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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 | **Oct. 8, 2020** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **Have you signed up for Walktober yet?**Registration for the UT System 2020 Fall Wellness Challenge ends today.Sign up now at [www.utlivingwell.com](http://www.utlivingwell.com)to experience a virtual color tour of the world’s most spectacular autumn landscapes and festivals while learning the benefits of an active lifestyle!!!! | **New episode of Health Care Unmasked set for Oct. 21:**On the next Health Care Unmasked, Dr. Jeff Temple, UTMB professor of OB/Gyn and founding director of UTMB’s Center for Violence Prevention, will join host TJ Aulds and UTMB assistant professor of OB/Gyn Dr. Leila Wood to discuss mental health issues and resources available to the community. The conversation is set for noon on Wednesday, Oct. 21 on the i45NOW Facebook page at<https://www.facebook.com/i45NOW/>.  **Virtual backgrounds now available for Zoom meetings:** University-branded virtual backgrounds are now available for the UTMB community to use during Zoom meetings. Please note that these images are great, professional options for students, faculty and staff to use while interacting online but are not required for meetings.  For more information or to download an image, visit: <https://www.utmb.edu/identity/digital/virtual-meetings>.  **Migration of Exchange Public Folders to Office 365**: On Oct. 9 at 7 p.m., the Exchange Public Folders will be migrated to the Office 365 Exchange online environment. There may be a 10- to 15-minute period where Public Folders are unavailable. If you normally go to a Favorites link or are in the Calendar view of Outlook to view Public Folder Data, you may see an error.  If you encounter any errors when accessing Public Folders, please contact the UTMB IS Service Desk at (409) 772-5200, (888) 898-2401 or ishelp@utmb.edu.  You may also reestablish your Favorites yourself by following the instructions [here](https://www.utmb.edu/o365/exchange/exchange-public-folder-migration).**UTMB Police Department opens two new Badge Office locations:** The UTMB Police Department is happy to announce the opening of the Badge Office at the League City Campus and Clear Lake Hospital.  We look forward to serving your badge and access needs.**League City Badge Office**Multi-Purpose Building 1, 1st Floor, Room 1.400 (by parking garage) Monday–Wednesday, Friday  8 a.m.–Noon and 1– 5 p.m.  Office:  (832) 505-0081   **Clear Lake Hospital Badge Office**1st Floor, Conference Room 1395  Thursday 8 a.m. – Noon and 1–5 p.m.  **UTMB Police Department opens two new Badge Office locations:** While the UTMB Police Department was unable to host a National Night Out event this year because of COVID-19, they still want to connect with our UTMB community by providing a video tour of the department. Learn more and watch the video at <https://utmb.us/4f2>.   |
| OPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **REMINDERS****Annual employee evaluations:** The institutional deadline to complete employee evaluations for FY20 is Oct. 31, 2020. An annual evaluation is required by the University of Texas System for all full-time, part-time and casual (PBL) employees hired on or before Feb. 29, 2020. As of Oct. 8, the percentage of completed evaluations for each operating area is:* Academic Enterprise – 7 percent
* Heath System – 47 percent
* Institutional Support – 12 percent
* Office of the President – 7 percent
* Overall UTMB – 34 percent

For more information about the annual evaluation process, please see <https://hr.utmb.edu/relations/performance/>.**Self-reporting of criminal offenses:** As outlined in [IHOP Policy 3.2.6](https://www.utmb.edu/policies_and_procedures/IHOP/Employee/Regulatory_Compliance/IHOP%20-%2003.02.06%20-%20Criminal%20History%20Background%20Checks%20for%20Employment.pdf), UTMB employees must notify their supervisor in writing within five business days of any criminal complaint, information, indictment, no-contest plea, guilty plea or criminal charges, and convictions (excluding misdemeanor offenses punishable only by a fine). Correctional Managed Care employees must report such incidents to their supervisor and the appropriate TDCJ official within 48 hours. The vice president of Human Resources and chief of UTMB Police will review the information provided on a case-by-case basis, and a determination will be made regarding employment status. Failure to report criminal offenses and/or falsification or omission of criminal records is considered a violation of policy and is subject to disciplinary action. The policy also states UTMB will conduct a criminal history background check on employees pursuing certain promotions and transfers. **COVID-19 Research Program expands participation to UTMB faculty, staff, students and trainees:**  The Institute for Human Infections and Immunity (IHII) COVID-19Research Program, generously supported by The Sealy & Smith Foundation of Galveston, has expanded participant eligibility to include all full-time UTMB faculty, staff, students and trainees. The purpose of this program is to support rapid progress on COVID-19 research and to enhance success in obtaining extramural grants. Research projects must study SARS-CoV-2 infection and COVID-19. Funds will be available in the range of $10,000 to $50,000 for one year, although exceptions will be considered for especially meritorious projects that will yield rapid progress. Proposals may be submitted on a rolling basis through Aug. 1, 2021. See complete details and application at <https://utmb.us/4f5>. **UT System launches Data and Safety Monitoring Board/Data Safety Committee:** UTMB’s Research Enterprise has announced a new UT System-wide Data and Safety Monitoring Board/Data Safety Committee (DSMB/DSC) that includes UTMB, UT Health Houston, UT Health San Antonio and UT System as member institutions. This initiative responds to the challenges UTMB and other UT health science institutions have faced in the identification and engagement of independent data and safety monitoring resources, as the complexity and significance of research at our campuses have also increased. With this agreement, a DSMB/DSC will be assembled at the request of a faculty member from any of the member institutions. For more information, see the communication shared Oct. 5 at <https://utmb.us/4f1>.  **Transfusion Services department and Tissue Antigen Lab successfully reaccredited with AABB and ASHI:** The American Association of Blood Banks (AABB) survey was a complex and in-depth vein-to-vein assessment from collection to transfusion by a full-time AABB assessor.  The Transfusion Services department within UTMB’s Laboratory Services department received compliments on its in-depth and detailed policies, procedures and process improvement projects.  This assessment began while two massive transfusion protocols were underway and the assessor praised the excellent training and calm demeanor of transfusion services staff.  A big thanks to all of the hard work of our blood bank team members and intradisciplinary partners for the continuation of our highest level of quality.  The Tissue Antigen Laboratory, which performs histocompatibility testing for the Texas Transplant Center at UTMB, passed its American Society for Histocompatibility and Immunogenetics (ASHI) accreditation inspection with flying colors. Due to the COVID-19 pandemic, the audit-based inspection was performed 100 percent virtually by a very experienced inspector. Thank you to the Tissue Antigen team for a job well done.  | **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. Here are this week’s tips: * **Know that you are the one who controls your fate**. Cultivate an internal locus of control—resist viewing circumstances as deterrents. Develop skills to take control of what you can.
* **Keep value centered**. Having a moral compass—an internal set of values and ethics—that you act according to increases resilience.
* **Recharge with a workout**. Exercise is often a mini metaphor for life’s larger challenges: We set short-term goals that build mental momentum to reach larger goals in the long term.
* **Set small, realistic goals**. Keep the scale of your goals reasonable. Challenge yourself and aim high, of course, but be fair to yourself and others.
* **Express your feelings**. Tell people you trust how you really feel.  Be honest and authentic rather than trying to please everyone and you’ll come out feeling relieved and sane.
* **Figure out what makes you tick**. Whatever it is, research shows that having a strong sense of “why” behind your goals [increases the probability of achieving those goals](https://psycnet.apa.org/record/2018-37945-001).
* **Work on self-awareness**. Monitor your behaviors and keep a journal. A recent study suggests that the more often you log the behaviors you’re trying to change, the more successful you will be.

**2021 John P. McGovern Student Awards in Oslerian Medicine:** These awards provide monetary support for the education of medical students whose performance and conduct exemplify those ideals of medical practice taught by Sir William Osler. The students who are given the honor of this award are called “Osler Student Scholars.” For more information or to download an application, visit: <https://www.utmb.edu/osler/awards/student-award-in-oslerian-medicine>.  ***The deadline for application packets is 5 p.m., Jan. 15, 2021.***   |
| **DID YOU KNOW?**UTMB’s Flu Free vaccination program, which offers free flu shots to employees and volunteers, kicked off on Sept. 29. As of Oct. 6, there have been 3,873 shots administered at the Galveston Campus, 75 at the League City Campus, 180 at the Clear Lake Campus, and 196 at the Angleton Danbury Campus. Influenza is a contagious respiratory illness that affects 5 to 20 percent of Americans each year and results in 140,00 to 960,000 hospitalizations. Getting the vaccine is one way to help prevent the spread of this potentially serious disease, and preventive measures are more important than ever this year as the COVID-19 pandemic continues to require the care and attention of our Health System personnel. To learn more about the Flu Free vaccination program and how to receive your flu shot, visit <https://hr.utmb.edu/ehc/flufree/>. **Patient-centeredness Tip of the Week:** **According to the Beryl Institute, patient experience** is the sum of all interactions, shaped by an organization's culture, that influence **patient** perceptions across the continuum of care. Compassionate, connected care is focused on optimizing the patient experience. This week, set a goal to integrate the following **compassionate care** practice into your patient interactions: Be supportive and do your best to alleviate patients’ fears and concerns. One way to do this is by acknowledging their suffering.   |