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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 | **March 15, 2018** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **OCE*** Hosted by the Office of Clinical Education, the rising MS3 class meeting will be held on Wednesday, March 21, 2018 in Levin Hall Main.  Dr. Ruth Levine, Assistant Dean of Educational Affairs, will discuss 3rd year course requirements, scheduling, adding electives and other pertinent information.  The meeting will be recorded on Tegrity and may be viewed on the OCE website under the 3rd Year Curriculum section.
* Reminder to the rising MS4s, course scheduling in MyStar for 2018-19 will open at 5:30 pm on Thursday, March 22, 2018, <https://mystar.utmb.edu/>
 | **Monthly financial update—February:*** For the month of February, our bottom line (adjusted margin) was a positive $3.2 million. Although our bottom line for the month was $1 million ahead of budget, this only occurred because certain operational liabilities did not need to be paid. Overall, revenue remains significantly below expectations.

 * For FY2018 to-date, through the end of February, our bottom line was a negative $15.1 million. This is off target by $26 million.

 * As a reminder, the primary reasons for this budget shortfall are Hurricane Harvey losses and lower-than-expected revenue, due in large part to the complexity of the patient cases we have actually seen this fiscal year versus what we had planned to see (referred to as “acuity” and “case-mix index”).

 * To return to budgeted levels, we are continuing to:
	+ Pursue more complex (or higher acuity) cases
	+ Reduce non-personnel expenses
	+ Review our clinical documentation and coding efforts
	+ Review physician and clinic volumes to increase access to care
	+ Review inpatient cases for cost and utilization improvements

 * Please plan to attend the Business & Finance Mondays In March presentation on March 19 to learn more.

**MD Anderson Cancer Center web page now available:**Interested in the upcoming collaboration between UTMB and MD Anderson? Check out the new MD Anderson Cancer Center Collaboration web page for answers to all of your Frequently Asked Questions or to submit your own question. Visit <http://intranet.utmb.edu/mdacc-collaboration>.**REMINDER****Mondays in March:**UTMB’s annual Mondays in March series continues March 19 at noon in Levin Hall Main Auditorium on the Galveston Campus. The remaining schedule for this year’s sessions is:* **March 19:** Business and Finance Update: Cheryl A. Sadro, executive vice president and chief business and finance officer
* **March 26:** Leadership Panel Discussion with UTMB President Dr. David L. Callender and the three executive vice presidents

Remote viewing options will be available for all sessions. For more information about this year’s series and to view the March 5 Health System Update or the March 12 Academic Enterprise Update, visit <https://www.utmb.edu/mondays-in-march>. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
|  **National Doctors’ Day:**National Doctors' Day is held every year on March 30 in the United States as a day to celebrate the contributions of physicians who care for the citizens of this country. UTMB plans to honor physicians on our three campuses with breakfast that day from 7 to 9 a.m. at the following locations:* Galveston Campus: 4th floor of Jennie Sealy Hospital
* League City Campus: Resident Room 3.416
* Angleton Danbury Campus: Physician Lounge

 **The Joint Commission Readiness Questions of the Week—Medical Staff Services:**At UTMB, Medical Staff Services oversees the quality of care, treatment and services provided to patients by:* Defining clinical privileges (i.e., who has permission to engage in specified clinical activities),
* Performing ongoing review and evaluation of each medical staff member’s clinical performance, and
* Conducting reviews and evaluations of the quality of patient care.

**Where can UTMB staff find out if a practitioner has clinical privileges (this includes moderate sedation)?**UTMB staff may validate a practitioner’s privileges by visiting the “iPrivileges” link on the UTMB Medical Staff Services website at [www.utmb.edu/mss](http://www.utmb.edu/mss). The website can also be accessed via the “Resources” tab located at the top of the iUTMB homepage, listed under “Faculty.”**Who has the ultimate responsibility for appointing practitioners to the Medical Staff and granting clinical privileges?**The delegated representative, UTMB President Dr. David L. Callender.**When must a practitioner renew their privileges?**Medical Staff privileges must be renewed every two years.**Can a practitioner be granted “temporary” privileges, and if so, how long do temporary privileges last?**Temporary privileges are granted to meet important patient care needs per Medical Staff bylaws. Temporary privileges shall not exceed 120 days.For more information, please contact Margaret Foreman, director of Medical Staff Services, at marforem@utmb.edu. **CMC—My Road Ahead:**By now, all CMC employees should have completed and documented the first activity related to their personal My Road Ahead development plan (due Feb. 28). The next activity related to My Road Ahead is due by May 31.**REMINDERS** **Annual online training:**All CMC employees must complete their annual online training by March 31. Please ensure that this training is completed by then. **Annual controlled substance inventory:**The required annual controlled substance inventory is scheduled for March 21. This inventory is mandatory for all TDCJ, TJJD and county jail facilities and is required per policy (see P&P 20-15) and by state and federal law. Details for the upcoming 2018 controlled substance inventory were distributed to all nurse managers via email. Copies of the Annual Controlled Substance Inventory Forms were attached to the email and are also posted on the UTMB-CMC Pharmacy web page. For complete details, please refer to Pharmacy policy 20-15 or contact the Pharmacy at (936) 437-5317 or utmbcmc.pharmacyvault@utmb.edu. |  **Newly created office supports faculty growth, development:**A new institution-wide office has been created to support faculty growth, development and other professional activities. Dr. Anish Bhardwaj, associate provost for the Office of Faculty Affairs and Professional Development, will chair a steering committee whose members represent the interests and views of all four schools. This new institutional office is a first step as we approach improving the work environment for our faculty and staff members. **UTMB’s inaugural Research Day planned for April 30:**UTMB’s first Research Day will be held April 30 from 10 a.m. to 3:30 p.m. in Levin Hall on the Galveston Campus. Breakout sessions will give attendees the opportunity to learn from some of the institution’s leaders in research. The keynote speaker will be Dr. Keith Baggerly, professor of bioinformatics and computational biology at the University of Texas MD Anderson Cancer Center, discussing “The Importance of Reproducibility in High-Throughput Biology: Case Studies in Forensic Bioinformatics.” Look for participant registration soon on the event’s website at <https://research.utmb.edu/researchday>. |
| **DID YOU KNOW?**On March 16, 215 students at UTMB participated in Match Day, an annual event that informs medical school students across the country where they will complete their residency training for their chosen specialties. Each student was called one at a time to receive a sealed envelope containing their residency assignment as part of the National Resident Matching Program festivities. The NRMP is a private, non-profit organization established in 1952 at the request of medical students to provide an orderly and fair mechanism for matching the preferences of applicants for U.S. residency positions with the preferences of residency program directors. Students participating in this year’s UTMB Match Day included:* One from Galveston
* Six from elsewhere in Galveston County
* 25 from Houston
* Four from elsewhere in Harris County
* Six international students from Lebanon, Nigeria, China, Vietnam and Burundi

Read more about Match Day in the UTMB Newsroom at <https://utmb.us/2mr>.  |