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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 | | **August 8, 2019** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **Academic Affairs**  **MARK YOUR CALENDARS!!!**  **MONDAY, AUGUST 19, 2019**  **3:00 – 4:00 PM**  **Old Red Amphitheatre**  **It’s that time again…**  **Come and see who will win**  **the drawing to have lunch**  **with Dr. Mouton!**  **Employee Spotlight**  **If you have not done so already please,**  **submit your information via the**  **form found at this link:**  <https://webforms.utmb.edu/frevvo/web/tn/forms/user/giflynn/app/_M2ECYBTmEempUclRFxPosw/formtype/_dn1HoASZEempsq_jYOb_6Q/popupform>. | | | **UTMB evaluating policy on mentoring, shadowing invitations**:  UTMB is evaluating its formal policy to approve opportunities for teaching, hosting and mentoring learners, or allowing them to shadow faculty in clinical and research settings. While this evaluation is in process, Executive Vice Presidents Dr. Charles Mouton and Dr. Timothy Harlin request that those wishing to invite learners, visitors and guests to campus for mentoring or shadowing refrain from doing so without approval from their offices. This does not apply to students officially enrolled in credited courses or visiting the campus as part of a pre-arranged, pre-approved group or organization, as represented by a written affiliation agreement or memorandum of understanding. A revised policy and procedures should be in place within the next 60 to 90 days. In the meantime, questions should be directed to either the Office of the Provost or the Office of the CEO/Health System. To read a message sent Aug. 5 from Drs. Mouton and Harlin on this topic, visit <https://intranet.utmb.edu/iutmb/article/2019/08/07/shadowing_policy/>.  **Welcome to UTMB’s new vice president of financial accounting:**  C. Aaron LeMay, CPA, JD, MSEd, joined UTMB as vice president of financial accounting and reporting on July 29. In this role, Aaron will report to Cheryl A. Sadro, chief financial officer, and will be responsible for providing oversight for UTMB’s financial reporting, payroll and treasury functions, capital planning and asset management, grants and contracts accounting, internal control structure, and UT System and State of Texas reporting. Aaron comes to UTMB from the University of North Texas System, where he served as associate vice chancellor for finance and system controller. Please join us in welcoming Aaron to the UTMB community.    **Congratulations to our latest UT System Rising STARs Award recipient:**  Huey-Ming Tzeng, PhD, RN, FAAN, professor in the School of Nursing PhD program, has received a University of Texas System Rising STARs Award. The STARs program supports the recruitment of outstanding faculty members. Tzeng joined UTMB on May 1 and has a distinguished record in teaching and scholarship. Her research focuses on patient safety and quality of care for adults—specifically fall prevention and patient engagement towards self-care as well as their association with patient-centered outcomes. We are excited to have her in the School of Nursing and congratulate her on this honor. | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **Congratulations to UTMB resident named to national ’40 under 40’ list:**  Dr. Adam Booth, a third-year anatomic and clinical pathology resident and chief resident at UTMB, has been named to the American Society for Clinical Pathology’s 40 Under Forty list. The ASCP’s program recognizes members under age 40 for their achievements and leadership qualities that are making an impact on pathology and laboratory medicine. Five of this year’s honorees will be selected as the 40 Under Forty Top Five through a combination of public voting and committee selection. You can vote for Booth online at <https://woobox.com/3jr624/gallery/OJwLYH_rgyQ> by Aug. 9 at 11:59 p.m. and help select him as one of the top five honorees.  **Avoiding late fees on invoice payments:**  Under the State of Texas Prompt Payment Act, a payment by a state agency to a vendor for goods or services is overdue by the 31st day after the later of: the day the agency receives the goods; the day the services were complete; or the day the agency receives an accurate invoice for goods or services. Once a payment becomes overdue, UTMB is obligated to automatically pay a late fee interest rate to all vendors. The fiscal year 2020 interest rate for vendor late payments has increased from 6.0 percent to 6.5 percent. To learn more about what your department can do to avoid incurring late fees on vendor invoice payments related to our orders for goods and services, please visit [Prompt Payment Act Update](https://utmb.us/2zb) or contact Accounts Payable at [payable.status@utmb.edu](mailto:Payable.Status@utmb.edu).  **REMINDER:**  **UT System expected to name UTMB interim president at its next meeting:**  At its next meeting on Aug. 14-15, The University of Texas System Board of Regents is expected to name an interim president to lead UTMB while the national search for a new president progresses. A farewell reception for current UTMB President Dr. David Callender will be held on Aug. 29 from 4 to 6 p.m. in the Levin Hall Dining Room on the Galveston Campus. | | | **REMINDER**  **Annual Compliance Training:**  The institutional deadline for all employees to complete their annual training for FY19 is Aug. 31. Please take a few minutes today to log in to the UTMB Learn system (<https://learn.utmb.edu/>) using Google Chrome as your web browser and complete any remaining courses and activities. Employees who do not finish their Compliance Department required training by the institutional deadline will be suspended without pay until all requirements are met. For questions or concerns about your assigned training, please contact your manager or the course contact listed in UTMB Learn. For technical issues, please contact the UTMB Service Desk at (409) 772-5200 or (888) 898-2401.  **Hand hygiene is one of the most important elements of infection control:**  Our patients deserve to be cared for by staff with 100 percent clean hands! Remember to perform hand hygiene every time you enter the patient’s room or care space; before you perform a sterile procedure; between dirty and clean tasks; after contact with blood and body fluids or contaminated surfaces to protect yourself (if hands are contaminated with blood/body fluids, wash with soap and water); and upon leaving the patient’s room or care space. We are all accountable for keeping our patients and ourselves safe through proper hand hygiene practice. For more information, please visit [http://intranet.utmb.edu/handhygiene](http://intranet.utmb.edu/handhygiene/). | |
| **DID YOU KNOW?**  The School of Medicine’s Office of Educational Development was established in 1971 as the Office of Research in Medical Education. Its founding director was longtime UTMB faculty member and leader Harold G. Levine, who passed away on Aug. 4. He came to UTMB after gaining national and international recognition at the University of Illinois School of Medicine for the development of novel concepts in teaching and assessment in medical education. He served as director for 10 years, after which time the office adopted its current name to reflect its broader functions within the School of Medicine. Today, the office helps faculty members improve teaching and learning through development opportunities such as teaching skills workshops, the Scholars in Education program, problem-based learning and small group workshops, and educational research. Learn more about the Office of Educational Development’s functions at <https://som.utmb.edu/som-educational-affairs/office-of-educational-development-(oed)/welcome-to-oed>. | |