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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 | **September 2, 2021** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| The Hispanic Health Coalition invites you to participate in the 6th Annual Latino HealthVirtual Summit, September 30 - October 1, 2021.They are celebrating their 25th Anniversary! The Summit will highlight the impact of thesocial determinants of health on Latinos.Scroll down the web page to see the whole program: [https://hispanic-health.org/](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhispanic-health.org%2F&data=04%7C01%7Cnoaperez%40utmb.edu%7Ce0027661683249c2e95108d967e86582%7C7bef256d85db4526a72d31aea2546852%7C0%7C1%7C637655070104089887%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=S8wPPIG28wtl6PDLAQMfHAN6luHz4E4uZ%2FrAbBs24Ik%3D&reserved=0)In lieu of abstracts, a call for a short video/Tik Tok message to raise vaccine awareness among Latinos with cash prizes to the top 3 and videos will be shared with the MD Anderson COVID Access Initiative.Submit videos here: <https://tinyurl.com/2021HHCVideo>   ​​Register to Summit: <https://whova.com/portal/registration/latin_202109/>Questions, please reach out to Dr. Pérez Raifaisen, HHC Board Member | **COVID-19 UPDATES**Delta variant cases continue to rise significantly throughout the state—in many cases exceeding the levels seen in previous surges. All faculty, staff and students must continue to remain vigilant and practice safety protocols to protect themselves and others. To read the latest Incident Command Update, visit <https://utmb.us/5xo>.**Quick Links and Reminders:*** [Travel and leave guidance](https://intranet.utmb.edu/iutmb/article/2021/08/24/covid-19-clinical-task-force-additional-information-and-revision-of-leave-related-testing-requirements)
* [Safety Requirements](https://www.utmb.edu/covid-19/employees-students#info), including masking, social distancing/meeting room capacity, travel, visitation
* Requirements if you are [Sick or Exposed](https://www.utmb.edu/covid-19/employees-students/safety#sick)
* Emergency Leave [summary](https://liveutmb.sharepoint.com/%3Ab%3A/s/collaboration/HumanResources/Efkgbrq4LxhIqTeGMFa6SakBuVHfUbXycemth1cDpW5LRQ) and [FAQs](https://liveutmb.sharepoint.com/%3Ab%3A/s/collaboration/HumanResources/EQZLHoO3BD9Fh7oN1S4uTKkBXmoKRp65__AV1KW2eHemEg)
* [Schedule a vaccine online](https://www.utmb.edu/covid-19/vaccine/) or get the vaccine through Employee Health clinics in Galveston and League City
* [Information on authorized booster shots](http://intranet.utmb.edu/iutmb/article/2021/08/16/covid-19-vaccine-booster-shots-available-for-eligible-immunocompromised-individuals)
* [Information on monoclonal antibody treatment](https://www.utmb.edu/covid-19/patients/covid-treatment).

**Dr. Gary Kobinger assumes director duties at the Galveston National Laboratory:** Gary Kobinger, PhD, OM, MSC, assumes his role as the new director of the Galveston National Laboratory the week of Sept. 6, after being named to the position in June. Prior to joining us, Dr. Kobinger was with the Université Laval in Québec, Canada, where he served as director of the institution’s Centre de Recherche en Infectiologie (Infectious Diseases Research Center). While there he also served as a professor in the Department of Infectious Diseases, Microbiology and Immunology, and concurrently held appointments of associate professor at the University of Manitoba and adjunct professor at the University of Pennsylvania. Dr. Kobinger’s work focuses on developing and testing new vaccine platforms and immune treatments against pathogens of high consequence to global public health. To learn more about Dr. Kobinger, visit <https://utmb.us/5z9>. **Annual benefits enrollment follow up:** Employees are encouraged to review their benefits summary and their first earnings statement of the 2021–2022 benefits plan year through [Employee Self Service](https://ebizhr.utmb.edu/psp/ps/?cmd=login&languageCd=ENG) to confirm their benefits deductions are correct. Benefits deductions will first appear in paychecks dated Sept. 10, 2021, for employees who are paid biweekly and Oct. 1, 2021, for employees who are paid monthly. If you have any concerns with your benefits deductions, please contact HR Benefits Services at benefits.services@utmb.edu or (409) 772-2630. Evidence of an administrative or a clerical error must be presented within 31 days of receipt of the first earnings statement of the new plan year. |
| OPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **Family Leave Pool now available:** UTMB has established a Family Leave Pool to support benefits-eligible employees who have exhausted their leave accruals and need time away from work for one of the following reasons:* Birth of a child
* Care and bonding of a child under the age of 1, adoption or foster care placement of a child under 18 years of age, or the placement of any person 18 years of age or older requiring guardianship
* Serious illness of an employee or immediate family member, including a pandemic-related illness
* Extenuating circumstance created by an ongoing pandemic, including providing essential care to an immediate family member

To learn more about the pool and how to donate your accrued vacation and/or sick leave hours, please see <https://www.utmb.edu/hr/employees/fmla-and-sick-leave-pool-requests>. Employees needing assistance may request to receive withdrawals from the pool beginning Oct. 1, 2021. Withdrawals from the pool will be considered on an individual basis, and the number of hours granted will depend on the size of the pool at the time of request.**IN CASE YOU MISSED IT****Sports Medicine highlighted during recent Moms Blog interview**: Assistant professor with the Department of Family medicine and a fellowship-trained primary care sports medicine provider, Dr. Namita Bhardwaj joined Meagan Clanahan, co-owner of the Houston Moms Blog, to discuss all things sports medicine--sports physicals, safety protocols best practices during COVID and more. To view the full discussion, visit <https://www.facebook.com/RealHoustonMoms/videos/1005908670183098>.**Aug. 26 Thought Leader series showcased NASA’s innovative training systems:** Presented by UTMB Health, the Aug. 26 Thought Leader Series explored the Active Response Gravity Offload System (ARGOS), which simulates reduced gravity environments. Dr. Susan McLellan, medical director for UTMB’s Biocontainment Treatment Unit and director for Research-related Infectious Pathogens, helped provide a portion of the presentation’s introduction, which included a heavy reminder about the seriousness of the COVID-19 Delta variant. To view the full video, visit <https://www.youtube.com/watch?v=3wFGgqz4Aj8>. **MONTHLY CYBERSECURITY UPDATE****How We’re Doing:** Last month, 7% of recipients opened an attachment or revealed credentials in simulated phishing attacks by Information Security. Year to date, we’re at 6.5%. Our goal is less than 3%. Learn more about cybersecurity at  <https://www.utmb.edu/infosec>. Report potential phishing to cirt@utmb.edu. **Action Item: Telecommuting and Information Security**: One of our biggest risks continues to be personally owned devices connecting to our network. Everyone has a responsibility to ensure that basic security controls are applied in a timely manner.  If left unprotected, these devices can be used to distribute malicious software, or allow intruders to gain access to our internal network, putting UTMB at an elevated risk of data compromise and healthcare disruption.Remote users must ensure that personally owned devices have basic security controls enabled.  This would include, but is not limited to, the following:1. Users should run a supported operating system, i.e., Windows 10, or a recent version of MacOS X.
2. If using Windows 7 or an older version of MacOS, users should make every effort to access UTMB resources through mycitrix.utmb.edu. Effective January 17, 2022, these older versions will be blocked from accessing the UTMB network through VPN.
3. Security patches should be applied when prompted by the Windows notification center
4. Ensure that Windows Defender and other security controls are enabled. Validate this by typing security into the search box next to the Start button. Click the Windows Security Application and verify that the Virus and Threat Protection icon has a green check
5. Always store UTMB data in your personally assigned H drive, or your Office 365 OneDrive.   Never save protected health information or other UTMB business related information to a personally owned device.

For more information about remote access please go to <https://www.utmb.edu/is/working-remotely>. | **Weekly Wellness Recap:**This month's theme is all about self-care.* Find time for self-care. It’s not selfish, it’s essential.
* Notice the things you do well, however small.
* Let go of self-criticism and speak to yourself kindly.
* Plan a fun or relaxing activity and make time for it.
* Forgive yourself when things go wrong. Everyone makes mistakes.
* Focus on the basics: eat well, exercise and go to bed on time.
* Give yourself permission to say “no.”

**LABOR DAY HOLIDAY****Retail food service Labor Day holiday hours:**The holiday hours for retail food service vendors are as follows:**Galveston**John Sealy Hospital* Sub Connection will be open from 10:30 a.m. to 8 p.m.
* Café on the Court, Chick-fil-A, and Starbucks will be closed

Jennie Sealy Hospital* Bistro 712 will be open from 6:30 a.m. to 2 p.m.
* Hospital Lobby vending machines will remain open 24/7 with healthy options

Clinical Services Wing (CSW):* Sixth Floor Staff Lounge SmartMarket will remain open 24/7 with healthy options

**League City Campus*** Bayside Bistro grill will be open from 8 a.m. to 1 p.m.
* Vending machines will remain open 24/7

**Angleton Danbury Campus*** Bayou Café will be closed

**Clear Lake Campus*** The Grill will be open from 8 a.m. to 1 p.m.
* Starbucks will be closed

Vending machines will remain open 24/7 |
| **DID YOU KNOW?**Population Health Nursing is a course in the UTMB School of Nursing pre-licensure bachelor’s degree curriculum, in which students are afforded real-world experiences that also benefit their community. Each semester, faculty members work with community partners to assess the needs of whole populations and allow students to gain experience in a diverse range of settings. Over the summer, these settings included a YMCA summer camp, Galveston Central Church and the Galveston Diaper Bank. During the summer semester, 127 students contributed approximately 1,200 hours toward vaccinating the community against COVID-19; more than 1,524 hours working onsite with and on behalf of specific populations; and 4,519 diapers to families in need. [Learn more about Population Health Nursing initiatives](https://nursing.utmb.edu/sonapps/NewsLetter/article/2021-08-30/undergraduate-opportunities-in-population-health) at <https://utmb.us/5za>.  **The Joint Commission Questions of the Week**: **What is UTMB’s policy on verbal/telephone orders?*** Verbal and telephone orders must be kept to a minimum.
* Verbal and telephone orders may only be given by a physician, APN or PA.
* When verbal and telephone orders are issued, they must be entered into the EHR by the health care provider receiving the verbal/telephone order and read back and verified with the physician.
* All verbal and telephone orders must be dated, timed and signed or authenticated in the EHR by the ordering physician within 96 hours of being given.
* Verbal and telephone orders may only be accepted by:
	+ Registered Nurses
	+ Registered Pharmacists
	+ Physician Assistants
	+ Nurse Practitioners
	+ Licensed Vocational Nurses (in the clinics only)

Verbal orders may not be given for:* Cytotoxic chemotherapeutic agents
* Biological response modifiers
* Do Not Resuscitate Orders
* Investigational drugs
* Hypertonic saline

 See [IHOP Policy: IHOP 9.11.5 Physician Orders](https://www.utmb.edu/policies_and_procedures/IHOP/Clinical/Personnel_Issues/IHOP%20-%2009.11.05%20-%20Physician%20Orders.pdf) for additional information |