Ben

[**Weekly Relays User Guide**](https://ispace.utmb.edu/xythoswfs/webview/_xy-12470404_1)

**TOPICS LEGEND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| C:\Users\krhensle\Desktop\SMALL LOGO (2).jpg | | WEEKLY RELAYS | | **August 22, 2019** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| [**Office of Educational Development**](https://som.utmb.edu/student-affairs/academic-support-and-career-counseling/welcome-to-student-affairs)  Dr. Monteiro will facilitate  the following Trainings/Workshops:  **Teaching Skills: Active Learning**  **for Classroom Instruction**  Monday, August 26, 2019 at 3:30 to 5:30 p.m.  Tuesday, August 27, 2019 at 11:30 to 1:30 p.m.  Location: MMN Room 1.102  **Physician Assistant Studies**  The School of Medicine Physician Assistant Studies program will be celebrating Commencement on Friday, August 23, 2019 at 2pm in the William C. Levin Hall Main Auditorium.  Congratulations to all the graduates!  Also a special thank you to all the volunteers who are helping with the festivities! You are very much appreciated, we could not do this without you!  **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>.  (and don’t forget to upload a photo)  ☺ | | | **Maximum vacation leave carryover:** All employee leave time used through Aug. 31, must be reported, submitted and approved on timecards by Aug. 31, at 5 p.m. All vacation leave balances that exceed the [maximum carryover amounts](https://ispace.utmb.edu/xythoswfs/webview/_xy-1079119_1) existing in Kronos after this date and time will be converted to sick leave. Historical edit requests may be submitted until Aug. 23, at 5 p.m. Thereafter, requests should be directed to [payroll.services@utmb.edu](mailto:payroll.services@utmb.edu). Payroll services will not be able to make any leave time adjustments in FY20 for vacation leave hours that were converted to sick leave.  **School of Health Professions celebrates commencement**:  UTMB School of Health Professions held its commencement on Aug. 16 at the Moody Gardens Convention Center in Galveston. A total of 252 graduates received degrees in 10 different degree programs and will enter fields such as occupational therapy, clinical laboratory sciences, respiratory care, health care management and education, physical therapy, rehabilitation sciences, and nutrition and metabolism. SHP Distinguished Alumnus Dr. Phillip Sizer, Jr., delivered the keynote address. Sizer earned his physical therapy degree from UTMB in 1985 and is now a professor and associate dean for research at Texas Tech University Health Sciences Center School of Health Professions. Dr. Michael Furtado, associate professor in the Department of Physical Therapy, served as grand marshal. Congratulations to all the graduates and the SHP faculty, staff and leaders who have prepared them for this achievement!    **Call for nominations-Excellence in Clinical Teaching Awards:** Nominations are being accepted from now until 5 p.m., Sept. 13, for the John P. McGovern Academy of Oslerian Medicine Excellence in Clinical Teaching Awards. Up to five faculty will be selected to receive the honor which aims to recognize the fundamental concept, exemplified by Sir William Osler, that the development of outstanding physicians occurs primarily in clinical settings. Each recipient of the award will receive $5,000 for support of his or her professional development and/or teaching programs. For more information or to submit a nomination, email [mcacadem@utmb.edu](mailto:mcacadem@utmb.edu). | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **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/>) 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.  **New Academy of Master Teachers leader elected:** The Academy of Master Teachers, an honorary service organization developed to recognize outstanding educators and to provide faculty development opportunities, has elected its next director. Dr. Era Buck, who serves as assistant dean for educational development in the School of Medicine, will begin her one-year term as director-elect on Sept. 1. She will serve a three-year term as director beginning in September 2020, taking over from current director Dr. Bernard Karnath. We congratulate Dr. Buck and appreciate her leadership.  **Monthly update-Wrong Blood in Tube events:** Wrong Blood in Tube errors occur when the blood in the tube does not match that of the patient identified on the label. These events have the potential to lead to catastrophic outcomes, such as death from an incompatible red cell transfusion. To date, UTMB has gone 44 days without a Wrong Blood in Tube being detected across all campuses. Thank you for your focus on following our UTMB standard work around properly drawing and labelling blood specimens.  **Diagnostic images now available online for patients:** A new online form makes it possible for patients to request to view their diagnostic images online via a secure cloud link instead of having to pick-up CDs onsite. A copy of the patient’s driver's license or official state/military photo identification card is required to complete the request. For more information, visit <https://utmb.us/3gz>. | | | **Travel requests:** As a reminder, CMC employees who travel regularly in the course of their CMC position are not required to complete a blanket travel request for mileage reimbursement at the beginning of the fiscal year. If an overnight stay is required, a pre-travel authorization form is required***.***  . | |
| **DID YOU KNOW?**  In 2018, UTMB had a total of 740 volunteers who logged a combined total of 40,245 hours of work, doing everything from spending quality time with patients in locations like the Acute Care for Elders (ACE) Geriatric Unit, the NICU and various clinics, to collecting and distributing items such as magazines, books, pencils, pillows, blankets and more. In fact, from May 2018 until August 2018, more than 800 such items were distributed to patients on the Galveston Campus. An important part of the care team, volunteers provide an additional level of compassionate support to patients and employees at the League City, Angleton Danbury and Galveston campuses. Volunteers will be placed at the Clear Lake Campus sometime this fiscal year. For more information on the work the group does, email [volunteer.services@utmb.edu](mailto:volunteer.services@utmb.edu) or visit <https://utmb.us/2k>. | |