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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 | **Oct. 11, 2018** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
|  | **UTMB Police Department trainings available to faculty, students and employees:**The UTMB Police Department is dedicated to providing a safe and secure working and learning environment where the pursuit of higher education, research and patient care can be achieved. Part of this mission is to provide appropriate safety- and security-related training for employees, students and faculty members. Some of the training offered by UTMB Police includes:* Citizen Response to Active Shooter: This one-hour class provides strategies, guidance and a plan for surviving an active-shooter event.
* Threatening Situations: A one-hour class designed to identify threatening behavior or events and address ways to respond to a threat.
* Tabletop Exercises: A discussion session for departments at UTMB to consider actions they would take during an active shooter or threatening situation. The focus is on walking through a department’s emergency plan to ensure readiness.
* Rape Aggression Defense (RAD): A 12-hour basic self-defense class designed for women.  The RAD approach to personal safety education embodies a practical blend of threat avoidance strategies and real-world assault resistance tactics for women.
* Online training: The UTMB Police website, <https://www.utmb.edu/police/training/online-training>, offers a variety of online training on several topics, including workplace violence, infant abduction, bomb threats and suspicious mail.

For more information or to schedule a training, email poltrain@utmb.edu.**Jennie Sealy Cardiac Catheterization Laboratory Ribbon Cutting Ceremony and Open House:**The UTMB community is invited to attend the Jennie Sealy Cardiac Catheterization Laboratory Ribbon Cutting Ceremony and Open House, taking place from 4 until 6:30 p.m., Wednesday, Oct. 24.GALVESTON CAMPUS**Temporary Construction Notice:**The first-floor tunnel connection from the hospital parking garage to R. Waverley Smith Pavilion and tunnel entrance will be closed from Oct. 17 through Oct. 21 in order to make improvements to the pavement. Alternate routes include the R. Waverley Smith Pavilion second-floor entrance or the Jennie Sealy Hospital entrances. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| WELL-BEING INDEX SURVEY**Faculty Well-Being Index:**In an effort to better understand the current state of well-being among faculty, advanced practice providers, residents and fellows, as well as identify any issues affecting our professional workforce, the Office of Faculty Affairs and Professional Development is collaborating with the Provost’s Office to conduct the Well-Being Index, an online assessment tool developed at the Mayo Clinic and administered by a third-party vendor. Members of the eligible groups have received an invitation to participate and are encouraged to submit all responses by Nov. 1. To obtain the most inclusive representation, a target response rate of at least 75 percent has been set.  **Nurse Well-Being Index:**The Nursing Science and Innovation Division is collaborating with the Provost’s Office to launch the Nurse Well-Being Index, a confidential tool also developed at the Mayo Clinic and administered by a third-party vendor. This index will help UTMB determine how best to support the needs of nurses in their professional roles at the university. Nursing Services employees have received an email invitation to participate. The goal for the Nurse Well-Being Index is a 75 percent response rate to ensure the most representative results.  **CMC—Annual Employee Evaluations:**The CMC deadline to complete employee evaluations for FY18 is Oct. 15, 2018. An annual evaluation is required by the University of Texas System for all employees hired on or before Feb. 28, 2018. All employees will be reviewed on their performance from Sept. 1, 2017 to Aug. 31, 2018.  Employees may visit <https://hr/utmb.edu/relations/performance/> for more information about the annual evaluation process.  **CMC—Protect yourself and others with a seasonal flu shot:**UTMB offers its employees free flu shots each year to help prevent the spread of influenza. To prepare for the 2018–2019 flu season, vaccinations will be available at your facility, and all health care workers (HCWs) must be vaccinated by no later than Nov. 15. As a condition of continued employment, all HCWs must get an annual flu shot or formally decline the vaccination by signing the Seasonal Influenza Vaccine Declination Statement. This requirement applies to anyone who provides direct patient care, enters patient rooms, works in clinics and/or comes within six feet of patients in the course of his or her duties. Once vaccinated (by UTMB or outside UTMB), staff must wear the “Flu Free 2018-2019” badge until the end of the flu season. The UTMB Office of Epidemiology determines when the flu season begins, and ends each year. Staff will be notified when the flu season begins and flu precautions must be followed. Those who did not receive the flu vaccine must wear masks for the duration of the flu season. If an employee receives a flu shot at a facility outside of UTMB, the employee must provide his or her supervisor or departmental flu champion with proof of vaccination. All other employees are strongly encouraged to get vaccinated, unless prohibited for medical reasons. **New Academic Enterprise appointments:*** Majka Woods, PhD, has accepted the position of associate dean, Educational Affairs in the School of Medicine. Dr. Woods joined UTMB in 2015 as assistant dean and director of Educational Development and has served as the interim associate dean since November 2017. Dr. Woods has helped expand and support faculty development efforts related to the delivery of high-quality medical education and collaborated with the other UTMB schools to develop robust and consistent education systems.
* Norman Miles Farr, MD, MPH, has been appointed assistant dean of Clinical Education in the School of Medicine effective Nov. 1. He is an assistant professor within the Departments of Internal Medicine, Pediatrics and Preventive Medicine & Community Health.  Since joining UTMB, he has held leadership positions in both graduate and undergraduate medical education.
* Dan Jupiter, PhD, has been appointed assistant dean for Recruitment in the Graduate School of Biomedical Sciences (GSBS).  Dr. Jupiter is an associate professor within the Department of Preventive Medicine & Community Health, and also holds an appointment in the Department of Orthopedic Surgery. In this new role, he will oversee all recruitment activities for the GSBS.
 | FLU NOTES**Step 1. Help Keep UTMB Flu Free:** UTMB offers its employees, retirees and volunteers free flu shots each year to help prevent the spread of influenza. To prepare for the 2018–2019 flu season, quadrivalent influenza vaccine is available: ·      League City Campus Hospital: Oct. 16–18·      Jennie Sealy Hospital: Oct. 23–25·      Angleton Danbury Campus Hospital: Oct. 30 and Nov. 1·      UTMB Clinics and Inpatient Units: Until the end of flu seasonThe high-dose trivalent influenza vaccine is available at the Employee Health Clinic on the Galveston Campus for those 65 years of age and older. For more details about the vaccination locations and UTMB’s health care worker requirements for the 2018–2019 flu season, see <https://hr.utmb.edu/ehc/flufree/>.**Step 2. Record Your Flu Shot in UTMB’s MyChart:** UTMB employees with medical records in UTMB’s MyChart are encouraged to update their records once they receive their 2018-2019 flu vaccination. To record your vaccine, follow the steps below:1. Log in to your MyChart account
2. Select “flu vaccine” from the to-do section
3. Select “mark as complete” and enter the date you received your vaccination

Having the most current information on file in MyChart is important to our efforts to provide the Best Care to our employees. The records maintained by Employee Health cannot be automatically transferred to MyChart, to ensure confidentiality. With your support, UTMB can ensure that we have the most up-to-date information in our records.  |
| **DID YOU KNOW?**UTMB’s Blocker Burn Unit treats people of all ages suffering from thermal, chemical or radiation burns, and is a world leader in burn, trauma, sepsis and tissue-repair research. Today, the Blocker Burn Unit reports the highest survival rate in the nation for adult patients with major burns and was the first burn center in the U.S. certified by both the American College of Surgeons and the American Burn Institution. In addition, UTMB’s Galveston Campus is home to one of only three Shriners Hospital for Children, which provides specialized acute, reconstructive and rehabilitative care for severely burned children. Learn more about the Blocker Burn Unit at <https://www.utmbhealth.com/services/blocker-burn-unit/>. **The Joint Commission Question of the Week—Quality Performance Improvement:****Q: What Quality Performance Improvement Methodology do we primarily use at UTMB?****A:** FOCUS-PDSA.  **FOCUS** is a brainstorming session in which where a group collectively identifies a process for improvement and contemplates possible solutions:* **Find** a process that needs improvement
* **Organize** a team that knows the process
* **Clarify** current knowledge of the process
* **Understand** the variability and capability of the process
* **Select** a single modification

PDSA is four-stage problem-solving model used for improving a process or carrying out change:* **Plan** a change or a test aimed at improvement
* **Do** - carry out the change or test, preferably on a small scale (pilot)
* **Study** the results
* **Act**- Adopt the change, abandon the pilot efforts, or make modifications and run through another PDSA cycle

Once a team has demonstrated the changes have improved system performance, then the team works to standardize the process, develops mechanisms to help sustain the improvements, and identifies opportunities to spread improvements to other applicable areas. For more information on Process Improvement at UTMB or to submit a project request, please visit [http://intranet.utmb.edu/pi](http://intranet.utmb.edu/pi/). |