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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 | | **July 16, 2020** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
|  | | | **Monthly financial update—Results as of June 30, 2020**:For the month of June, UTMB’s adjusted margin was $4.7 million, which was $4.2 million favorable to planned results. This favorable budget variance was largely attributed to federal stimulus funding. Year-to-date results were worse than planned by $33.8 million with an adjusted margin loss of $65 million. UTMB’s overall results, as with most health care organizations, continue to be impacted negatively by the COVID-19 pandemic. Please ensure you continue to manage expenses during this difficult time. While the next few months may be challenging, your efforts are essential to the continued long-term success of UTMB’s mission.  **Kronos post-upgrade reminders**:As a reminder, managers will need to re-approve any future-dated sick leave requests following the July 15 Kronos upgrade. Please make sure to check all future pay periods. If you were not able to participate in our Kronos training sessions, review the recorded webinars and FAQ information posted on the Kronos upgrade web page at  <http://intranet.utmb.edu/emr/kronos-update/kronos-upgrade-overview>.  **Congratulations to UTMB’s recipients of the 2020 UT System Regents’ Outstanding Teaching Awards**:Two UTMB faculty members have been selected to receive the Regents’ Outstanding Teaching Award, which recognizes extraordinary performance and innovation in education at the 14 UT System academic and health institutions.   * **Suzanne Alton, DNP, RN, FNP-BC,** is an associate professor and core track administrator in the School of Nursing. She is a member of the Academy of Master Teachers and Academy of Master Clinicians, and is a past chair of the UTMB Faculty Senate. She holds the Sterling-Turner Endowed Professorship for Teaching Excellence. Earlier in 2020, Dr. Alton was selected for induction into the UT System Kenneth I. Shine Academy of Health Science Education. She also serves on the Doctor of Nursing Practice Council, the group that oversees the DNP program and is responsible for admissions, curriculum and academic policies. * **Patricia Fingerhut, PhD, OTR,** is an associate professor and chair of the Department of Occupational Therapy in the School of Health Professions. She holds an endowed position as the Robert K. Bing Distinguished Professor. She is a member of the Academy of Master Teachers, Alpha Eta Honor Society, Texas Occupational Therapy Association, America Occupational Therapy Association and Phi Theta Epsilon Honor Society, NU chapter.   Please join us in thanking Drs. Alton and Fingerhut for their outstanding work and congratulating them on this well-deserved recognition. | |
| OPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **Weekly Wellness Recap**:Shared by the UTMB RISE (Resilience in Stressful Events) Task Force, these tips are just one way we can all work to stay emotionally healthy during the COVID-19 pandemic.  **Remember your good deeds.** Give yourself credit for the good things you do for others today.  **Take some deep breaths.** Breathe in through your nose to a count of 4, hold for 1 second and then exhale through your mouth to a count of 5. Repeat often to center yourself in the moment.  **Practice mindful eating.** Be aware of taste, textures and flavors in each bite, and listen to your body when you are hungry and full to optimize energy and help your body stay strong.  **Consider additional support.** Sometimes short-term talk therapy or groups can help us connect and deal with stress, loss and constant change. Consider an “Off Label” session here at UTMB. To set up a session, contact Dr. Tammy Cupit, [tcupit@utmb.edu](mailto:tcupit@utmb.edu), (409) 747-8772 or Dr. Jeff Farroni, [jsfarron@utmb.edu](mailto:jsfarron@utmb.edu), (832) 628-4663.  **Enjoy a stroll.**As you walk, notice your breath and the sights and sounds around you. As thoughts and worries enter your mind, note them but then return to the present.  **Create a room for sleep.** – From the sleep experts to you: avoid bright lights and loud sounds, keep the room at a comfortable temperature, and don’t watch TV or have a computer in your bedroom.  **Work on healthy relationship building today.** Clear your mind and listen to others without judgment or blame. Be caring and empathetic.  **Limit your anxiety to actual threats**. Focus on what is within your power today. Accept situations that cannot be changed while doing what is within your power to stay healthy and positive.  **REMINDERS Annual benefits enrollment**:Annual enrollment for the 2020–2021 benefits plan year ends July 31. You may view or update your current coverage by logging in to the [My UT Benefits](https://bfi.secure3-enroll.com/sso/saml/MyUTBenefits) online system. To access the system, you will need to identify UTMB as your institution and enter your UTMB username and password. For more annual enrollment information, including employee guidebooks and benefits cost worksheets, please see <https://hr.utmb.edu/hrbbc/benefits/annual_enrollment/>.  **COVID-19 testing for UTMB employees:** COVID-19 has put unprecedented pressure on UTMB to stay well, to monitor ourselves closely, and to do everything possible to contain the spread of the virus. To facilitate this, UTMB is now offering **expedited COVID-19 testing** for our workforce through MyChart, our electronic health record system. For more information on scheduling, visit <http://intranet.utmb.edu/covid-19-internal/employee-covid-19-testing>.  **UTMB community must verify wellness through Attestation station or Self-Screening Attestation Form:** Faculty, staff and students should **continue to use the attestation stations to verify their wellness each day** at the UTMB health care facilities where they have been installed. For those who work or visit UTMB facilities that don’t have the stations installed, please complete the online Self-Screening Attestation form at <http://utmb.us/44U> prior to beginning a shift. The form is available online from any device, whether you are located on or off campus, and doesn’t require VPN to access. In addition, the link to the online form is now available on the UTMB Safe app. To download the UTMB Safe app, visit <https://www.utmb.edu/police/home> for the link to either the Google Play or Apple App Store.  **REMINDER: Masks are required in all public areas of all UTMB buildings:** An important reminder that **employees and students are required to wear a mask in all public areas of all UTMB buildings**, such as lobbies, elevators, restrooms, conference rooms, work rooms, breakrooms and classrooms.   * + **Masks should cover both your nose and mouth.**   + If you work in a building that does not have a mask dispenser at the entrance, make sure you **bring a mask to wear from the entrance to your work station/office**.   + [This video](https://www.youtube.com/watch?v=---O0Mny8Oo&feature=youtu.be) from Dr. Joan Nichols, associate director of Research at the Galveston National Laboratory, illustrates how a mask works **to slow the spread of COVID-19** and other infectious diseases.   **COVID-19 site:** You can find the latest information regarding UTMB’s institution-wide response online at [www.utmb.edu/covid-19](http://www.utmb.edu/covid-19).  **Academic Enterprise name new vice president of AE Finance:** Gabriel Hernandez, MBA, CPA, has joined the Academic Enterprise as vice president of AE Finance. Hernandez comes to UTMB from UT Health Science Center in San Antonio, where he served in various roles in finance and accounting over the past 20 years, most recently as vice dean for Finance in the institution’s Long School of Medicine. Hernandez has more than 27 years’ professional experience and holds an Executive MBA from the University of Texas at San Antonio. Please join us in welcoming him.  . | | | **Annual required training**:The institutional deadline for all employees to complete their annual required training for FY20 is August 31. UTMB is unable to host any in-person training sessions this year due to social distancing required during the COVID-19 pandemic, so please take a few minutes today to log in to the UTMB Learn system at <https://learn.utmb.edu>, and complete any remaining courses and activities online. Employees who do not finish their 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 owner listed in UTMB Learn. For technical issues, please contact the UTMB Service Desk at [ishelp@utmb.edu](mailto:ishelp@utmb.edu).  **COVID-19: Novel coronavirus updates  Important recent messages regarding our COVID-19 response:**   * [July 10 message from the COVID-19 Task Force](https://www.utmb.edu/covid-19/patients/hospital-visitation-access-policies) on **interim restrictions to the visitation policy** at UTMB hospitals and clinics. * [July 1 In Focus video message from Dr. Raimer](https://www.utmb.edu/covid-19/home/pres-communications/communication-article/2020/07/02/in-focus-july-1-2020) addresses the **temporarily suspended search for a new UTMB president** and the **new wave of COVID-19 cases.** Dr. Raimer also recounts statistics relating to our care of COVID-19 patients and discusses the financial strain UTMB continues to feel as a result of this pandemic. * [June 30 message to Health System employees](https://www.utmb.edu/covid-19/all-utmb-staff/institutional-support-updates/article/institutional-support-updates/2020/06/30/isolation-gowns-pregnant-healthcare-workers-guidance-from-clinical-task-force) from the COVID-19 Task Force on **gowns and guidance for pregnant health care workers** * [June 26 message from the COVID-19 Task Force](https://www.utmb.edu/covid-19/all-utmb-staff/institutional-support-updates/article/institutional-support-updates/2020/06/26/evaluating-and-managing-covid-19-guidance-for-the-utmb-community) regarding **evaluating and managing COVID-19 in the workplace** * [June 25 message from President ad interim Dr. Raimer](https://www.utmb.edu/covid-19/home/pres-communications/communication-article/2020/06/25/wearing-a-mask-is-a-public-duty) regarding the **importance of masking, social distancing and hand hygiene** as COVID-19 rapidly increases in our region | |
| **DID YOU KNOW?** Since launching on April 8, UTMB’s PPE recycling program has reprocessed approximately 8,500 n95 masks and 30,000 pieces of eye protection. Each week, UTMB Sterile Processing Departments wash a combined total of 2,000 goggles and helmets—either by hand or automated washer—before allowing them to air dry, while the Galveston National Lab reprocesses an average of 500 n95 masks. Launched to ensure UTMB has an adequate supply of appropriate PPE during the COVID-19 pandemic, this process is a team effort that requires the help and participation of the GNL, all patient care staff and a number of UTMB departments, including Environmental Health and Safety, Environmental Services, Sterile Processing, Infection Control, Nursing and Courier Services. Recycling stations with clear signage are available throughout patient care areas in all UTMB hospitals, as well as many clinics, to make it easy for clinicians to participate in the program. [This page](https://www.utmb.edu/covid-19/health-care-workers/ppe/don-and-doff-ppe)  (<https://www.utmb.edu/covid-19/health-care-workers/ppe/don-and-doff-ppe>) has informative videos about PPE that cover a variety of topics, including how UTMB is reprocessing these materials, the proper way to don and doff these items and more.  **Patient centeredness tip of the week:** The patient centeredness focus this week is **respect**. Care providers can be overwhelmed, especially during these trying times; nevertheless patients are still looking to us to demonstrate **respect**.One patient discharged from UTMB’s Clear Lake Campus said, “He listened, he understood me and answered,” when talking about their physician. The patient saw respect in the physician’s unspoken behaviors and gestures. Remember, respect can be shown by saying “thank you,” smiling, acknowledging and listening to the patient’s perspective, and apologizing when you are wrong. Evaluate whether your spoken and unspoken actions demonstrate respect and make an effort to change any poor practices.  **Epic upgrade coming Aug. 1:** As part of the continuous effort to keep UTMB current with the latest version of Epic, the system is scheduled for an upgrade on Aug. 1. Epic will be unavailable from 10 a.m until 2 p.m. During this timeframe, all Epic users should follow established downtime procedures for their area. The SRO-Shadow Read Only version of Epic will be available. To learn more about the improvements coming to your EMR experience, visit the Epic upgrade web page at <http://intranet.utmb.edu/emr/epic-upgrade/overview>. | |