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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 | **June 21, 2018** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **ORME Austin**The UTMB Austin Campus is closing June 29th, 2018 since UTMB students will no longer be rotating in clerkships and UTMB electives in Austin after this date.  UTMB Students can rotate July 2018 and beyond in Austin by applying to UT Austin Dell Medical School Electives via the VSAS/VSLO system.  **OCS**The Office of Clinical Simulation was well represented at this week’s Association of Standardized Patient Educators (ASPE) meeting in Kansas City, MOPresentation:A Review of the SP Literature:   What's New in 2017  Karen Szauter Workshops: Basics of Literature Review and Systematic Review of the Literature  Karen Szauter Grant Writing Basics     Karen Szauter   Oral Abstract presentationsSnapshot: Self-Paced Videos to Streamline Standardized Patient Feedback Training  Amy Shanks Acknowledging Disability: Are Students Prepared to Bridge the Gap?     Darlene Self Project Update: ( 2017 grant awardee)  A Simulation for Continuity in Patient CarePOSTER: A Simulation for Continuity in Patient Care     Amy Shanks  Sampling the 2016 SP Research Literature: A Grants and Research Team Project    Karen Szauter **VDAA Accolades**The Vice Dean would like to recognize the following:1. Drs. Ainsworth’s and Dr. Szauter’s research article, **Student response to reports of unprofessional behavior: assessing risk of subsequent professional problems in medical school** was published in *Medical Education*
2. Dr. Perez was the keynote speaker at The Baylor College of Medicine Center of Excellence in [Health Equity, Training and Research](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.bcm.edu%2Fabout-us%2Fdiversity-inclusion%2Fhealth-equity%2Fhealth-equity-training-research-center&data=02%7C01%7Cnoaperez%40UTMB.EDU%7Cd1b230e0a1c64681612f08d5d7aaecf5%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C636652051487530413&sdata=IU5AIbohK49vuMcjxJcQei2%2BVMrbS7m3ZEi%2FD9skxjw%3D&reserved=0)’s first summer research summit

**OSAA**: If you are in the area, please stop by to welcome Joshua Archibald and Kathleen Collins. Joshua “Archie” is working as coordinator for Academic Support and Career Counseling (ASCC) and Kathleen has joined as administrative support for ASSC.  | **Monthly financial update—results as of May 31, 2018:**For the second month in a row, our monthly financial results show a positive bottom line (adjusted margin). The adjusted margin for the month of May was a positive $3.9 million—which was $3.8 million better than where we had planned to be. However, on a year-to-date basis, we continue to experience a budget shortfall with a reported adjusted margin loss of $2.1 million—$18.5 million less than where we planned to be by the end of the third quarter of the fiscal year. With less than three months remaining in the fiscal year, we still have work to do to finish FY2018 on target. As President Callender describes in his most recent Pulse Video update, our financial situation is not just about budget-process issues, it’s about the need to do a better job of forecasting and managing our expenses. We must continue to create a different approach to efficiently prepare for the decreased revenue per unit of service and other significant challenges that we’ve seen over the past several years. Your continued efforts to monitor your departmental expenses will help support this new way of doing business. Please continue to monitor [iUTMB](https://intranet.utmb.edu/) and the [I Am UTMB](https://www.facebook.com/IamUTMB/) Facebook page for regular Pulse Video updates regarding the actions UTMB is taking to support our mission work well into the future.**You have been heard—2018 You Count employee survey:**Thank you to the **9,434** faculty and staff members who completed the 2018 You Count Employee Survey and helped UTMB to achieve our **70 percent** target response rate. Press Ganey is in the process of compiling and analyzing the survey responses at the entity, department and division levels, and final data will be reported back to the institution in the coming weeks. The data will be used to create post-survey response plans for completion in FY19.**UTMB Tech Talk—UTMB Discover:**UTMB’s Tech Talk was launched to provide a forum for UTMB employees to learn about and engage in conversations on a wide range of technology-related topics relevant to our workforce, and digital life in general. The next Tech Talk will be held **June 26** from **noon to 1 p.m**. in the Levin Hall South Auditorium on the Galveston Campus. The focus will be on the UTMB Discover initiative, which transforms data from its obscure, raw form into clear information and actionable insights through the development of a series of analytical applications available online. By harnessing the power of data that our organization already owns, UTMB Discover enables better, more efficient decision-making by UTMB’s leadership while supporting frontline initiatives that improve patient care, enhance research initiatives and support our academic mission. The Tech Talk session will offer an overview of the functionality and tools available in UTMB Discover today and provide a glimpse of what’s on the horizon. Attendees will also learn ways that UTMB Discover may be able to support their own needs and professional applications. Learn more about this and other Tech Talks at <https://intranet.utmb.edu/techtalk>. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **Episode 4 of Dr. Callender’s ‘Pulse’ update now available:**Episode 4 of UTMB President David Callender’s new video series, “Pulse,” is now online at <https://www.utmb.edu/president>. In episode 4, which was recorded June 15, Dr. Callender answered several questions generated, in part, by his new video series. Specifically, he mentioned:* The financial situation UTMB is facing is not just about budget-process problems or about the need to do a better job forecasting and managing expenses. Over the course of the past several years, we've seen significant changes and decreases in the revenue per unit of service we deliver. When we deliver patient care, we just don't get paid as much.
* We believe this situation continues well into the future. Unless we address it—unless we figure out how to operate more efficiently—then we're never going to be able to do our mission work as we want to do it. We won’t be able to hire and retain great people. We won't be able to invest in replacing old equipment and new buildings and facilities that better support our work.
* We’re trying to think through how we work, while avoiding a knee-jerk reaction where we just say, "OK, let's go across the board and eliminate 5 percent of jobs. That'll free up that much expense dollars, and we can spend that on something else."
* That won't work for us. Sure, it would allow us to have some extra money for right now, but it doesn't help us create a different approach to operations, a more efficient approach, so we can be successful in this time of decreased revenue per unit of service.

**Instructor-led classes available for annual required compliance training:**The deadline for completing your annual required compliance training for FY18 is Aug. 31. To assist with this requirement, instructor-led classes are available on the Galveston Campus: * June 25 from 8 to 10:30 a.m. in Research Building 6, Room 1.206
* July 12 from 2:30 to 5 p.m. in Research Building 6, Room 1.206
* July 26 from 8:30 to 11 a.m. in Research Building 6, Room 1.206
* Aug. 7 from 9 to 11:30 a.m. in Research Building 6, Room 1.206
* Aug. 23 from 2 to 4:30 p.m. in Research Building 6, Room 1.206

These classroom sessions are offered as an alternative to the online courses available through the [UTMB Learn system](https://learn.utmb.edu/) and cover general compliance; the standards of conduct; sexual harassment, equal employment opportunity and Title IX law; information protection; fire safety; and threatening situations. No registration is needed to attend. If you choose to complete your annual required compliance training online, please note that the recommended web browser for using the UTMB Learn system is Google Chrome.REMINDER**Parking changes on League City Campus:**On June 25, the new parking garage and skybridge is scheduled to open on the League City Campus (LCC), and all parking gates will be activated. Employee parking on LCC surface lots will remain free. Employee parking will also be available on levels 4-7 of the new garage. **All employee parking on the League City Campus will require staff badges to be encoded for access to the garage or employee surface lots.**Please visit the Parking Office website below to view the days and times when Parking will be onsite at LCC from now and throughout July to encode badges, as well as for rates for employee parking in the LCC garage. Employees not based at League City Campus who are visiting for a meeting or other business should use the Park N Ride lot. Patient and visitor parking will remain free at the League City Campus, but requires validation. For more information and a map, please visit [www.utmb.edu/utmb-parking](http://www.utmb.edu/utmb-parking).  **Galveston ‘Week of Making’ June 26-28 and UTMB Mini Maker Faire on June 26:**As home to the first Hospital Maker Space in the U.S and as part of “A Week of Making” in Galveston, UTMB will host Texas’ first hospital Maker Faire on **June 26** from **7:30 a.m. to 2 p.m.** in Jennie Sealy Hospital, Conference Room 2.502B. There will be health makers from all over the country giving talks, workshops and exhibiting their health-technology projects. The event is free and open to all. Related events include a MakerHealth Space Series at the Osher Lifelong Learning Institute on **June 27** and a Pop-Up MakerHealth Space at St. Vincent’s Clinic on **June 28.** For more information, please visit [http://utmb.makerfaire.com](http://utmb.makerfaire.com/).REMINDER  **CMC utilization review—Cancer case management:**The Cancer Case Management Referral Phone Line, (409) 747-2700, is operational and currently available to providers. It is a dedicated phone number for UTMB and CMC providers to refer patients to Cancer Case Management. The phone line is used to notify Cancer Case Managers of patients who are in active treatment, suspicious for cancer or a recurrence.  The phone line is answered by voice mail, and instructions are provided to the caller. Below is the greeting the caller will receive when calling the Cancer Case Manager’s Referral Line: “You have reached the Correctional Managed Care Cancer Case Management Referral Line. This line is only for referring cancer suspect, cancer patients in active treatment and cancer patients who have a need to be followed by the Cancer Case Manager.” Please make a note of the information you will have to provide at the sound of the tone:1. Name of patient
2. TDCJ #
3. Date of birth
4. Diagnosis and/or chief complaint or issue related to the need for Cancer Case Management
5. Your name, title, phone number and/or pager

You will receive an email within 24 hours (Monday through Friday) verifying your information has been received and the patient has been added to the Cancer Case Management case load. If Cancer Case Managers have additional questions, they will contact you via phone and/or pager. | **Self-service password reset enabled for all employees:**On July 2, Information Services will deploy an optional self-service password reset and recovery solution that allows all UTMB employees to change or recover their UTMB usernames and Office 365 passwords 24/7 from anywhere in the world, without contacting the UTMB Service Desk. The new reset feature will require two authenticating credentials that are unique to each employee, such as a cell phone number, a non-UTMB email account or answers to security questions provided during the registration process. To activate the password reset and recovery feature, employees should log into their UTMB Office 365 account ([portal.office.com](http://portal.office.com/) or [www.office.com](http://www.office.com)) using their UTMB username and password and follow the prompts to register for the self-service password reset feature. For questions, please contact the UTMB Service Desk at (409) 772-5200.  |
| **DID YOU KNOW?**This week, the University of Texas System Board of Regents recognized two UTMB faculty members with the System’s top teaching prize, the 2018 Regents’ Outstanding Teaching Award. This year’s recipients from our institution are:* **Yolanda Davila,** RN, PhD, professor in the UTMB School of Nursing with a focus on public health principles and holder of the Odelia Brown McCarley Professorship in Nursing
* **Victor Sierpina,** MD, professor in Family Medicine and the director of Family Medicine’s medical student education program and faculty development program. In addition, Dr. Sierpina holds the WD and Laura Nell Nicholson Family Professorship in Integrative Medicine

Congratulations to both Dr. Davila and Dr. Sierpina. This marks the 10th year that the UT System Board of Regents has recognized the System’s top faculty members. In 2018, 27 faculty members from 14 academic and health institutions were named recipients of this top teaching prize, and each will receive $25,000 in recognition of their commitment to student success. In the last decade, Regents have awarded more than $19 million to 700 UT educators for delivering the highest quality of instruction in the classroom, lab, field and online. **Direct deposit reminder:**UTMB encourages all employees to use direct deposit as a safe and efficient way to receive their paycheck. Benefits of direct deposit include:* **Fast**—direct deposit is the most expedient method of payment and availability to your funds
* **Safe and secure**—direct deposit of your pay is a safe and secure way to make sure you receive your net pay in your account in a timely manner
* **Reliability**—reliable deposit to your account whether you are on vacation, out sick or otherwise away from work
* **Quick and easy enrollment**—in less than five minutes, you can go online to Employee Self Service and complete the online application

 Alternatively, you can complete the form and fax to (409) 747-7904 or mail it via campus mail to Route 0921. It is the primary goal of UTMB Payroll Services to get your paycheck to you on a timely basis. If you have any questions, please contact Payroll Services at payroll.services@utmb.edu or (409) 747-8078.REMINDER **New Patient Experience and Event Reporting system now live:**UTMB’s Patient Safety Net (PSN) reporting system was replaced on June 21 with a new and improved patient event reporting system, **Juvo**. In addition to capturing information on near misses and adverse events, users now have the ability to submit patient-experience reports such as compliments and complaints. Access to the system continues to be available via the [iUTMB](https://intranet.utmb.edu/) homepage. Please note, Event Managers should log into the system using Internet Explorer. For more about the new system, including an instructional video on how to create an event report, please visit Quality, Safety & Performance Improvement website at [intranet.utmb.edu/QHS](http://intranet.utmb.edu/QHS/default.asp). **The Joint Commission Reminders of the Week:*** Wear your ID Badge! Make sure your name and photo are visible above your waist. Staff identification is an important safety practice as well as hospital policy.
* Eliminate clutter! Keep your work area, unit, patient rooms, supply rooms and hallways neat and clean. This is good practice; additionally, if a surveyor finds a neat and tidy space that is well organized, they will have a good impression of the overall space.
* Watch for HIPAA violations such as leaving patient health information (PHI) open and visible to others on workstations and leaving patient labels or forms with PHI lying around (as well as any other visible PHI in common areas). Do not talk about patients in elevators or other public areas. Only access/use PHI when needed to perform your assigned job duties.
* Food and drinks are not allowed in nurses’ station or clinical areas except for in designated hydration stations where only beverages in spill-proof containers are permitted.
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