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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. 13, 2018** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **VDAA Accolades**  The Vice Dean would like to recognize Dr. Sofia Cano and her team in Academic Support and Career Counseling for helping get students to a 99% USMLE Step 1 pass rate. Great job Dr. Cano and staff! | | | **Latest Pulse video discusses UTMB Health/MD Anderson Cancer Center collaboration:**  In the most recent Pulse video, President Callender provides some details on the UTMB Health/MD Anderson Cancer Center collaboration on the League City Campus. In brief:   * Patients will be seen at the MD Anderson Cancer Center outpatient facility on our League City Campus beginning Sept. 17. * UTMB Health will have a clinic on the second floor of that building, where we’ll provide surgical oncology and other cancer-related services. Our clinic will open on the 17th as well. * MD Anderson will provide certain cancer care services—medical oncology, radiation oncology, gynecologic oncology and hematologic oncology—to our patients and theirs, both at League City and on our Galveston Campus. * UTMB faculty in medical oncology, radiation oncology, gynecologic oncology and hematologic oncology will now also be MD Anderson faculty members. * The staff in these areas on our Galveston Campus will become MD Anderson staff. * UTMB Health will continue to provide surgical oncology, cancer screenings and other cancer services on both the League City and Galveston campuses. * This means patients will not experience any interruption in their care, and in many cases may be cared for by the same individuals. * UTMB Health cancer patients will have access to a broader range of treatment options, as well as greater access to clinical trials as we move forward. * MD Anderson patients will have access to UTMB Health’s broad range of primary and specialty care services. * For more details, visit <https://intranet.utmb.edu/mdacc-collaboration> * You can send questions via the [Office of the President website](https://www.utmb.edu/president).   REMINDER  **Town Hall on Sept. 19**  Please plan to attend the 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) | | | | |
| **Innovations in Mind initiative pledge recognition deadline Sept. 28:**  On Feb. 1, 2017, UTMB launched the Faculty and Staff portion of the Family Campaign as part of the university’s $50 million Innovations in Mind fundraising effort. To date, more than 1,200 UTMB faculty, staff, students and retirees have committed nearly $6.1 million to the four priorities for Innovations in Mind: the new Health Education Center, scholarships, faculty endowments and neurodegenerative disorders research. By joining them today, you can secure your role in supporting UTMB’s future. And all gifts of $100 or more—paid all at once, pledged up to five years or split up through monthly payroll deduction—qualify for listing on a special recognition panel in the new Health Education Center. ***But time is running out. Only those faculty and staff who give a gift or pledge by September 28, 2018 will be eligible for this recognition.***Visit <https://innovationsinmind.utmb.edu/employee> to make your gift today.  **UTMB’s Willed Body Program re-established:**  UTMB’s Willed Body Program (WBP) is now accepting donations after being re-established by the Texas State Anatomical Board on June 29, 2018. Bodies donated contribute to the advancement of medical science and to the education of students and practicing health professionals. The program can be contacted as follows for more information:   * Death notifications for those who are donating to the program should be referred directly to the UTMB-WBP office at (409) 772-1293 during regular office hours. On nights, weekends and holidays, please contact (409) 772-1011. * General inquiries and inquiries from individuals who have pre-willed to the UTMB Willed Body Program can be made to (409) 772-1293.    For more information, visit <https://www.utmb.edu/willedbody>.  **The Joint Commission Readiness Questions of the Week—Talking with surveyors:**  **Q:  Will I have to speak with the Joint Commission surveyors?**  **A:** While not every person will have the opportunity to speak with the Joint Commission surveyors, those involved in direct patient care, ancillary services and support services will likely encounter surveyors. If you have the opportunity to speak with a surveyor, be confident, positive and demonstrate what you know.  **Q: What if I don’t understand what the surveyor is asking me?**  **A:** Don’t allow too much of a pause between the questions and the answer. If you don’t understand the question, request that the surveyor repeat or restate the questions. You can ask the surveyor to phrase the question in a different way. For example: “I’m not sure what you are asking. Could you explain what you mean?” Remember, you know your job; surveyors are just asking you to explain what you do.    **Q: What if I don’t know the answer?  Should I make one up?**  **A:** Be truthful. If you do not know an answer, say so and tell the surveyor where or whom to go for the answer. This might include referring to a policy manual or contacting a director, supervisor or another department. Falsification or misrepresentation is absolutely not tolerated and can cause the organization to lose its accreditation. Keep in mind, however, there are some things that all staff should know without looking up---such as where to find emergency exits, fire alarm pull stations and fire extinguishers.  **Dr. Leger appointed assistant dean in School of Nursing:**  J. Michael Leger, PhD, RN, MBA, CNL, has been appointed assistant dean for Organizational Effectiveness and Evaluation in the School of Nursing. In this role, he will provide administrative, operational and evaluation leadership, with oversight of accreditation-related matters. He will support the development and implementation of the SON strategic plan, facilitate professional development and lead process improvement and policy implementation. Dr. Leger served the UTMB Health System as director of Quality and Healthcare Safety and Accreditation and interim associate vice president for Quality and Performance Improvement, prior to joining the SON in July.  **CMC—Pharmacy customer satisfaction survey now available online:**  The semi-annual pharmacy customer satisfaction survey is now available. The online survey takes approximately 10 minutes to complete and can be found on the CMCWeb by clicking the “Quick Links” tab then “CMC Pharmacy Survey.”  The survey will be available until **Nov. 1**. Please take a few minutes to evaluate the services provided by the UTMB CMC Department of Pharmacy as it pertains to your facility. The survey is an opportunity for you to voice your opinions, offer ideas and share your concerns privately. The survey cannot be traced back to an individual, and you are encouraged to participate and to be honest with your responses. Your input is needed to identify areas that need improvement. Your time and feedback are sincerely appreciated. Thanks in advance.  **CMC—PEARL IT Department reminder:**  Many processes in the EHR are built with the assumption that the Chart Completion Module is being tended to daily and thoroughly.  Clerical staff need to check the chart completion module every day to ensure that all provider orders and important actions are scheduled. A report to check on the Chart Completion Module’s status for your unit can be found in “CHART COMPLETION REPORTS.” You can navigate to this report by opening the CMC homepage, clicking on “TDCJ,” choosing “REPORTS,” then choosing “UNIT MONITORING REPORTS” and locating “CHART COMPLETION REPORTS, third from the top. | | | GALVESTON CAMPUS  **Help ensure patients and visitors have access to parking during inclement weather:**  Please be aware that the Hospital Parking Garage (near Jennie Sealy Hospital and Waverley Smith Pavilion) and the UTMB Health Clinics/Emergency Room garage on Harborside Drive are intended primarily for patient and visitor use. Employees should park only in their designated locations during inclement weather, to ensure that our garages have the needed capacity to serve the patients and visitors who need close access to our clinics and hospitals. When weather conditions warrant, Parking Operations may monitor these garage entrances to ensure access for patients, visitors and the few employees who have contracts to park in those facilities. If you do not currently have a parking location or have questions, the Parking office (409-266-7275 or [parking@utmb.edu](mailto:parking@utmb.edu)) can assist you. Thank you for your help.  **Men’s showers at UTMB Alumni Field House to be closed for maintenance:**  The men’s showers at the UTMB Alumni Field House on the Galveston Campus will be closed Sept. 17-24 for maintenance. The project entails the removal of the ceramic tile, replacement of the shower heads and valves, and replacing the tile, grout and sealer. The restrooms, steam room, locker and sink area will remain open. Please call (409) 266-2348 or email [almfldhs@utmb.edu](mailto:almfldhs@utmb.edu) for any questions or concerns. | |
| **DID YOU KNOW?**  The President’s Cabinet was founded in 1993 to provide a way for UTMB and our local communities to work together in support of promising initiatives that improve health for the people of Texas and beyond. In its 25 years, the President’s Cabinet has provided more than $6 million in seed grants to more than 150 developing programs in Galveston County and the surrounding region. Now with nearly 400 members, the President’s Cabinet is comprised of alumni, faculty, staff, business leaders and community representatives all working together to advance UTMB’s mission. For information and to learn more about the programs that have received funding through the President’s Cabinet, visit <https://development.utmb.edu/cabinet-intro>.  REMINDER  **Town Hall on Sept. 19**  As we enter the peak of hurricane season, a reminder that UTMB Alerts is our institution’s method of communicating with faculty, staff and students during severe weather conditions or other emergency events that have the potential to threaten safety or impact business operations. Employees and students are automatically enrolled in the UTMB Alerts notification system, using the basic directory information such as a UTMB email address or phone number. But to receive UTMB Alerts notifications on a mobile device, there’s a few extra steps required. Here’s how:   * Point your web browser to the UTMB Directory ([https://intranet.utmb.edu/directory/)](https://intranet.utmb.edu/directory/) and search for your own name. * Once you’ve located your contact information in the Directory, click on the middle button in the blue bar titled, “Edit My Alert Info.” * On the next screen, log in with your UTMB username and password. * On the My Profile page, click on “Edit” in the top right-hand corner of the white box. * Add your mobile device number in the “Mobile Phone” and “Text Message” fields. * Click the blue “Save” bar and then exit.   It is strongly recommended that you enter your mobile contact information to ensure you get emergency messages quickly on a device that is (nearly) always close by. For a screencast that outlines the steps to signing up your mobile device for UTMB Alerts, visit <https://www.youtube.com/watch?v=cUF6sYDEx-4>. | |