  **Best Pace Scenario - 251**  Angie Donnella  Shirley McGraw  Darcy Ortiz  Julie Kutac  Patrick McGraw  **Catch Us If You Can - 527**  Catalina Salinas  Paul Shreve  Ashley Guillory  Christi Kobald  **Rockstar Steppers - 572**  Elizabeth Freeman  Kathleen Everling  Era Buck  Flavio Marconi Monteiro  Holy West  **Together We Can - 484**  Trea Smith  LeTanya Neely  Laura Nevarez  Ruth Levine  Valerie Carmichael  **Walk Like It’s 5 O’Clock - 182**  Hope McNatt  Amanda Ripple  Michelle Davis  Ashley Shriver  Mary Mallini  **#2020 You’re On Mute! - 286**  Majka Woods  Lori DeWillis  Alma Block  Catherine Hale  Zelma Bocanegra  **Only 5 more days left in the challenge!** | | | **Monthly financial update—Results as of September 30, 2020:** For the month of September, UTMB’s adjusted margin was a  loss of $14.7 million, which was $0.5 million favorable to planned results. As this is the first month of the new fiscal year, the fiscal year-to-date results are the same as the monthly results. Thank you for your ongoing efforts to manage expenses and improve the efficiency of our work to ensure the long-term success of UTMB’s mission.    **From Executive Leadership—Updated guidelines on meetings and social/holiday celebrations:** As we enter the traditional cold and flu season and with the holidays starting next month, our COVID Clinical Task Force has updated UTMB’s guidelines regarding meetings and social celebrations. Read the latest online at [**https://utmb.us/4g8**](https://utmb.us/4g8).  **UTMB Policy allows for time off for voting**: UTMB employees are encouraged to take part in local, state and national elections through early voting or before/after their normal work hours. If it is not possible for employees to vote during off hours, supervisors are authorized under [IHOP Policy 3.6.2](https://www.utmb.edu/policies_and_procedures/IHOP/Employee/Leave/IHOP%20-%2003.06.02%20-%20Time%20Off%20for%20Voting.pdf) to grant a reasonable amount of paid time off on Election Day (Tuesday, Nov. 3) for this purpose. Employees who need to vote during work hours must notify their supervisor in advance to ensure adequate coverage. Employees are also expected to refrain from political speech and activity while in the workplace. This includes discussing how they voted or retaliating against others who voted for a particular candidate. Any questions or concerns may be directed to your assigned [HR Business Partner or Employee Relations Advisor](https://hr.utmb.edu/relations/staff_directory/).  **In case you missed it—Dr. Sharma’s latest COVID Q&A session:** Dr. Gulshan Sharma, vice president and chief medical and clinical innovation officer, conducted a Question & Answer session via Microsoft Teams on October 19 where he answered your questions related to COVID-19 and provided a general update about the pandemic. You can watch a recording of the session at <http://intranet.utmb.edu/covid-19-internal/q-and-a>.  **REMINDERS**  **2020 State Employee Charitable Campaign:** This year, in the shadow of COVID-19,  UTMB has adopted a “bare bones” theme. The campaign has been compressed into two weeks and features no chairperson, no goal and no pressure. It runs until Oct. 31; with ten days to go, more than $175,000 has been pledged to support people in need and important causes. For more information or to make your pledge, visit [www.utmb.edu/secc](http://www.utmb.edu/secc). | |
| OPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **Annual employee evaluations due Oct. 31:** The institutional deadline to complete employee evaluations for FY20 is Oct. 31. As a reminder:   * An annual evaluation is required by the University of Texas System for all full-time, part-time and casual (PBL) employees hired on or before Feb. 29, 2020. * For an evaluation to be considered final in the ePerformance system, managers must mark the performance document as complete after the employee electronically acknowledges the evaluation. * Managers may track the progress of evaluations for all employees in their reporting structure through the ePerformance Manager Dashboard.   For further assistance with the annual evaluation process, please see <https://hr.utmb.edu/relations/performance/> or contact your assigned [Employee Relations Advisor](https://hr.utmb.edu/relations/staff_directory/).  **Free flu shots for employees and volunteers:** UTMB’s Flu Free vaccination program offers employees and volunteers free flu shots each year to help prevent the spread of influenza. Vaccinations are available at all UTMB campuses and clinics. Employees and volunteers who receive a flu shot at a UTMB facility this year are asked to complete an online attestation/consent as proof of vaccination. The attestation/consent is available at <https://utmb.us/4di> and should be submitted within 24 hours of being vaccinated. For more details about the vaccination locations and UTMB’s health care worker requirements, please see <https://hr.utmb.edu/ehc/flufree/>.  **Patient-centeredness Top of the Week:**  Demonstrating **respect** is an essential component of our responsiveness to patient needs. In today’s “now” culture, patients are becoming less accepting of wait times. Overlooking or not acknowledging extended wait times implies the patient’s time isn’t valuable and could be perceived as a sign of disrespect. Demonstrate **respect** this week through the following actions: acknowledging and listening to the patient’s perspective and by managing expectations at admission. The Studer Group says, “Delivering a memorable patient experience isn't just about nursing. The whole team has to consistently deliver with every patient, every time. On-the-spot service recovery is everyone's job.”  **REMINDER—RL DATIX upgrade set for Nov. 5:** On Nov. 5, RL DATIX will undergo an upgrade and have a new look. The bright-green screen will be replaced with a grey-tone screen, and the tabs running top-to-bottom on the left side of the screen will include labels under them to help easily identify their purpose. Users will also notice a customized UTMB Culture of Safety Icon for the Employee Event form. As part of the upgrade, the RL DATIX system will experience “down-time,” from 8 a.m. to 5 p.m. on Nov. 5. “Down-time” PDF forms will be available for printing so users can still capture events during the upgrade outage. You can find the PDF forms on the RL DATIX SharePoint at <https://utmb.us/4ft>.    **Virtual Research Quarterly Update set for Oct. 27:** The next Research Quarterly Update will be held virtually on Tuesday, Oct. 27 at 11 a.m. This is an opportunity for all interested faculty, staff and trainees to learn about new and upcoming activities in UTMB’s Research Enterprise. The agenda includes a research strategy update; recognition of recent publications and grant funding; and updates on UTMB’s specimen biorepository and TriNetX, a tool that provides researchers the ability to explore a limited, de-identified set of patient data. Join the meeting via  [Microsoft Teams Live](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDE3NmJmYzYtNmFkZC00NmIxLWJmOGEtZTc1OGNlNWRmMTZh%40thread.v2/0?context=%7b%22Tid%22%3a%227bef256d-85db-4526-a72d-31aea2546852%22%2c%22Oid%22%3a%22c1b278dc-e9f6-4f15-a3a9-7fcdfb21765c%22%2c%22IsBroadcastMeeting%22%3atrue%7d). | | | **Weekly Wellness Recap**:  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. Here are this week’s tips:   * **Set a learning goal, not just a performance goal**. Set goals for the knowledge you want to gain—like learning more about emotional intelligence. Research shows this increases satisfaction and growth. * **Sign a resilience contract with someone**. When it comes to motivation, we humans are very much social animals. A little social pressure can help us achieve what we want. Committing a goal to someone else makes it easier to stick with it. * **Stop doom-scrolling on your phone**. Studies show the more time you spend scrolling negative news on your phone, the more anxious you become. Be intentional and time-limited with your social media sources. * **Self-affirm to perform better under stress**. Take a moment to give yourself a positive affirmation today such as, “I am positive and productive in the face of stress.” * **Spend 15 minutes in quiet reflection today** for clarity and to recharge your emotional battery. * **Question your perspective from time to time**. View your challenge from another’s point of view. Ask yourself if this will matter in five weeks…or five years. * **Remember it’s not always about you**. If someone says something harsh in person or an email, it may not be about you at all. Take a moment to calm down and avoid being reactive. | |
| **DID YOU KNOW?** UTMB’s Osler Student Societies will be hosting their annual Fall Festival from 5-7 p.m. on Friday, Oct. 30 in the Galveston Campus Parking Lot DA. A tradition that began 12 years ago after Hurricane Ike ravaged Galveston Island and surrounding areas, the event is usually intended for children and their families from the area and includes carnival games, snacks and costume contests. This year, in light of the COVID-19 pandemic, the event has been turned into a drive-through grab and go that will include goodie bags and prizes for participants. The event, which is run by more than 50 student volunteers from all four UTMB schools, will also double as a canned food drive for St. Vincent’s House food pantry, with participants encouraged to donate non-perishable food items. For more information about the festival or how you can help, contact Leanne Green at [lemgreen@utmb.edu](mailto:lemgreen@utmb.edu). | |