Ben

[**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 8, 2021** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
|  | | | **Town Hall on July 14:**  UTMB President ad interim Dr. Ben Raimer will host a virtual Town Hall at noon on July 14 to provide a high-level overview of a new leave program being developed for UTMB faculty and staff. Panelists will include Cheryl Sadro, executive vice president and chief business and finance officer; Vivian Kardow, vice president and chief human resources officer; Philesha Evans, associate vice president for human resources operations and employee relations; and others, who will discuss major elements of the program, why and how it is being developed, and how it will roll out once all details are finalized. This is the first of many employee communications to come about the new program. The meeting will be recorded. Questions for the panel? Send them to <https://www.utmb.edu/eac/contact-us>.  **Applications being accepted for winter storm Uri recovery funding**:  The Galveston County Recovery Fund donated $15,000 to help UTMB staff, faculty and students who suffered significant property losses during winter storm Uri earlier this year. If you are a UTMB employee or student who suffered a loss and would like to apply for possible support, visit <https://utmb.us/51m> for additional grant details and an application form. All donated dollars will be distributed; the number and amount of the grants will depend on how many applications are received. The deadline for applications is July 30.  **ACTION ITEM**  **Annual benefits enrollment:**  The annual enrollment period for the 2021–2022 benefits plan year is July 15 to July 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 may access the [My UT Benefits](https://bfi.secure3-enroll.com/sso/saml/MyUTBenefits) online system by identifying UTMB as your institution and entering your UTMB user name and password. * No action is necessary if you do not want to make any changes to your coverage for the upcoming plan year; however, it is recommended that employees review their current elections and dependents to ensure they are correct. In addition, 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://www.utmb.edu/hr/employees/compensation-and-benefits/annual-enrollment>. | |
| OPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **COVID-19 UPDATE**  **Delta variant spreading fast with increased infection risks:**  Internationally, the Delta variant of the COVID-19 virus has been spreading fast and has caused significant increases in hospitalizations and mortality. It is expected to be the predominant strain in the U.S. within a few weeks. At UTMB, our virus sequencing effort has shown an alarming increase in the prevalence of the Delta variant. Read the July 2 advisory from UTMB's COVID-19 task force at <https://utmb.us/51z>.  **REMINDER**  **Records management retention schedule updates:**  Every five years, UTMB’s Records Management Team meets with departments at each campus to update and re-certify the university’s record retention schedule. Starting July 1, records specialists began reaching out to departments to set up Microsoft Teams meetings to review any retention schedule changes with Department Records Coordinators (DRC) and other department members. Please be sure to email the Records Management Team at [recmgmtc@utmb.edu](mailto:recmgmtc@utmb.edu) if there has been a change to your department or the DRC contact information.  **SAVE THE DATE**  **Next Health Care Unmasked episode on July 21:**  Dr. Kathleen Kroger, assistant professor in UTMB’s Department of Dermatology, will appear on the July 21 edition of Health Care Unmasked. Dr. Kroger will address summertime skin care, skin conditions and treatments. She will also discuss dermatology services provided at UTMB Health's new [Plastic Surgery and Aesthetics clinic](https://www.utmbhealth.com/aesthetics/home). The episode will air at noon on the i45 Now Facebook channel at <https://www.facebook.com/i45NOW>. | | | **The Joint Commission Question of the Week—Patient privacy and confidentiality**:  How do you demonstrate to the surveyor that you respect the patient's privacy and confidentiality?   * Provide privacy during care, exams and procedures by closing doors or pulling curtains and also include gowning or draping patients * Provide the opportunity for a chaperone during an examination, treatment or procedure that is sensitive or potentially compromising * Provide privacy during one-on-one discussions * Introduce yourself and state your job title, wear ID badges to assure patients and staff know who you are, including the surveyors * Get patient/family permission before allowing surveyor to interview the patient * Knock on the door and wait for a response before entering patient's room * Keep medical record secured * Log off the computer terminal, ensure that the computer monitor is not visible to those who do not have a "need to know," and do not share access codes * Ensure forms with patient information are not placed where the public and others can view them * Ensure full patient names and/or diagnosis or procedures are not listed on bulletin/white boards or clinic sign-in sheets     Patient information should never be discussed in hallways, in elevators, in your home, in other public places or with employees who are not involved in the patient’s care.  **Weekly Wellness Tips:**  This month's theme is focused on resilience and gaining an understanding of how to build skills to help us bounce back.   * Put a problem into perspective by seeing the bigger picture. * Reach out to someone you trust and share your feelings with them. * Look for the positive in a difficult situation. * Write your worries down and save them for a specific, later “worry time.” * Challenge negative thoughts by considering an alternative interpretation (reframe it). * Get out of your area and move for a little bit. * Set an achievable goal and take a first step. | |
| **DID YOU KNOW?** UTMB provides care for a diverse patient population. A new webpage highlights resources for transgender and gender nonconforming patients and individuals seeking care. There are several clinical avenues available to assist patients in a variety of gender-related services, including multiple options for gender-affirming hormones. Visit the new webpage at [www.utmbhealth.com/services/transgender-care](http://www.utmbhealth.com/services/transgender-care?fbclid=IwAR2BAycc8AmsgyZm_QuGJn4RKVGUQ1Q9fETYVcZO2Isy-VYYTpMZZHw_92E). | |