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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 | **October 29, 2020** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
|  | **Emergency leave reminder:**Full-time, part-time and casual/PBL employees who are unable to work or telework may receive up to 80 hours of emergency paid sick leave for qualifying COVID-19 related reasons. Employees who exhaust the 80 hours of paid leave and need more time off may use their accrued sick, vacation, holiday and compensatory time or request a leave without pay. Under revised regulations from the U.S. Department of Labor, certain employees may also request up to 10 weeks of paid leave through the Emergency Family and Medical Leave Expansion Act (EFMLA) for the care of a dependent child whose school is closed or childcare provider is unavailable due to COVID-19. For more details about emergency paid sick leave and EFMLA, please refer to the [summary document](https://liveutmb.sharepoint.com/%3Ab%3A/s/collaboration/webfiles/ETpdY8BtWJ9MmDUS0GHpsRYBtfVUZGrOu5b80Lt19uZ7VA) and [frequently asked questions](https://liveutmb.sharepoint.com/%3Ab%3A/s/collaboration/webfiles/EVfdSmP0KRxHvEQf3Ro9aWwB33U8cg72soP6pgs4j8eTAg) available at <https://hr.utmb.edu/>.**FY20 Total Rewards statements**:Total Rewards statements for FY20 are now available through [Employee Self Service](http://www.utmb.edu/hcm/hcm_redirect.asp?strApplication=employee%20self%20service) for all full- and part-time employees. This personalized statement reflects the institution’s commitment and investment in our employees and is designed to help you better understand the true value of the total compensation package you receive from UTMB. For details on accessing and reading your statement, please see <https://hr.utmb.edu/hrbbc/benefits/total_rewards/>. **Election Day, Nov. 3**:Anyone registered to vote in Galveston County may cast their ballot on Election Day (Nov. 3) at the polling location in the Rebecca Sealy Building on the Galveston Campus, Rooms 1.104/1.106, from 7 a.m. to 7 p.m. Free parking will be available for voters at Rebecca Sealy Garage 7. The UTMB Galveston Campus map is available at [www.utmb.edu/map](http://www.utmb.edu/map) for reference. For more voting information, call the Galveston County Clerk’s office at (409) 770-5108 or go to [www.galvestonvotes.org](http://www.galvestonvotes.org). If you work or live outside of Galveston County, please check your local county clerk’s office for voting information in your area.**Kronos System downtime**:Kronos will be inaccessible on Nov. 4 from 8:30 to 11:30 a.m. so that Information Services can install an update to the application. Users who routinely access Kronos during this time will need to plan their work around the outage. In addition, there will be the following impacts to clock transactions during this update:* Employees will still be able to record their time using the telephone or time clocks. Those transactions will be imported to Kronos once the downtime is over.
* The "My TimeStamp" feature will be unavailable.
* Mobile will be unavailable.
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| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **IHOP Policy for suicide updated:**IHOP 09.13.38 Suicide Risk Screening and Suicide Precautions has been updated. Safety of our patients is a high priority, especially for those who are at risk for suicide. The Joint Commission has set forth requirements with the National Patient Safety Goals to improve the quality and safety of care for those who are being treated for behavioral health conditions and those who are identified as high risk for suicide. The updated policy includes those requirements for screening, assessment, reassessment, precautions, education and monitoring. Please take the time to review the policy and familiarize yourself with the updates. [Click for more information](https://www.utmb.edu/policies_and_procedures/IHOP/Clinical/General_Clinical_Procedures_and_Care/IHOP%20-%2009.13.38%20-%20Suicide%20Risk%20Screening%20and%20Suicide%20Precautions%20for%20Patients.pdf).**GALVESTON CAMPUS****John Sealy Hospital modernization activations**:On Oct. 28, a ribbon-cutting marked the completion of Phase I of UTMB’s John Sealy Hospital modernization project for the Women’s, Infants and Children’s Division. Opening Nov. 3-5 are newly renovated spaces for the Mother-Baby and Labor & Delivery Units, and a new expanded Neonatal Intensive Care Unit (NICU) "stepdown" unit to allow room to care for some of our most fragile patients. The following are some activation activities related to the opening:* Oct. 29: New bridge connecting the Waverley Smith Pavilion and the John Sealy Hospital will open, along with the 2nd floor John Sealy corridors.
* Oct. 29: Three clinical elevators in the bank of six John Sealy Hospital staff elevators will shift. Elevator car No. 4, which is currently designated as a construction elevator, will become a clinical elevator and the previous clinical elevator No. 1 will be turned to the construction crews. (Note: The same number of elevators will be available to clinical staff).
* Nov. 3: The 3C Labor & Delivery Unit will move into the new 4A wing.
* Nov. 5: The 7C Mother Baby Unit will move into the 5A wing while the 8C Mother Baby Unit remains in place.
* Nov. 5: The 6C NICU will move to 8A.

**REMINDER****Final days of the 2020 State Employee Charitable Campaign:**In spite of our “bare-bones” approach, compressed timeline, low-key approach and this year’s many challenges, the generosity of the UTMB community has not diminished. We’ve already raised more than $280,000 to support people, programs and causes in our communities. The SECC runs until Oct. 31; if you are able and willing, there’s still time to help. Visit [www.utmb.edu/secc](http://www.utmb.edu/secc). | **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:  * **Ask instead of guessing.** Attempting to mind-read or assuming what someone else means leads to anxiety, frustration and misunderstandings. Clarify kindly.
* **Go for a five- to 10-minute laugh break.** It breaks stress, relieves tension and releases those feel-good hormones.
* **Make a list** of things you are looking forward to and share it. Get some feel good biochemistry working for you.
* **Identify one action** you can take to overcome a problem or a worry and take it.
* **Adopt a growth mindset.** Instead of thinking or saying, “I can’t,” try “I can.”
* **Be willing to ask for help** when you need it. People want to help and appreciate it when you value their input enough to ask for it.
* **Avoid saying “must” or “should”** to yourself. Show some self-compassion.

 **Patient Centeredness Tip of the Week:**This week’s focus is empathy. Maya Angelou said, “People will forget what you said, people will forget what you did, but people will never forget how you made them feel.” Press Ganey suggests that health care workers focus on the patient, listen and speak to the patient's concerns with knowledge and understanding. If a patient is expressing or showing concern, offer reassuring phrases to display empathy/sympathy. For example, “We are going to take great care of you,” “Let’s talk more about your concern,” “I will make sure the doctor is aware of your questions,” etc.**REMINDER** **RL DATIX downtime forms available:**In anticipation of the Nov. 5 RL DATIX upgrade, downtime PDF forms are available on SharePoint at <https://utmb.us/4ft>. The RL DATIX system will be unavailable from 9 a.m. to 5 p.m. on Nov. 5 so users are asked to print and complete the PDF forms to capture events. |
| **DID YOU KNOW?**UTMB’s Pharmacy Services work collaboratively to provide best care through safe and effective medication use practices and education in an atmosphere of professionalism, respect and open communication. In FY20, UTMB’s Ambulatory Pharmacy Services processed approximately 75,000 outpatient (take-home) prescriptions for more than 25,000 patients receiving care in our Health System, which includes our four campuses. Inpatient Pharmacy Services processed approximately 1.5 million medication orders, which results in the production of over 3.6 million doses of oral, intravenous and extemporaneous commercial and UTMB pharmacy-specific compounded medications. In addition to medication distribution services, clinical pharmacy services performed approximately 400,000 clinical interventions on inpatient and outpatient medication orders/prescriptions. |