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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. 25, 2018** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
|  | | | REMINDERS  **SECC campaign kicks off Oct. 26:**  The 2018 State Employee Charitable Campaign (SECC) begins Oct. 26. School of Nursing Dean Dr. Deborah Jones will lead the charge with a fun superhero theme that is meant to honor the everyday heroes among us. To reinforce the theme, a superhero dress-up day is planned for Halloween, Oct. 31. Learn more about this year’s campaign at [www.utmb.edu/secc](http://www.utmb.edu/secc).  **Annual employee evaluations:**  The institutional deadline to complete employee evaluations for FY18 is Oct. 31. As of Oct. 25, the percentage of completed evaluations for each operating area is:   * **Academic Enterprise** – 50.5 percent * **Health System** – 81.3 percent * **Institutional Support** – 67.9 percent * **Office of the President** – 88.3 percent * **Overall UTMB** – 74.5 percent   For an evaluation to be considered final in the ePerformance system, managers must mark the performance document as complete after the employee electronically acknowledges the evaluation. See <https://hr.utmb.edu/relations/performance/> or contact your assigned [Employee Relations Advisor](https://hr.utmb.edu/relations/staff_directory/) for further assistance with the annual evaluation process.  **UT FLEX program upcoming deadlines:**  The deadlines for incurring expenses and filing reimbursement claims for your FY18 flexible spending accounts are approaching.  **UT FLEX Health Care Reimbursement Account**   * Last day to incur expenses – Nov. 15, 2018 * Claim filing deadline – Nov. 30, 2018   **UT FLEX Dependent Day Care Reimbursement Account**   * Last day to incur expenses – Aug. 31, 2018 (last day of plan year) * Claim filing deadline – Nov. 30, 2018     See [www.myutflex.com](http://www.myutflex.com) for list of eligible expenses or to file a claim. | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **Dr. Klein elected fellow to American Society of Bone and Mineral Research:**  Dr. Gordon Klein, a senior scientist and adjunct professor of Orthopedic Surgery and Rehabilitation at UTMB, has been elected to the 2018 class of fellows of the American Society for Bone and Mineral Research (ASBMR). During his 40-year career, Dr. Klein identified and studied aluminum toxicity to bone and the musculoskeletal effects of burn injuries, primarily at the Shriners Hospital for Children-Galveston. ASBMR is the leading professional, scientific and medical society established to bring together clinical and experimental scientists involved in the study of bone and mineral metabolism. For more information, visit [www.asbmr.org](http://www.asbmr.org).  **CMC—Annual compliance training**  The CMC deadline for all employees to complete their annual compliance training for FY19 is **March 31, 2019**. To complete training, log in to the UTMB Learn system at <https://learn.utmb.edu>. For questions or concerns about your assigned compliance training, please contact your manager. A new course called 340B Training CMC has been added to the required CMC Training Review.   * 340B Drug Pricing Program is a federal drug discount program that provides significant discounts. * Participation in the 340B program has resulted in significant savings for the CMC Program of approximately $95 million per year. * To participate, UTMB must comply with strict program requirements to ensure compliance and provide ongoing education to staff. * Covered entities can face sanctions for non-compliance including (1) being removed from the 340B program and/or (2) repayment to manufacturers for the time period for which the violation occurred. * The findings from 340B audits may be used to refer matters to the Office of Inspector General (OIG) or Department of Justice (DOJ). * Removal from the program would cost UTMB a significant amount in cost savings and revenue and could jeopardize some services we provide.   Thank you for your participation in completing this new course in addition to your other compliance training. | | | **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 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/her supervisor or departmental flu champion with proof of vaccination. All other employees are strongly encouraged to get vaccinated, unless prohibited for medical reasons. | |
| **DID YOU KNOW?**  Total student enrollment for all four of UTMB’s schools for the fall 2018 semester—which began on Aug. 20—is 3,307. That’s up slightly from the 3,211 students who were enrolled five years ago at the start of the fall 2014 semester. Student enrollment in the four schools for fall 2018 includes:   * **Graduate School of Biomedical Sciences:** 359 * **School of Health Professions:** 643 * **School of Nursing:** 1,261 * **School of Medicine:** 1,044   Since 2009, total student enrollment at UTMB has increased by nearly 36 percent. | |