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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 | | **Sept. 6, 2018** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **OED**  The Office of Educational Development welcomes a new staff member, Elizabeth Freeman, to the team. Ms. Freeman is a Medical Education Specialist in OED and comes to us from the Ob/Gyn residency office. | | | **MD Anderson’s outpatient cancer and UTMB Health Surgery and Cancer Clinics open in League City Sept. 17:**  MD Anderson Cancer Center’s outpatient facility on our League City Campus opens to patients on Sept. 17. UTMB Health Surgery and Cancer Clinics, located on the second floor of the new building, will also open to patients that day. The UTMB Health space will feature a 9,100-square-foot multi-purpose clinic with 12 flex exam rooms, two treatment rooms and surgical oncology services. Both organizations have been working together for several months to ensure a smooth transition for patients receiving cancer care, whatever their medical needs. For more details on this collaboration and how services will be offered, visit <http://intranet.utmb.edu/mdacc-collaboration>.  **New leadership for Managed Care and Clinical Contracting Strategies:**  As Becky Korenek fully transitions to her new role as senior vice president of strategic and business planning, Monica Carbajal, MBA, joined UTMB on Sept. 1 and will assume the vice president of managed care and clinical contracting strategies role. Monica will oversee UTMB’s managed care contracts and payor strategies, contract administration, provider enrollment and revenue integrity initiatives. Her extensive experience and unique payor perspective will benefit UTMB as we work to expand our relationships and negotiations with third-party payors. Please join us in welcoming Monica to the UTMB community.  **School of Nursing online master’s program receives national recognition:**  UTMB School of Nursing’s online Master of Science in Nursing (MSN) program has been ranked No. 8 by OnlineMasters.com, a web resource that employs research and data analysis to create user-friendly guides to online education. The website’s analysts considered academic quality (40%), student success (40%) and affordability (20%) to determine UTMB’s #8 ranking out of 866 programs analyzed. OnlineMasters.com also named UTMB’s online MSN program “Best for Specialist Options,” with the website citing the seven different program tracks offered to train nurses for advanced practice.  REMINDER  **Town Hall on Sept. 19**  Please plan to attend the next President’s Town Hall on Sept. 19 at noon in the Levin Hall Main Auditorium on the Galveston Campus. Dr. Callender will discuss a variety of topics, including year-end financial results, an update on our recently announced letter of intent to lease the facility in Webster, and construction and mission-area updates. Online viewing options also will be available. For more information, visit <https://www.utmb.edu/townhall/>. | |
| 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 evaluation phase of the FY18 performance review cycle is now underway, and the institutional deadline for completing all employee evaluations is Oct. 31.   * An evaluation is required by the University of Texas System for all faculty and staff members hired on or before Feb. 28, 2018. * Employees will be reviewed on their performance from Sept. 1, 2017, to Aug. 31, 2018. * Some business areas may assign earlier due dates for completing evaluations, so employees are encouraged to speak to their managers regarding any entity or department specific deadlines.   More information on the annual evaluation process is available at <https://hr.utmb.edu/relations/performance/>.  **Important annual enrollment follow-up:**  Employees are encouraged to review their benefits summary and their first earnings statement of the 2018-2019 benefits plan year through [Employee Self Service](http://www.utmb.edu/hcm/hcm_redirect.asp?strApplication=employee%20self%20service) to confirm their deductions are correct. Deductions will first appear in paychecks dated Sept. 14, 2018, for employees who are paid biweekly and Oct. 1, 2018, for employees who are paid monthly. If you have any concerns with your benefits deductions, please contact HR Benefits Services at [benefits.services@utmb.edu](mailto:benefits.services@utmb.edu) or (409) 772-2630. Evidence of an administrative or a clerical error must be presented within 31 days of receipt of the first earnings statement of the new plan year.  **Apply for the Naturally Slim 2018 fall session:**  Naturally Slim is an online behavior modification program that teaches you how to lose weight while eating the foods you love. The 2018 fall session begins Oct. 1 and is available at no cost to all UT SELECT medical plan members age 18 and above—including employees, retirees, spouses and dependents—who have not participated in the program in the past year. Applications for the upcoming session are now being accepted at [www.naturallyslim.com/livingwell](http://www.naturallyslim.com/livingwell). The last day to apply is Sept. 14, and those selected for the program will be notified by Sept. 21. For more Naturally Slim information, see [iUTMB](https://www.utmb.edu/iutmb) or email [info@naturallyslim.com](mailto:info@naturallyslim.com). | | | **Training required prior to Oct. 15 implementation of PeopleSoft Financial Management System (FMS) Inventory Management Module:**  Supply Chain is activating the Inventory Management module of the PeopleSoft FMS 9.2 platform. Departmental users who order stock items from the logistics warehouse on the Galveston Campus must receive training on the new eProcurement ordering process. Stock warehouse items may include recycling bags, copy paper and various medical supplies, among other items. To attend one of the upcoming training webinars, please visit the [Information Services Training Calendar](https://my.utmb.edu/EPICTRAINING/default.asp?default_application_name=PeopleSoft%20FMS&default_role_name=Institutional%20Staff&initial_date=201809). For more information, please visit [PeopleSoft FMS Inventory Management Implementation](https://ispace.utmb.edu/xythoswfs/webview/_xy-19360636_1) or email [Materials.Mgmt@utmb.edu](mailto:Materials.Mgmt@utmb.edu).  **The Joint Commission Readiness Questions of the Week—UTMB’s Interdisciplinary Plan of Care:**  Delivering Best Care requires directed teamwork to deliver safe, high-quality patient care services. The Interdisciplinary Plan of Care is a way to tell the patient’s story, as a documentation tool of our Best Care pathway toward discharge/transfer. Our patients’ care plans will be reviewed by TJC surveyors and will be a discussion topic between surveyors and staff/patients during our upcoming, unannounced accreditation survey.  Q: True or False: It is only necessary to document in the plan of care when the patient is discharged or transferred.  A: False: The plan of care is a dynamic tool that is based on needs identified by the assessment and reassessment of the patient and by results of diagnostic testing.  Q: True or False: It is important to include the patient/family in the plan-of-care process.  A: True: The written plan of care is based on the patient’s goals and the time frames, settings and services required to meet those goals.  For related questions, please contact Sr. Quality Management Specialist Renee Kearby at [rakearby@utmb.edu](mailto:rakearby@utmb.edu). | |
| **DID YOU KNOW?**  UTMB’s Office of Enrollment Services is responsible for the administration of student admissions, financial services, registration, records and scholarships. During the 2017-2018 academic year, Enrollment Services processed 9,805 applications—up from 9,455 applications processed during the 2016-2017 academic year. For more information about Enrollment Services, visit <https://www.utmb.edu/enrollmentservices>. | |