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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 9, 2018** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **OSAA:**  Proud Parent Welcome: SOM Student Affairs Breakout Session will be held at Galveston Island Convention Center on Saturday, Aug 18 at 11:15  White Coat Ceremony will be held at Moody Gardens on Sunday, Aug 19 at 2 pm.  New Student Orientation begins on Monday, Aug 20 and runs through Thurs, Aug 23. In addition to the sessions held in the past, there will be new session on Inter-Professional Education required for incoming students in all 4 schools. The Texas Medical Board will be presenting an interactive workshop for incoming SOM students entitled, “Learn All the Things You Need to Know about the Texas Medical Board.”  Not to be missed: Class of 2020 Talent Show on Wed, Aug 22 from 2:30-4:30 in Levin Hall Main.  The Texas Medical Board will be holding a lecture on licensing requirements for MS4 students on Tues, Aug 21 at 1:30 in the Old Red Amphitheater. | | | **Pulse videos return next week:**  Dr. Callender is traveling and will resume his Pulse videos next week. Check back in next week’s Relay Notes for a video review of Episode 10. In the meantime, you can check out previous episodes and transcripts at: <https://www.utmb.edu/president/pulse>.  **Are you receiving UTMB Alerts on your mobile device?**  UTMB wants to make sure that all faculty, staff and students are informed in the event of an emergency. UTMB conducted a test Aug. 8 of the UTMB Alerts emergency notification system, which can send messages via text, call or email. The test was sent to 22,752 contacts, 5,557 of which confirmed they received the message. Of those, 2,468 were responses to a text or a mobile call. If you didn’t receive the Aug. 8 test message on your mobile device, visit the [UTMB Alerts web page](https://www.utmb.edu/emergency_plan/communications/utmbalerts/overview) for instructions on how to review and update your information.  **Beware of email phishing attacks:**  Email phishing is a way of attempting to obtain sensitive information such as usernames and passwords, often for malicious reasons, by masquerading as a trustworthy source in an electronic communication. To better analyze these threats, the Office of Information Security recently conducted an internal phishing test by distributing suspicious emails across our organization. Of the 2,500 test emails, more than 7 percent of test recipients freely shared their username or password, potentially putting UTMB at an elevated risk of a data breach. If you are suspicious of any email or digital request, you should forward the request to [cirt@utmb.edu](mailto:cirt@utmb.edu) and the Office of Information Security will review it on your behalf. Beginning Aug. 13, in an effort to heighten the awareness around risks associated with phishing emails, you will see the following warning label on all emails originating from outside of UTMB, alerting you of a potential threat.  **WARNING:** This email originated from outside of UTMB's email system. Do not click links or open attachments unless you recognize the sender and know the content is safe. | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **Annual employee evaluations:**  The University of Texas System requires an annual evaluation for all eligible full-time, part-time and paid-by-letter employees. The institutional deadline for completing these evaluations for FY18 is Oct. 31, 2018, and employees will be reviewed on their performance from Sept. 1, 2017, to Aug. 31, 2018. In preparation for your annual evaluation, please check with your manager about the self-evaluation requirements for your area and any other entity- or department-specific deadlines. You may also visit <https://hr.utmb.edu/relations/performance/> for more information on the annual evaluation process.  **Nominations now open for Oslerian Medicine Clinical Teaching Awards:**  Each year, up to five faculty members are selected for the John P. McGovern Academy of Oslerian Medicine’s Excellence in Clinical Teaching Awards. This award recognizes the fundamental concept, exemplified by Sir William Osler, that the development of outstanding physicians occurs primarily in clinical settings. Each recipient of the award receives $7,000 for support of his or her professional development and/or teaching programs. Nominations for this year’s awards are currently being accepted until 5 p.m. Sept. 14. For more information, including selection criteria, visit [iUTMB](https://intranet.utmb.edu/iutmb/article9394.aspx).  **REMINDERS**  **Temporary closure to John Sealy Hospital circle drive and walkway:**  Please be advised and communicate with UTMB patients and visitors that the circle drive and the east/west covered walkway in front of John Sealy Hospital will be closed on Saturday, Aug. 11, and possibly Sunday, Aug. 12. The closure will start at 4 a.m. on Saturday and run as late as 8 p.m.; the closure will extend to Sunday only if necessary. The closure will take place in order to set up a large crane that will lift new air handlers into the hospital. The front door of the hospital will remain open during this closure; the Waverley Smith Pavilion entrance, accessible via Sixth Street/University Blvd., may serve as the nearest alternative patient pick-up/drop-off location to John Sealy Hospital. For more information, visit: <https://www.myatlascms.com/map/?id=747&mrkIid=347194>.    **The Joint Commission Questions of the Week: Provision of Care Standards**  Provision of Care Standards are included in the 10 most frequently cited standards identified by The Joint Commission in their most recent aggregated survey results. These standards are related to patient orders, resuscitation services, patient food/nutrition items and patient care plans. Below are two questions related to patient care plans.   * True or False: It is acceptable for the patient’s plan of care to remain unchanged during the hospital stay.   **Answer:** False. The patient’s care is based on the patient assessment, reassessment and results of diagnostic testing. This is an ongoing process throughout the patient’s hospital stay.   * True or False: The patient is not included in setting goals for the plan of care because health care staff can determine what’s best for the patient’s care.   **Answer:** False. The written plan of care should include the patient’s goals and the timeframes, settings and services required to meet those goals. | | | **Annual compliance training:**  The institutional deadline for all employees to complete their annual training for FY18 is Aug. 31. Please take a few minutes today to log in to the [UTMB Learn](https://learn.utmb.edu) system at <https://learn.utmb.edu> and complete any remaining courses and activities. Employees who do not finish their compliance-related training by the institutional deadline will be suspended without pay until all requirements are met. For questions or concerns about your assigned compliance training, please contact your manager or the Office of Institutional Compliance at (409) 747-8700.  **UTMB parking regulations:**  Parking on or near a UTMB campus or facility is regulated by local city ordinances and UTMB Parking Rules and Regulations. UTMB parking policies are designed to maximize service and availability, while ensuring the safety and security of our parking customers at all of our facilities. The UTMB Parking Operations office would like to remind you that parking rules and regulations are enforced at all times (24 hours a day, 7 days a week). Vehicles parked in violation of the posted regulations are subject to a citation or towing. Please do not park in areas that are not for your use or have a restricted status. Examples of restricted areas are: fire and no parking zones, loading zones, sidewalks, along curbs not designated for parking, any unmarked spot or any place that would disrupt pedestrian or vehicular traffic. For questions or to report a violation, please contact the UTMB Parking Office at (409) 266-7275 or at [parking@utmb.edu](mailto:parking@utmb.edu). | |
| **DID YOU KNOW?**  Most health care data breaches stem from lost or stolen portable devices. To protect yourself and UTMB from data breaches involving lost or stolen devices, follow these simple rules:   1. Don’t store confidential data on portable devices. If a business justification dictates that confidential data must be stored on a portable device, the device must be encrypted in accordance with UTMB’s portable computing practice standard and secured with a username and strong password. <https://utmb.us/2wx>. 2. When flying aboard commercial airlines, users must not check portable/mobile computing devices as baggage. The devices must remain in the possession of the traveler as hand luggage. 3. Unattended portable computing devices must be physically secure. This means they must be locked in an office, locked in a desk drawer or filing cabinet, or attached to a desk or cabinet via a cable lock system. | |