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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 | | **Dec. 5, 2019** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **Academic Affairs**  **REMINDER!!!**    ***1st Annual***  ***Academic Affairs***  ***Holiday Luncheon***  ***December 10, 2019***  ***12 noon***  ***HEC 1.202***  **Don’t forget tomorrow is our luncheon!**  **Get ready to enjoy an amazing potluck spread, sock exchange, and door prizes!**  **Office of Educational Development**  There are two presentations of **AMT Faculty Development**: “Character, Caring, and Professional Identity: Making Better Clinicians Intentionally”  Presenter:  William B. Curter, MD, Med, Associate Dean, UME/Associate Professor, Pediatrics, Vanderbilt School of Medicine  Date: Friday December 13, 2019  *Choose one of Two Sessions*  Location: UTMB Open Gates  Workshop Registration $50  **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***  The 4th Session of the Scholars in Education is this Tuesday, December 10th.  We are looking forward to an informative evening with Julie Trumble, MLIS/H6 Moody Medical Library as our presenter.    **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***    **Office of Educational Development cont’d.**  The First Teaching Skills Workshop for the New Year!  Mayer’s Cognitive Theory of Multimedia Learning:  Using Cognitive Science to Inform Your Teaching    Presenter:  Virginia Niebuhr, PhD, Dept. Pediatrics/SOM    Monday, January 6, 2020  4:00 pm to 5:00 pm  Tuesday, January 7, 2020  12:00 pm to 1:00 pm  Location: Mary Moody Northern Building, Room 1.102  Register by clicking this link:  [**https://utmb.us/3oc**](https://utmb.us/3oc) | | | **Thank you for a successful 2019 SECC:** The 2019 State Employee Charitable Campaign wrapped up on Dec. 2. UTMB employees raised more than $529,000, beating our goal by almost $30,000. Nearly 2,500 employees (about 19% of our workforce) are supporting the good work of local, state, national and international charities. Thank you to those who contributed, and a special congratulations to the Angleton Danbury Campus. With a participation rate of 37%, the team at the Angleton Danbury Campus earned the Vanguard Cup (a traveling trophy) for their university-leading performance in charitable giving. For more information, visit [www.utmb.edu/secc](http://www.utmb.edu/secc).  **Online primary care self-scheduling option now available for new and existing patients**: UTMB has launched an improved online scheduling tool available on [www.utmbhealth.com](http://www.utmbhealth.com) for new-to-UTMB and existing patients seeking primary care appointments and routine care visits, including women’s health appointments. The new, streamlined scheduling process was carefully designed to guide patients to the correct appointment type, reduce scheduling errors and maximize clinic efficiency and patient convenience. The design team will be working on an ongoing basis to ensure the system works smoothly for patients and staff. The team plans to roll out a similar process for specialty care in the future, based on feedback and refinements to the primary care online scheduling. We hope these enhancements will not only improve patient and staff satisfaction but also help us attract new patients in the communities we serve to ensure UTMB’s continued growth and vitality.  **From UTMB Police—stay safe this holiday season**: A list of helpful, holiday safety tips has recently been shared by the UTMB Police Department, and officers are encouraging all faculty, staff and students take note. The list, which includes tips that apply for both work-related and personal activities such as holiday shopping, is available online at <https://utmb.us/3ob>. For more information on UTMB Police efforts and initiatives, visit <https://www.utmb.edu/police/>.  **ACTION ITEM: Web editors and authors**  **iSpace link conversions must be completed by Dec. 31:**  With official support for iSpace ending on Dec. 31, UTMB’s web authors and editors are strongly encouraged to convert all iSpace web links to SharePoint Online web links as soon as possible. While documents in iSpace are still currently accessible, they are frozen and cannot be edited by anyone. Currently, just over 2,960 of the 7,559 iSpace links have been converted to SharePoint URLs, so there’s still work to be done. For more information on the project, visit  <https://www.utmb.edu/o365/sharepoint/sharepoint-migration-overview> or email [spo@utmb.edu](mailto:spo@utmb.edu). | |
| OPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **REMINDERS**  **Dr. Martin Luther King Jr. Community Service Award Nominations:** Nominations are still being accepted for the 2020 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. 13. See [iUTMB](http://intranet.utmb.edu/iutmb) for more information or to submit a nomination.    **University of Texas Employee Assistance Program**: All UTMB employees and their eligible family members have access to free and confidential counseling and referral services through the University of Texas Employee Assistance Program (UTEAP). Experienced UTEAP counselors are available 24 hours a day, 7 days a week at 844-872-5986 to discuss your personal and/or work-related issues and explore appropriate service options. If a referral is made for specialized or extended services outside of the program, providers and other vendors will be selected based on your needs, geographic location and insurance provider. For more information about the UTEAP, please see <https://hr.utmb.edu/eap/>.      **The holiday season is here! Please join us for the annual Health System Holiday Celebration**:  Health System employees are encouraged to attend this year’s festivities, which will be held from 2:30 until 4 p.m. on Dec. 13 in Café on the Court in John Sealy Hospital. Information on individual UTMB campus celebrations is accessible at <https://utmb.us/3od>. | | |  | |
| **DID YOU KNOW?** Formally promoted to the community just ahead of hurricane season, UTMB’s Institutional Emergency Operations Plan is continuously reviewed and assessed year-round to ensure it’s as effective and streamlined as possible at all times. Participating in this process is just one of the responsibilities for Fritz Kuebler, assistant director for Institutional Preparedness and Facilities Risk Management. To learn more about what a typical day in the life is like for an emergency management professional at UTMB, read the latest edition of Impact, available online at <https://utmb.us/3oe>. | |