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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 | **August 3, 2017** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **OCE**SAVE THE DATE – OCTOBER 7TH – TOP DOC AWARD CEREMONYThe Top Doc Award Ceremony will be held on October 7, 2017 from 6:00 – 9:00 pm at the Moody Gardens Convention Center.The Selection Committee has convened and the Top Doc selections will be revealed at the ceremony.  Please be sure to mark your calendars!**OED**Valerie Lugo from ORME-Austin is leaving UTMB; her last day is August 17, 2017.Christopher Rhodes from IMO is transferring to the Graduate School of Biomedical Sciences. His last day with us is August 11, 2017.We wish both of them all the best in their new endeavors!  | **New voicemail system for Galveston, Angleton Danbury, League City campuses and select clinics:**Now through the end of August, UTMB Voice Operations will migrate voicemail users on all campuses and at select clinics to a new voicemail system. All affected voicemail users will receive an email with instructions on how to access and set up the new service, including how to preserve old messages. For questions, please contact Voice Operations at isvoice.operations@utmb.edu.**Kudos to David Marshall:**David Marshall, chief nursing and patient care services officer, has been appointed to the American Nurses Credentialing Center (ANCC) Commission on Magnet Recognition. His term on the Commission will run through Dec. 31, 2021. Members of the Commission, which is a voluntary governing body that oversees the Magnet Recognition Program, are appointed by ANCC’s Board of Directors, and are representatives from various sectors of the nursing community, which include nursing executive leaders, nurse managers, staff nurses, long-term-care nurses and advanced practice registered nurses. One commission member represents public consumers. The Commission on Magnet Recognition makes the final determination of award designation.**Hot off the press:**The latest edition of the Academic Enterprise magazine is on newsstands now. Read more about UTMB’s role in a study funded by the National Institutes of Health on the benefits of exercise, the solutions being crafted in our medical MakerSpace, how animal research helps save lives, Match Day and our White Coat ceremonies and more.**\*GC—Reminder: 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.*****\*ADC=**Angleton Danbury Campus **GC=**Galveston Campus **LCC=**League City Campus |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
|  **ACTION ITEMS: End-of-year deadlines fast approaching:**How is it August already? With the end of the fiscal year approaching fast, here are a few reminders of deadlines set for the end of this month.* **My Road Ahead:**The last day to complete all activities related to your FY17 My Road Ahead development plan is Aug. 31. If you have already completed your activities, now is the time to start thinking about your development plan for FY18. See <https://hr.utmb.edu/relations/performance/> and <https://hr.utmb.edu/tod/learning/> for development planning tools and resources.
* **PeopleSoft Accounts Payables and reimbursements:**Department leaders are encouraged to conduct a year-end financial review to ensure that all requisitions and transactions are processed in the appropriate fiscal year. To properly record UTMB’s FY17 expenses and accruals, please adhere to the following guidelines:
* **Travel, Expenses and Reimbursements**: All travel authorizations, related expense reports and business entertainment reimbursements should be submitted and approved within PeopleSoft no later than close of business on Sept. 1.
* **Purchase Orders:**
* **Regular purchase orders**for goods must be marked “received” within PeopleSoft by close of business on Aug. 31.
* **Blanket purchase order invoices**must be sent to Accounts Payable and properly signed and dated by close of business on Aug. 31.
* Budgeted **non-purchase order vouchers**and the supporting invoice must be submitted and approved within PeopleSoft by close of business on Aug. 31.

For questions or concerns, please contact Ken Hall at kwhall@utmb.edu.* **Maximum vacation leave carryover:**All employee leave time used through Aug. 31 must be reported, submitted and approved on timecards by 5 p.m. on Aug. 31. All vacation-leave balances that exceed the [maximum carryover amounts](https://ispace.utmb.edu/xythoswfs/webview/_xy-16928157_1) existing in KRONOS after this date and time will be converted to sick leave. Payroll services will not be able to make any leave-time adjustments in FY18 for vacation-leave hours that have been converted to sick leave. Historical edit requests may be submitted until 5 p.m. on Aug 23; thereafter, requests should be directed to payroll.services@utmb.edu.

 **The Joint Commission reminder:** Make sure refrigerator logs are completed daily. If temperatures are out of range, please document actions taken. For electronic monitoring of temperatures, staff should be able to describe the process. Please check regularly for expired food and medications, and ensure that the refrigerators are clean. Food and medication preparation areas must also be clean. Refrigeration checklists can be downloaded at <https://intranet.utmb.edu/QHS/TheJointCommission/default.asp>. **Do-the-2! Verify two patient identifiers, every patient, every time:**Patient identification mistakes can lead to errors in medication administration, incompatible blood transfusion reactions, failure to treat a serious illness or disease, medical treatment based on erroneous diagnostic lab results and procedures being performed on the wrong patient. To prevent instances of misidentification and near-misses, The Joint Commission requires that two identifiers—such as a **patient’s full name**and**date of birth**or**medical record number (MRN)—**be used for every patient encounter. Please note that the patient’s full name and medical record number (MRN) are required for all blood bank specimens.  **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. The survey tool was first distributed July 24 via email and will be open until Aug. 18. Your answers are completely confidential and should take no more than 10 minutes to complete. For more information on the survey, please visit <https://utmb.us/224>. | * **Annual Compliance Training:**The institutional deadline to complete your annual compliance training is Aug. 31. Please take a few minutes today to log in to the [Enterprise Learning Management system](https://hr.utmb.edu/tod/elm/elm_instructions/) and finish any remaining activities. To assist with this annual requirement, a final classroom session of the General Training Review will be held Aug. 10 from 2 to 4:30 p.m. in Research Building 6, Room 1.206, on the Galveston Campus. This instructor-led class is offered as an alternative to the online courses and covers general compliance, HIPAA, sexual harassment, equal employment opportunity law, information protection, fire safety and threatening situations. Registration isn’t necessary. Employees who do not complete their training by the Aug. 31 deadline will be suspended without pay until all requirements are met. Contact your manager or the Office of Institutional Compliance at (409) 747-8700 with questions.
* **UT FLEX Program:**Employees participating in the FY17 UT FLEX program are reminded to check their flexible spending account balance(s) and to use up any remaining funds. To view your account balance(s), spending guidelines and eligible health care and dependent care expenses, go to [www.myutflex.com](http://www.myutflex.com/). Please note that funds left over at the end of the plan year and subsequent grace period will be lost.

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| **DID YOU KNOW?**Since 2011, UTMB has participated in CenterPoint Energy’s SCORE (Schools Conserving Resources) Market Transformation Program that assists customers in identifying and implementing energy-efficiency opportunities. On July 28, UTMB was awarded an incentive of $180,443 for our recent West Energy Plant chiller replacement project on the Galveston Campus. In total, UTMB has received more than $700,000 in SCORE energy reduction incentives through our LED retrofit lighting and chiller replacement projects. Congratulations to the Engineering and Reliability Services team in Business Operations and Facilities for all of their hard work! |