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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 | **April 26, 2018** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **VDAA accolades**The Vice Dean would like to recognize Alma Block for accepting additional tasks and coordinating celebrations and Dr. Norma Perez for receipt of a grant from the Minority Health and Education Grant Program. **OSAA**Dr. Sofia Cano, Director of Academic Support & Career Counseling, presented a workshop "Final Step 1 Prep: Making the Most of Dedicated Study Time", to MS2 students Thursday, April 26, 2018.  The workshop included: a review of key indicators of readiness to test the strategic use of NBME (CCSSA) Practice Exams, Mastering Multiple Choice Questions, Conducting Clinical Reasoning analysis of questions missed, and templates for 6-week dedicated study plans. Dr. Juliet McKee, Assistant Dean for Student Affairs, answered students' questions about the policy to request a leave of absence to extend Step 1 study time.The 59th Annual National Student Research Forum (NSRF) was held on campus from April 25-27. Our team of student directors accepted 105 abstracts and gave out 36 awards sponsored by several UTMB departments and research associations. Organized under the auspices of the School of Medicine Special Programs, this year’s Forum saw students from the US, Canada, and Spain. For further information: [www.utmb.edu/nsrf](http://www.utmb.edu/nsrf) The School of Medicine, Special Programs is pleased to announce that the Summer Research Programs 2018 (SRP) will begin Monday, May 7 and conclude Friday, June 29. Sixty-five student researchers will be presenting posters at the all-day final presentation on Wednesday, June 27. We are currently seeking faculty reviewers to assist in judging in either the morning or afternoon poster sessions. Please contact Dr. Norma Pérez (noaperez@utmb.edu) or Berengaria Navarre (bcnavarr@utmb.edu). [www.utmb.edu/specialprograms/srp](http://www.utmb.edu/specialprograms/srp) The Texas Higher Education Coordinating Board Minority Health Research and Education Grant Program has award the School of Medicine Special Programs $150,000 over two years for underrepresented minority student recruitment into the School of Medicine. Dr. Norma Pérez will serve as Director and Berengaria Navarre as Co-Director. | **Congratulations, School of Nursing graduates:** UTMB’s School of Nursing celebrated commencement on April 20, with **430** graduates participating. During commencement, SON awarded **298** BSN, **124** MSN and **eight** DNP degrees. Overall, for the 2017-2018 academic year, including the **five** Nursing PhD graduates receiving their degrees May 18, the total number of degrees awarded is expected to be **583**. Good luck to our graduates in all of their future endeavors, and thank you to the school’s faculty for continuing to fulfill UTMB’s historic education mission.**UTMB scores another “A” grade from the Leapfrog Group for safety and quality:** UTMB has received an “A” grade for the second consecutive reporting period from the [Leapfrog Group](http://www.hospitalsafetygrade.org/h/university-of-texas-medical-branch-gal?findBy=hospital&hospital=University+of+Texas+Medical+Branch&rPos=0&rSort=grade) for its accomplishments in reducing errors, infections and accidents that can harm patients. Leapfrog presents hospital grades in the spring and fall of each year. The Leapfrog Hospital Safety Grade utilizes 30 national performance measures which are divided into two domains: process/structural measures and outcome measures. The **process/structural measures** include computerized physician order entry, staffing, culture of safety measurement, medication reconciliation and hand hygiene. The **outcome measures** include central line-associated bloodstream infections (CLABSIs), catheter-associated urinary tract infections (CAUTIs), methicillin-resistant Staphylococcus aureus (MRSA) infections, hospital-acquired C. difficile, and select patient safety indicators (PSIs). Each domain represents 50 percent of the Leapfrog Hospital Safety Grade. Receiving an “A” grade from Leapfrog reinforces our commitment at UTMB to patient care excellence. Thank you for all you do to make UTMB a safe place for patient care!**REMINDERS****Galveston Campus circular shuttle service:** UTMB is piloting a free Galveston Campus circulator shuttle service for faculty, staff, students, patients, visitors and other members of the public. The shuttle operates continuously throughout the day from 6:30 a.m. until 7:30 p.m., excluding weekends and holidays. The shuttle makes eight stops along a loop that circles the Galveston Campus, with wait times of less than 10 minutes. For more information, please visit [www.utmb.edu/transit](http://www.utmb.edu/transit).**Town Hall on May 11:** Please plan to attend Dr. Callender’s next Town Hall on May 11 at noon in the Levin Hall Main Auditorium on the Galveston Campus. Online viewing options will be available. Stay tuned for more details in Weekly Relays, iUTMB and the I Am UTMB Facebook page. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **My Road Ahead:**The institutional deadline for completing the second activity related to your FY18 My Road Ahead development plan is May 31. For questions or guidance with your development plan, please talk with your supervisor. (Note: Faculty and staff in the Academic Enterprise have until Aug. 31 to complete all My Road Ahead activities.)**Annual Tuberculosis Screening**: The deadline for all health care workers to complete their annual tuberculosis screening for FY18 is May 31. Annual TB screenings are a [condition of continued employment](https://www.utmb.edu/policies_and_procedures/IHOP/Health_Safety_and_Security/IHOP%20-%2008.01.02%20-%20Tuberculosis%20Surveillance%20Program%20for%20Healthcare%20Workers.pdf) for anyone who provides direct patient care, enters patient rooms and/or comes within six feet of patients in the course of his or her duties. To assist with this requirement, TB testing will be offered at: * Jennie Sealy Hospital: May 1, 3, 8, 10, 22 and 24
* League City Campus Hospital: May 15 and 17
* Employee Health Clinic on the Galveston Campus: Monday through Friday

For details about these TB testing opportunities, see <https://hr.utmb.edu/ehc/tb/>. Health care workers at UTMB’s Angleton Danbury Campus, clinics and inpatient units should contact their supervisors or Employee Health at (409) 747-9172 for TB testing assistance. **The Joint Commission Preparedness Questions of the Week:**1. **Will I have to speak with the Joint Commission surveyors?**While not every person will have the opportunity to speak with 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 them, be confident, be positive and demonstrate what you know.
2. **What if I don’t understand what the surveyor is asking me?**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 please explain what you mean?” Remember, you know your job; surveyors are just asking you to explain what you do.

 **Annual Tuberculosis Screening:**  All UTMB CMC health care workers (HCWs) are required to participate in annual TB (tuberculosis) screening. This institutional requirement is a condition of employment and continued employment for all health care workers. The screening period runs May 1 to May 31.  The TB skin testing standard operating procedure may be found on the ICN Homepage of the CMCWEB and should be referred to for complete details. The pharmacy automatically shipped tuberculin to each unit and CMC administrative office mid-April. If additional supplies are needed after the initial shipment is received, requests should be sent to utmbcmc.pharmacyRX4employee@utmb.edu. If you have any questions or need assistance with tuberculin shipments, please contact Melissa Duncan at (mkduncan@utmb.edu or 936‐437‐5347.  For the purpose of TB screening, health care workers are defined as those employees who provide direct patient care, work in clinics, enter a patient’s room, or work within six feet of patients within the course of their regular duties.  **Disaster Medication Supplies:** In preparation for hurricane season, the pharmacy will begin shipping Disaster Formulary supplies the week of May 7, to all TDCJ units designated as evacuee receiving units.  The containers will be clearly marked “Hurricane Meds. Do not open” and the unit’s name.  The medications must remain sealed in the shipping containers and stored in a secured and locked area for the anticipated duration of the threat (i.e., hurricane season from June 1 through November 30) or until needed. The pharmacy will ensure that all medications have an expiration date for the expected duration of the threat.  After hurricane season is officially over, we encourage units to keep the supplies and put them into their regular inventory or they may be returned to the pharmacy for credit.  If you have any questions, please contact Vicky Hay at (936) 437-5357 at vihay@utmb.edu.  | 1. **What if I don’t know the answer?  Should I make one up?**Be truthful. If you do not know an answer, say so and let the surveyor know where you would go for the answer. This might include referring to a policy manual or contacting a director, supervisor or another department. Falsifying or misrepresenting an answer is absolutely not tolerated and can cause the organization to lose its accreditation.

***Keep in mind 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.*** **ALL PROVIDERS PLEASE READ – Radiology Exam Ordering Criteria:** All CMC providers and others who order radiologic exams in Pearl are reminded to include the name of the Procedure/Exam, Diagnosis and Reason for the exam on every order.  Not only is this good practice, but it also will be required when we migrate to a different Radiology Information System in June.  Failure to include those items puts the interpreting radiologist and the radiologic technologist in a difficult position and will make it impossible for us to complete the exam.  Please also remember to include, when applicable, details such as “right” or “left.” |
| **DID YOU KNOW?**UTMB’s Development Board held its annual meeting on the Galveston Campus April 13-14. Development Board members play a key role in UTMB’s efforts to broaden its base of philanthropic support by serving as local, regional, national and international ambassadors who share the good news of the extraordinary work taking place at the university. The 136 members are leading the charge to garner philanthropic support for the Innovations in Mind fundraising initiative, which supports the Health Education Center, student scholarships, faculty endowments and neurodegenerative disorders research. Development Board members include alumni from all four UTMB schools, as well as community leaders from cities across Texas and beyond. To learn more, visit <https://development.utmb.edu/development_board>.  |