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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 | **Nov. 29, 2018** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **IMO**Instruction Management Office welcomes a new employee to their team. Phyllis Huitron’s first day as IMO’s new secretary was December 3, 2018. Please give Phyllis a warm welcome when you see her. **OCE*****Save the Date!*** Please plan to join us for the 15th annual Curriculum Education Conference to be held on Thursday, May 16, 2019 at Moody Gardens Hotel and Convention Center in Galveston. | GALVESTON CAMPUS**Alumni Field House to be closed during Dec. 7 active shooter training exercise:** The UTMB Police Department will conduct an active shooter training exercise from 12:30 to 3 p.m., Dec. 7, at the Alumni Field House. During this drill, the Field House will be closed, and the area will not be accessible. A UTMB Alerts (Everbridge)notification will be distributed at the beginning and end of the exercise. Visit the UTMB Alerts webpage at <https://www.utmb.edu/emergency_plan/communications/utmbalerts/overview> for instructions on how to review and update your information to ensure you receive emergency notifications through the system.REMINDERS**2018 SECC campaign coming to a close**: The Nov. 30 deadline to contribute to the 2018 State Employee Charitable Campaign is fast-approaching and thanks to your contributions, UTMB is close to reaching its goal of $500,000. If you haven’t done so already, you have until the end of the day on Nov. 30 to contribute to this year’s campaign and support one or more of the many deserving local, national and international charities. Learn more on the SECC site at [www.utmb.edu/secc](http://www.utmb.edu/secc). **Submit your message of cheer by Dec. 5**: Submissions are still being accepted for the 2018 UTMB Health community holiday greeting. UTMB’s Office of Marketing and Communications is collecting video clips of faculty, staff, students and volunteers sharing what they celebrate and what makes their holidays special. We will assemble the most compelling of the messages into a holiday video greeting and share the message widely mid-December. To learn more about how you can record you or your team’s message and send it to us for possible inclusion in the holiday greeting, visit <https://utmb.us/32c>. **Dr. Martin Luther King Jr. Community Service Award Nominations**: Nominations are still being accepted for the 2019 Dr. Martin Luther King Jr. Community Service Award. Please consider nominating a UTMB employee or student who has a demonstrated record of promoting diversity, inclusion and civic engagement and has made a profound difference to the university and the greater community. The deadline for nominations is Dec. 14. See [iUTMB](http://intranet.utmb.edu/iutmb) for more details or to submit a nomination. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **Free and confidential EAP services:**The University of Texas Employee Assistance Program (UTEAP) offers free and confidential counseling and referral services to all UTMB employees and their eligible family members. The UTEAP is accessible 24 hours a day, 7 days a week at 844-872-5986 and can assist with anxiety and depression; alcohol or substance abuse problems; couples and relationship issues; family problems; legal and financial concerns; and workplace stress and conflicts. For more information about the UTEAP and the services provided, see <https://hr.utmb.edu/eap/>. **Implementation of masking requirements for health care workers not vaccinated for influenza:** In compliance with IHOP Policy [03.07.07 - Vaccination of Healthcare Workers to Protect Patients from Vaccine Preventable Infections](https://www.utmb.edu/policies_and_procedures/IHOP/Employee/Health_and_Wellness/IHOP%20-%2003.07.07%20-%20Vaccination%20of%20Healthcare%20Workers%20to%20Protect%20Patients%20from%20Vaccine%20Preventable%20Infections.pdf), health care workers at UTMB Health shall meet CDC guidelines for immunity for annual influenza. Beginning Dec. 3, masking requirements for health care workers who have not been vaccinated for influenza will be enforced. This applies to individuals who provide direct patient care, enter a patient’s room, or meet patients face-to-face within six feet in the course of their duties. Unvaccinated individuals must wear a surgical mask while in patient care areas, including inpatient rooms, exam rooms, nurses’ stations, and corridors in patient care areas. This does not include private offices, conference rooms or break rooms, public spaces such as the cafeteria, or spaces accessible to only staff, including nurses’ stations in TDCJ. Individuals who decline to receive influenza vaccination must complete a written flu vaccination declination which will be kept in the employee medical record maintained by Employee Health.The deadline for completion of a written flu declination is Friday, Dec. 14. Please visit UTMB<https://hr.utmb.edu/ehc/flufree> for information on employee flu vaccinations. As a reminder, health care workers who have been immunized outside of the Employee Health Clinic will be considered compliant if they submit proof of vaccination to Employee Health. **Student volunteers needed for Dec. 7 active shooter training exercise:**The UTMB Police Department will conduct an active shooter training exercise from 12:30 p.m. to 3 p.m., Dec. 7, at the Alumni Field House and student volunteers are needed to role play during the drill. Pizza will be provided to all participants prior to the exercise. If you’d like to volunteer, please call or email Captain David De Ore at dadeore@utmb.edu. **CMC—Let Information Services know if you’ll be designating an email crosscover over the holidays:**Since the holidays are here, the Information Services team reminds you to setup an email crosscover if you are going to be off and not checking PEARL emails.Send a request to ishelp@utmb.edu and include the following information:* Name of user who will be off
* Name of user who will be covering
* Start date and time of email crosscover
* End date and time of email crosscover

Please specify if the coverage should be for a specific unit only or all emails.  | REMINDER **Follow-up Joint Commission survey pending:**UTMB will remain in the window for a follow-up survey by The Joint Commission until Dec. 10. Areas for further exploration may include the following:* Assessing and mitigating the risk for suicide and self-harm
* Evaluating all patients who are restrained to prevent self-harm
* Documenting “likeliness of achieving the patient’s goals” in regard to informed consents for any procedure
* Conducting proper “time outs”

Visit UTMB’s Joint Commission Preparedness website, [intranet.utmb.edu/QHS/TheJointCommission/default.asp](http://intranet.utmb.edu/QHS/TheJointCommission/default.asp), or UTMB’s Policies and Procedures website, <http://intranet.utmb.edu/policies_and_procedures>, for details on these topics. Remember that the surveyors may visit any location and review any information, including the topics listed above. Their focus will be on correction of the findings and compliance with our policies. Please be familiar with our policies and able to speak to and follow them. Thank you for your dedication to delivering safe care to our patients! **Information Services implementing Epic 90-day inactivity lockout:**Starting Dec. 4, Information Services and the Office of Information Security will implement a 90-day “inactive account” lock within the Epic EMR. This means that any authorized Epic user who hasn’t logged into the application for more than 90 days will be unable to do so. Users finding themselves locked out of their Epic account should contact the IS Service Desk at 409-772-5200 to have their access restored. Please contact Chris Ligon (cligon@utmb.edu) or IS Epic Security (epicsec@utmb.edu) with questions. |
| **DID YOU KNOW?**UTMB Health’s Faculty Group Practice recently introduced “Access Champions” to improve access to services for our patients. As part of this initiative, designated representatives in our clinical service lines are available to help other providers--particularly those in primary care—access the service(s) for their patients and get advice on when a patient should be seen sooner than the standard clinic schedule would otherwise allow. This new system helps ensure patients are able to stay with UTMB Health to get the care they need when they need it. If you’re a physician wanting more information on the Access Champions program, contact Rex McCallum (remccall@utmb.edu) or Aaron Bridges (aabridge@utmb.edu).. |