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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 27, 2017** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **OED**  We have been collaborating with our colleagues at UTRGV as they work the early years of their faculty development program and I’m very proud to say Dr. Morey has been instrumental in helping them with their PBL training. I am so proud of the rich heritage of education at UTMB and the great educators in the OED who are requested by many of our sister schools for consults, workshops and collaborative research on a regular basis!  https://pbs.twimg.com/media/DFQ4844UAAAju-B.jpg:mosaic  **OCS**  The Phase 1 ICEE exam ended on 31 July at noon.  Cheers to OCS and the IMO coordinators for a job well done! | | | **ACTION ITEM: Annual employee evaluations:**  The institutional deadline to complete annual evaluations for FY17 is July 31. UTMB President Dr. David L. Callender is required by the University of Texas System to certify that all eligible employees have received an evaluation for FY17. As of July 26, the percent of completed evaluations for each entity is:   * Academic Enterprise: 66.41percent * Business & Finance: 95.86 percent * Health System: 96.22 percent * President’s Office: 98.08 percent * Overall: 88.98 percent   For an evaluation to be considered final, managers must mark the performance review document as complete in the ePerformance system after the employee electronically acknowledges the evaluation. See <https://hr.utmb.edu/relations/performance/> or  contact your assigned [HR Consultant](https://hr.utmb.edu/relations/staff_directory/) for further assistance.  **ACTION ITEM: Annual benefits enrollment:**  The last day to make changes to your benefits elections or to enroll in a flexible spending account for the 2017–2018 plan year is July 31. See <https://hr.utmb.edu/hrbbc/benefits/annual_enrollment/>  for more details.  **Correction—Radiology appointments in MyChart** *(message originally printed in July 20 Weekly Relay Notes with incorrect scheduling information):*  Radiology appointments are now listed in the “upcoming appointments” tab in MyChart. Radiology appointments must be scheduled directly through Radiology and Imaging Services. To schedule a radiology appointment in one of our five convenient radiology and imaging locations, visit <https://www.utmbhealth.com/services/radiology-and-imaging>. The UTMB Access Center is not currently able to schedule radiology and imaging appointments. However, UTMB Access Center service representatives and nurses are standing by to assist with other appointment needs, prescription refills, nurse advice and referral services. Contact the UTMB Access Center at (409) 772-2222 or toll free at (800) 917-8906; representatives are available 24 hours a day, 365 days a year. | |
| TOPICS  LEGEND | 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)  **GALVESTON CAMPUS**  **Crane placement in front of UHC patient pick-up/drop-off extended to Aug. 12:**  The patient pick-up/drop-off location in front of UTMB Health Clinics (UHC) on the Galveston Campus will temporarily be relocated to the adjacent ground-level Emergency Department Garage in order to accommodate a crane and construction equipment that will be used to complete the future Biocontainment Critical Care Unit (the unit is located within the Emergency Department). The construction will impact traffic flow exiting the UHC/ED Garage (Garage 2). Please refer to the following link for more information: <https://utmb.us/20l>. A notice for patients (double-sided, in English and Spanish) can be downloaded at <https://utmb.us/20m>.  **Planned power outage:**  The fourth in a series of planned electrical outages will occur Aug. 5 from 7 a.m. to 9 p.m. All normal power will be off in McCullough (M11), John Sealy Annex (M9), Old Children’s (M8), JSA-North Addition (M91) and Clinical Sciences (M7) buildings. All affected buildings will be running on emergency power only during this outage. ***Café on the Court will be closed during this outage.***  **The Joint Commission reminder:**  The Joint Commission Spotlights cover important topics related to continual preparedness in detail. The newest is about Emergency Management and covers important action items staff should be aware of in the event of any emergency, including storms, utility outages, fire, disease outbreaks and more. Other currently available Spotlights address Life Safety and Medication Management. Access them on the UTMB Joint Commission webpage at the following link: <https://utmb.us/226>.  **AHRQ Culture of Safety Survey (Ambulatory):**  As part of our ongoing effort to ensure a safe healing environment for our patients, we ask that every clinical faculty and staff member who works in an ambulatory setting participate in this year's Agency for Healthcare Research and Quality (AHRQ) Culture of Safety Survey geared to primary and specialty care clinics. (We will conduct a survey of our inpatient areas in early 2018.) The survey tool was first distributed July 24 via email, will be open for two weeks and should take no more than 10 minutes to complete. Your individual responses will be completely confidential. Once all results are returned, we will share the results and work with departments and other clinical groups to address opportunities for improvement. For more information on the survey, please visit <https://utmb.us/224>.    **ITS Translational Research Scholars Career Development Program open for applications**  The ITS Translational Research Scholars Career Development (ITS Scholars) program, which engages early-stage investigators in a mentored research experience to support development of their externally funded research program in clinical and/or translational science, is accepting applications. ITS plans to fund one new position for up to three years of 75 percent effort, or until the scholar secures independent funding. Early-stage investigators with doctoral degrees and full-time UTMB appointments at the level of Assistant Professor are encouraged to apply. Letters of Intent to Apply are due Aug. 4. Additional details and application instructions can be found at <https://its.utmb.edu/learning/career_development/career_development.html>    **CMC—Review patient restrictions:**  Unit staff for CMC will need to review the patients on their units with the following restrictions: II 5—EXTENDED MEDICAL HOURS, III 19 NO WORK IN DIRECT SUNLIGHT, III 20 NO TEMPERATURE EXTREMES, and III 21 NO HUMIDITY EXTREMES. These restrictions have options for medical and mental health entries, and when Version 8 was released, all of these restrictions defaulted to having both medical and mental health options active. A review to see if both are necessary should be done. Also with Version 8, the chart completion module was updated to show all notes that are in the module for processing (not just the last 2 days). Any notes that are in the module should be processed per protocol. | | | **ANGLETON DANBURY CAMPUS**  **Parking lot “refresh”:**  The parking lots across the campus are getting a “refresh.” The work will include power washing, restriping and expansion of the number of handicap-accessible parking spaces across the campus. The project begins July 29 and will be phased over the next five weeks. To minimize disruption for staff, patients and visitors, the work will be completed outside of normal business hours, with the majority happening on the weekends. Affected parking areas will be barricaded, so please watch for these and park in an alternate area of the campus during the project. The first wave of the “refresh” (completed from July 29-Aug. 4) will include parking areas along the west side of the main hospital and surgery center.  **Avaya phone migration schedule:**  The Avaya phone system will be upgraded over the weekend of Aug. 4-6. The migration of phones will begin the afternoon of Aug. 4 at 5 p.m. There will not be any campus-wide down time while the phone system is switched. Phones in active patient care areas will be switch one phone at a time, and Avaya trainers and voice operations team members will be on site to assist users in training on the new phone. With the upgrade, the campus will move to a 10-digit dialing system, which will eliminate the ability to dial other extensions on the campus with only four digits. This upgrade will also eliminate the need to dial “7” to reach an outside line. Additional information on this change, along with new dialing instructions, will be provided during a train-the-trainer session on Aug. 2 as well as during implementation. | |
| **DID YOU KNOW?**  State regulations mandate that every state agency shall complete a physical inventory of all capital and controlled assets in its possession each fiscal year. UTMB’s state appropriated funds can be reduced if an unacceptable percentage of these assets are reported missing at the conclusion of the annual inventory process. We currently have accounted for 97.13 percent of our 664,836,352 total capital and controlled assets.   * Academic Enterprise: 97.18 percent * Health System: 96.04 percent * Institutional Support: 99 percent   Keep up the great work and let’s get to 100 percent completion by the July 31 deadline! For questions regarding the asset inventory process, email Asset Management at [assetmanagementinventory@utmb.edu](mailto:assetmanagementinventory@utmb.edu). | |