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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 4, 2017** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **OCE**Rising 3rd Year schedules will be available for viewing on Monday, May 8, 2017.Students can begin enrollment for elective courses on Tuesday, May 9, 2017. | **Construction update—Galveston Campus:**From May 8-12, the Hospital Garage (Garage 8 on the campus map) north entrance near the front of the Jennie Sealy Hospital on the Galveston Campus will be temporarily closed for driveway repairs. Detour signs will be installed directing patients and visitors to the remaining two entrances on the south side of the garage. We do not expect this project to obstruct any of the parking stalls in that area of the garage. Please contact Auxiliary Enterprises at parking@utmb.edu with questions or concerns.**Planned Galveston Campus electrical outage May 13:** On May 13, the following buildings on the Galveston Campus will transition from normal electric power to emergency power from 7 a.m. until 6 p.m. to facilitate the installation of the newly mitigated McCullough Building electrical switchgear room:* McCullough Building
* John Sealy Annex
* John Sealy Annex - Old Children's Hospital
* John Sealy Annex - North Addition
* Clinical Sciences Building

Leadership teams of affected areas were contacted directly regarding the necessary precautions to limit the impact on operations. **However, all of the Café on the Court (COTC) food service options in the John Sealy Hospital will be closed during this temporary outage.** Einstein Bros. Bagels, the Clinical Services Wing (CSW) Staff Lounge and regular vending options in the Jennie Sealy Hospital will remain open during their normal business hours. For questions or concerns, please contact Property Services at ebtucker@utmb.edu or kjstephe@utmb.edu.**Wireless lock system update:**UTMB Police and the Wireless Lock Committee are aware of problems related to the wireless lock system on the Galveston and League City campuses and are continuing to work to resolve the issues. To report a problem with the wireless lock system in your area, call the Service Response Line at **(409) 772-4040**. When you place a call with the response line, you will receive email updates on your work order until the issue has been resolved. Since the last upgrade, UTMB Police report that the number of calls relating to wireless locks has been reduced by 50 percent. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **UTMB NEWS** (continued)**Emergency Prep Made Simple Town Hall May 15:** The beginning of hurricane season June 1 is a reminder to have emergency plans in place. Storms and other emergencies can happen at any time and can affect any part of the state where UTMB has operations. As part of our annual preparations, UTMB will hold the annual Emergency Prep Made Simple Town Hall on May 15 from noon to 1 p.m. in the Levin Hall Main Auditorium on the Galveston Campus. The meeting will include general information of use in any emergency. Everyone is encouraged to attend this one-hour overview of UTMB’s emergency response plan. Learn more about:* How decisions are made in an emergency
* The outlook for the 2017 Atlantic hurricane season—and why we can’t be complacent
* Your role and responsibilities as an employee or a student in an emergency
* Maintaining security in an emergency and how you can help
* The business continuity planning process for fulfilling our mission in an emergency
* How UTMB will communicate with you before, during and after an emergency

For remote viewing options and more information, visit <https://www.utmb.edu/iutmb/article9247.aspx>.**Congratulations, SON graduates:** UTMB’s School of Nursing celebrated commencement on April 28, with 387 graduates participating. During commencement, SON awarded 292 BSN, 85 MSN and 10 DNP degrees. Overall, for academic year 2016-2017, including the 12 Nursing PhD graduates, the total degrees awarded is expected to be approximately 640. Good luck to our graduates in all of their future endeavors and thank you to the school’s faculty for continuing to fulfill UTMB's historic education mission.**$3,000 Nursing Referral Bonus Blitz:** All UTMB employees are eligible for a bonus by referring a BSN or MSN prepared Nurse Clinician (II–V) for the Health System or Correctional Managed Care. If your referral is hired into a benefits-eligible position between May 1 and Aug. 1, you will receive $1,500 when he or she completes six months of service and another $1,500 when he or she completes one year of service. See <https://hr.utmb.edu/hrbbc/business/referral/> for more details. **CMC—PEARL EHR reminder:** In PEARL, there is a limit of 100 characters that can be inserted into the special instructions for medications. If you copy and paste a larger document into this space, it corrupts the document and the medication order cannot be viewed by the pharmacy. Please note that spaces or blank lines count as characters. If you need to copy and paste any documents in the PEARL EHR, per policy H60.4, you will need to:1. Copy from the original document (not a document onto which the body of text has already been copied)
2. Label the body of the text as copied and date the insertion at the top of the text and at the bottom of the text, and;

If copying from an outside source, such as webmail to the EHR, you will need to paste it in as TEXT ONLY. To do this, copy normally and then when you want to paste it in a PEARL note, right click in the pasting site and choose the text only option (this icon looks like a Capital A). | **Angleton Danbury Campus hiring event:** UTMB will hold a hiring event on Wednesday, May 17, from 9 a.m. to 1 p.m. at the Angleton Danbury Campus. Staff members will be available to answer questions, conduct interviews and extend job offers. Interested candidates may visit <https://hr.utmb.edu/recruit/jobfair/> to learn more about the positions available at this location.**Employee Service Day—Celebrating 22,135 years of service:** All members of the UTMB community are invited to the 2017 Employee Service Day ceremony on May 31 at noon in the Levin Hall Main Auditorium on the Galveston Campus. The event will recognize 1,719 employees for their continuous years of service, 636 GEM card recipients and the winner of the 2017 Nicholas and Katherine Leone Award for Administrative Excellence. See <https://hr.utmb.edu/tod/serviceday/> for a complete list of honorees and remote viewing options. |
| **DID YOU KNOW?**UTMB’s Mini Medical School graduated its first class at the Angleton Danbury Campus on April 26. There were nearly 60 participants in the Angleton Danbury Mini Medical School, which was held over three weeks and covered such topics as the respiratory system, nervous system and cardiovascular system. Facilitated by UTMB physicians, the lecture series included a diverse cross section of the surrounding community, including high school seniors, chamber of commerce and economic development leaders, community college administrators and many others. UTMB’s Mini Medical School is based on a program started by the National Institutes of Health and the Association of American Medical Colleges and was held for several years in various locations including Galveston, League City, Houston and Austin. It was even taught on a cruise at one time. The program was revived last year with funding from the President’s Cabinet. |