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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 | | **Feb. 7, 2019** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **OCE**  The Rising 4th Year Class Meeting will be held on Tuesday, February 12th at 5:00 pm in the Clinical Sciences Auditorium  **OED**  Our next session of Teaching Skills is Wednesday, February 20th and features Dr. Premal Patel who will be speaking on “Strategies to Mitigate Cognitive Bias in Clinical Settings.”  On Friday, March 1st, at 9 am, join us in Research Building 6, room 1.108 for a workshop by our guest speaker, Dr. Stefanie Carter, entitled “Best Practices in Self-Reflection.”  The OED will also be offering a session of Introduction to Problem-Based Learning on Thursday, February 14th from 1-3 pm in Graves 2.308.  Reminder that all faculty and staff who were a part of the SEA CHange curriculum are invited to attend the symposium this Friday, February 15th from 1-5 pm at Open Gates on the 1st floor.  Light refreshments will be served during this time of reflection and celebration.  Please email Becki at [OEDhelp@utmb.edu](mailto:OEDhelp@utmb.edu) to register for the workshops or with any questions.  **What are some of your work responsibilities?**  I am currently the Coordinator for the Medical Student Academic Advisor Program and Academic Support Services and Career Counseling. I am responsible for the coordination and implementation of the School of Medicine Student Advisor Program available through our office. This program is designed to assign faculty advisors to medical students through pre-described criteria, thus providing a thorough student centered choice for an academic advisor. Once the advisor is selected, I am responsible for assigning faculty as an advisor in MyStar and maintaining a database to track faculty and student engagements. Upon completion of the fiscal year, I ensure that the faculty that chose to be a part of this program is compensated for their time spent away from their respective duties to assist and counsel their advisees. As the coordinator for Academic Support and Career Counseling, I am responsible for assisting staff in providing information to identify students that could benefit from the services that our office offers. Through compilation of data such as module grades, practice test scores, and/or faculty concerns, I create and maintain a database to track students that could potentially be at academic risk.  **Tell us something personal about yourself.**  Originally from Illinois, I moved to Galveston around six years ago. My wife and two children, an 18 year-old daughter and a soon to be two year-old daughter, enjoy our new little beach town because of the activities that a tourist town affords while retaining a small town feel. I worked for Sears as an Appliance Repair Technician and decided to make a career change to information technology and healthcare administration. Shortly after my decision, I was hired by UTMB, and have now been here for a little over half a year. It has proven exciting and challenging and I look forward to what the future holds.  **Fun Fact**  I used to have a very good sense of direction. I was diagnosed with a TBI shortly after coming back from Iraq and now I get lost when I turn down a street. Unfortunately, if you’re looking for directions I am probably not the best source.  **Employee Spotlight**    **Joshua Archibald (“Archie”)**  Coordinator  SOM Associate Dean-Student Affairs | | | **Best Care update:** The 2019 Vizient Quality and Accountability Study has reached its midpoint. At this time, UTMB has slipped in the rankings from No. 4 to No. 20 among 101 participating academic medical centers and would receive a 4-star rating. We have time to improve our standing, but it will take everyone in every role at UTMB to improve! In the domain of Patient Centeredness—a domain we all impact—we have slipped to No. 69. Help create an exceptional patient experience by:   * Smiling and greeting our patients and guests * Guiding them to their destination * Assisting them with issues or guiding them to someone who can help * Communicating effectively * Keeping UTMB beautiful (remember, dial 2-4040 for service issues)     With everyone focused on our patients, we are confident UTMB can improve and remain a 5-star academic medical center in the 2019 Quality and Accountability Study! Visit <http://intranet.utmb.edu/best-care> for more information on Best Care.    **2019 Leone Award:** Nominations are now being accepted for the 2019 Nicholas and Katherine Leone Award for Administrative Excellence. This award recognizes managers/supervisors who display the highest degree of professionalism and comes with a $7,500 monetary prize—$2,500 for the winning manager/supervisor and $5,000 for the development and training of his or her department/unit. The deadline for nominations is Feb. 28. See <http://hr.utmb.edu/tod/leone/> to learn more about the award or to submit a nomination.  REDUCE YOUR USE SUSTAINABILITY INFO SERIES **Water bottle refill stations**: To help reduce your use, bring a reusable water bottle to refill throughout the day as an alternative to using single-use, plastic water bottles. While plastic bottles are recyclable, reducing plastic waste on the front end is a great way to decrease UTMB’s total waste stream, which is the flow of waste from its source to the point of recovery, disposal or recycling. UTMB’s Galveston Campus boasts 25 water bottle filling stations distributed across both student and employee locations—with plans to expand the program to other locations across the institution. The installations distribute filtered water within seconds and include a counter to track the number of water bottles that have been saved from entering the waste stream. Several nurses stations across all campuses have water refill stations, too. | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **Two opportunities to participate in UTMB’s April 26 Earth Day Celebration**:  **Recycle in Style Fashion Show**: Join us April 26 for the Recycle in Style Fashion Show during UTMB's Earth Day event at the Moody Medical Library Plaza on the Galveston Campus. There is still time to create your very own red-carpet ensemble. Design one or more outfits made from materials that would otherwise be thrown away, such as packing materials, expired medical supplies, food packaging and more. Provide a model to wear your recycled outfit at the Earth Day Celebration or one can be provided for you. This year’s theme is "Reduce Your Use." For additional information, email Angela McDowell at [ammcdowe@utmb.edu](mailto:ammcdowe@utmb.edu). Fashion show entry forms are available at <https://utmb.us/361>**.**  **2019 Earth Day art contest**: UTMB staff, students and faculty members are invited to submit entries to the annual UTMB Earth Day art contest. The objective of the art contest, which this year is focused on the theme “Reduce Your Use,” is to encourage members of the UTMB community to embrace conservation, recycling and sustainability efforts. For more information, including contest rules and available prizes, visit <https://utmb.us/35y>.  **Dr. Ravi Radhakrishnan accepted into UT System Kenneth I. Shine, MD, Academy of Health Education:** Ravi Radhakrishnan, MD, MBA, associate professor and chief of the Division of Pediatric Surgery, has been accepted as a member of the UT System Kenneth I. Shine, MD, Academy of Health Education. Members of the academy serve the UT System through support and promotion of excellence in all aspects of health science education, educational scholarship and leadership. Dr. Radhakrishnan will be inducted at the 2019 Innovations in Health Science Education Conference, which is being held Feb. 21-22 in Austin. | | | REMINDER    **Public vs. staff elevators:** To help create a warm and welcoming atmosphere for our patients and visitors, staff should use the back-of-house elevators, when possible, to ensure the elevators designated for the public are always accessible. When a large party of patients and/or visitors is waiting for the elevators, please allow them first access and do not crowd the elevators. Please avoid transporting carts using the public elevators, if possible.    **CMC—Accurately capture and record hours worked and leave time:** All employees are reminded that UTMB Health Correctional Managed Care is responsible for ensuring that procedures and systems are in place to accurately capture and record hours worked and leave time to meet Federal Labor Standards Act requirements. Failure to comply with departmental and institutional policies may result in the **employee** and **management** being subject to disciplinary action up to and including termination. Recently, CMC has had a number of off-cycle checks due to improper or careless time management. Off-cycle checks have to be approved by the executive vice president & chief executive officers for the Health System. Please UTMB IHOP Policy 04.01.02 to ensure strictest compliance with this policy. | |
| **DID YOU KNOW?** The Office of University Events (OUE) is responsible for the planning, management and execution of many small- to large-scale university-wide functions. OUE works in partnership with individual schools, departments, hospitals and clinics and other campus groups to provide free expertise and guidance in the planning and implementation of events. Each year, the Office provides planning, support and assistance for more than 75 gatherings such as the Health Education Center groundbreaking, the annual School of Nursing Style Show and the annual Development Board weekend and Sealy Society dinner. For more information, visit the OUE website at [www.utmb.edu/events](http://www.utmb.edu/events) or call (409) 747-6735. | |