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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 | **May 3, 2018** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **OSAA**“The Match at UTMB,” our guide to the Match, was recently updated. Many thanks to Laura Nevarez for her hard work on this project. Our rising 4th year students have received a copy. If you would like to receive an electronic copy, please let Ms. Nevarez know.  | **Be Prepared—Important information on emergency preparedness:**With the start of hurricane season on June 1, it is important to review UTMB’s emergency preparedness plans and your role during adverse events. Please use this time to:* Review the video from the 2018 Emergency Preparedness community meeting and the resources available at <https://www.utmb.edu/emergency_plan/>
* Complete the [2018 Emergency Classification and Acknowledgement Form](https://webforms.utmb.edu/frevvo/web/tn/forms/user/giflynn/app/_2fXwMBYqEeaPsbyOXGb9YQ/flowtype/_QIqGMaQqEeWwb9eqGmEsIw/popupform); discuss it with and have it approved by your supervisor or faculty advisor by May 31
* Speak with your supervisor or faculty advisor about the business continuity plans for your department and your responsibilities before, during and after an adverse event
* Update your personal information, emergency contact information and UTMB Directory information in [Employee Self Service](https://ebizhr.utmb.edu/psp/ps/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE&IsFolder=true)
* Update your [UTMB Alerts emergency notification system](https://www.utmb.edu/emergency_plan/communications/) information with a mobile number if you have not already done so

See the [message from President Callender and Dr. Gulshan Sharma](https://www.utmb.edu/president/communications/messages/) for more details.**Discontinue masking for non-vaccinated workers:**The Centers for Disease Control and Prevention (CDC) has determined that the distribution of influenza in Texas is now sporadic. In addition, testing volumes and positive tests have both dropped significantly at all UTMB locations. The requirement for non-vaccinated health care workers to wear a surgical mask when working in patient care locations has been discontinued, effective immediately.**UTMB Alerts (Everbridge) test:**UTMB wants to make sure that all employees, students and faculty are informed in the event of an emergency.  In order to test our ability to communicate quickly, a test of the UTMB Alerts emergency notification system, which can send messages via text, call or email, will be conducted on Wednesday morning, May 9.   This will be a test and not an actual emergency. If you are not signed up to receive messages on your mobile phone, go to the [UTMB Alerts page](https://member.everbridge.net/saml/login/everbridgeutmbmbr/892807736723573/alias/defaultAlias?disco=true) to review and update your information.**REMINDER****Town Hall on May 11:**Please plan to attend Dr. Callender’s next Town Hall May 11 at noon in Levin Hall on the Galveston Campus. Online viewing options also will be available. Learn more about the Town Hall meeting at <https://www.utmb.edu/townhall/>. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **ANGLETON DANBURY CAMPUS****Pediatric and Adult Primary Care in Angleton moving:**The UTMB Health Pediatric and Adult Primary Care Clinic in Angleton is relocating. The primary care clinic, currently located at 146 E. Hospital Drive, POB II, Suite 103, will be moving upstairs into Suite 205 as of May 7. **Dr. Barral appointed director of UTMB’s MD-PhD program:**Jose M. Barral, MD, PhD, has been appointed Director of UTMB’s MD-PhD Combined Degree Program. Dr. Barral is Professor and Vice-Chair for Operations in the Department of Neuroscience, Cell Biology & Anatomy, and Senior Associate Dean for Academic Affairs in the Graduate School of Biomedical Sciences. He has served as interim Director of the Combined Degree Program since January 2017. Dr. Barral has provided steadfast direction in a time of transition for the Combined Degree Program, overseeing the program’s continued financial stability and prioritizing recruitment, with this year’s entry class being the largest in three years. With this appointment, he is also named the John Sealy Distinguished Chair for MD-PhD Combined Studies in Honor of Dr. Truman G. Blocker. **TeamSTEPPS Training for Faculty registration:**The Office of Interprofessional Education is offering the TeamSTEPPS Fundamental Training Course June 14 from 8 a.m. to noon. Registration is open through June 8. This evidence-based teamwork system aims to optimize patient care by improving communication and teamwork skills among healthcare professionals. This four-hour interactive course will be utilized in UTMB’s interprofessional simulations, courses and activities. For more information, visit: <https://www.ahrq.gov/teamstepps/> or [view the course flyer here.](https://ispace.utmb.edu/collaboration/GSBS%20Weekly%20Relay/Flyers/TS%20Flyer.pdf) **Nurses and Health System Employee Week:**Nursing Service has orchestrated a week-long series of events to thank all nurses and Health System employees for supporting the health and well-being of the communities we serve through dedication and care from the heart! Nurses & Health System Employee Week will take place May 7-11. Download a schedule of events at <http://intranet.utmb.edu/iutmb/article/?id=9592&src=iutmb>. |  **Epic upgrade open house:**Don’t miss your chance to provide feedback that will help the build team ensure Epic's new tools are user friendly and streamline your workflows! Open house hours: May 8 in 3.404 League City Campus training room from 7 a.m. to 4 p.m., May 10 in Angleton Danbury Campus Education Room from 7 a.m. to 4 p.m. A full schedule of training events through June 1 is available at <http://intranet.utmb.edu/emr/Epic_Upgrade.asp>.  **The Joint Commission Questions of the Week—Talking with Surveyors, Part 2:****What is the best way to respond to a surveyor’s questions?**Remember the KISS acronym: Keep it Short and Simple! Keep your answers focused and only answer what was asked. Do not elaborate or give opinions. There is a tendency to “over-answer” a question when you are nervous. This can have a domino effect, leading the surveyor down a path he or she didn’t intend to go. If a surveyor approaches you while you are caring for a patient, politely indicate that you will be right with the surveyor and arrange for someone to cover your patients.  **My co-worker clams up when she’s nervous. Can I help?**Definitely!  If you are present when someone else is being interviewed by a surveyor, gather around the surveyor, support each other and feel free to add relevant information without being intrusive. Respond to questions with confidence – you know the answers better than anyone!  **What are other tips to help with the interaction with the surveyor?*** Know your patients, even if you have been off of work for a few days.
* Avoid words such as “usually” and “sometimes.” Be confident that the system works consistently.
* When asked about a hospital or department policy/process, the correct answer is, “This is the process/policy.” Be careful not to say, “This is the way I do it.”
* One of the surveyor’s goals is to educate us about other or better ways to do things. Take advantage of suggestions or information that they are willing to provide.
* It is important to be prepared, be professional and use good manners during a hospital survey and always!
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| **DID YOU KNOW?**This year’s Employee Service Day ceremony on May 16 will recognize [1,724 faculty and staff members](https://ispace.utmb.edu/xythoswfs/webview/_xy-18482340_1) with a combined 20,390 years of service, [656 GEM card recipients](https://ispace.utmb.edu/xythoswfs/webview/_xy-18482339_1) and the winner of the 2018 Nicholas and Katherine Leone Award for Administrative Excellence. All members of the UTMB community are invited to the ceremony at noon in the Levin Hall Main Auditorium on the Galveston Campus. See <https://hr.utmb.edu/tod/serviceday/> for a complete list of honorees and online viewing options. |