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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 19, 2018** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| No news to report | **Monthly financial update—results as of June 30:** Financial performance for the month of June was good. Results showed a negative bottom line (adjusted margin) of $0.1 million—which was $5.2 million better than where we had planned to be for the month. On a year-to-date basis, we continue to run a deficit, but we are trending in the right direction and closing the gap. Our year-to-date results showed an adjusted margin loss of $2.2 million—$13.3 million less than where we planned to be for the fiscal year at the end of June. Thanks to the tremendous work by you and all of our colleagues across UTMB, we have made significant progress during the past few months to contain expenses, reduce our deficit and move closer to meeting our year-end financial target for FY18. However, we must continue to stay focused on improving the efficiency of our work to prepare us for the changing health care landscape and safeguard our ability to fulfill our mission well into the future. Please continue to monitor [iUTMB](https://intranet.utmb.edu/) and the [I Am UTMB](https://www.facebook.com/IamUTMB/) Facebook page for President Callender’s Pulse Video updates regarding the actions UTMB is taking to transform how we accomplish our important mission work.**REMINDERS** **ACTION ITEM: Annual benefits enrollment:**Annual enrollment for the 2018–2019 benefits plan year ends July 31. To view or update your current coverage, simply log in to the [My UT Benefits](https://utdirect.utexas.edu/nlogon/sgwww/myUTBenefits/index.WBX) online system. Please note that you will need the personal identification number emailed to you by the Office of Employee Benefits to access the system. For more annual enrollment information, see <https://hr.utmb.edu/hrbbc/benefits/annual_enrollment/>.**Employee Advisory Council elections end July 20:**UTMB’s Employee Advisory Council officer elections, which are currently taking place through a secure, online voting process, end July 20 at 5 p.m. Each member of the university staff (including Classified and Administrative & Professional but excluding Faculty) will have one vote for a representative from their primary area of employment. For the purposes of representation on the council, the university is grouped in four segments: Academic Enterprise, Correctional Managed Care, Hospitals and Clinics, and Institutional Support. Information on all candidates can be found on the EAC website at [www.utmb.edu/eac](http://www.utmb.edu/eac). To cast your vote, please log on to [www.utmb.edu/olt](http://www.utmb.edu/olt). Election results will be announced the week of July 23. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **Episode 7 of Dr. Callender’s ‘Pulse’ video online:**Episode 7 of UTMB President David Callender’s video update, “Pulse,” is now online at <https://www.utmb.edu/president>. In episode 7, which was recorded July 13, Dr. Callender discussed the recommendations from the consulting group working with UTMB’s Health System, the Berkeley Research Group. Specifically, those recommendations included:* Reducing variations in inpatient care by:
	+ Looking at how we use supplies
	+ Evaluating how we order tests and what tests and treatments are most appropriate for our patients
	+ Managing length of stay for patients in our hospitals
	+ Ensuring our care management programs not only provide the plan for care after hospitalization but that our patients and their caregivers are appropriately educated about their plan of care
	+ Improving processes to streamline care to make it efficient regarding the use of pharmaceuticals and other non-labor related items
* Reviewing the number of people necessary and the skill mix required to deliver care in the most efficient manner
* Examining the layers between our Health System’s chief executive and the work units

Dr. Callender also offered a reminder that Huron Consulting is doing similar work for the Academic Enterprise and Institutional Support, and its recommendations are expected at the end of July.**How to access the ‘Pulse’ videos**There are multiple ways to access the Pulse video messages. In addition to the recap in Weekly Relays, you can watch and listen to the videos from the Office of the President web site ([www.utmb.edu/president](http://www.utmb.edu/president)). Modern web browsers work best. If you are at a PC without audio or speakers, you can turn on closed captioning on the web site, by clicking the “CC” symbol in the video player tool bar. You will see captions if the sound is muted. Or, you can access the transcripts on the web site to read the messages; a transcript accompanies each video. If you are a social media user, the videos (with subtitles) are posted to the UTMB employee Facebook page, I Am UTMB. ([www.facebook.com/IamUTMB/](http://www.facebook.com/IamUTMB/)). **Annual evaluations reminder:**The following deadlines have been established for completion of annual evaluations for FY18:* **Managers** must **enter key performance goals and competencies** in ePerformance by **Aug. 15**
* **Employees** must **complete a self-evaluation** in ePerformance  by **Sept. 15**
* **Managers** must meet with staff to review performance documents and **complete the evaluation process** in ePerformance by **Oct. 15**

Evaluations must be completed for all employees hired on or before Feb. 28, 2018. There have been some minor changes made to the ePerformance system, so there will be manager training that will be offered via training aides and other online resources before Aug. 15. **CMC Dashboard Link:**There is a new link on the CMC homepage titled Dashboard Data Entry/Alert Emails. This link will direct you to the Access to Care data entry screen for the dashboard, as well as the data entry form for facility management team members who receive the dashboard alert messages. Please be sure that all facility team members have entered their email addresses into this new dashboard alert form. |  **The Joint Commission Readiness Topic of the Week—Identifying human trafficking victims**The United States is one of the largest markets and destinations for human trafficking victims in the world. Most victims of human trafficking do not self-identify as victims or are not aware help is available. Knowing how to identify victims of human trafficking, when to involve law enforcement, and what community resources are available to help the individual is important information for all health care professionals. Learn more about human trafficking, the signs to watch for, and what to do if you suspect someone is a victim of human trafficking by reviewing the article “Quick Safety 42: Identifying human trafficking victims” on The Joint Commission website at <https://utmb.us/2vl>. **CMC Town Halls:**Dr. Murray would like to thank everyone who was able to attend the Town Halls held at locations across Texas. The senior leadership team and guests felt very welcome in each location and it was an enjoyable tour for all. |
| **DID YOU KNOW?**The Environmental Protection Management (EPM) team—part of UTMB Environmental Health and Safety—provides regulatory oversight for our institution’s programs and departments in identifying and managing the disposal of hazardous wastes; developing and managing water-pollution control strategies and plans; and monitoring environmental issues and determining their impacts on current and future operations. In FY17 alone, UTMB’s medical waste processing facility disposed of more than 625,000 pounds of medical waste from the Galveston Campus; more than 46,000 pounds from our League City Campus; over 29,000 pounds from the Angleton Danbury Campus; and more than 32,000 pounds from our clinic locations. In 2015, due to of UTMB’s world-renowned expertise in infectious diseases research and our long-standing capability to safely incinerate medical waste, UTMB was asked by the Texas Commission on Environmental Quality to destroy medical waste related to the care of Ebola patients who had been treated in Dallas. |