Ben

[**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. 10, 2020** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| Welcome to Our New Website & Blog! - PMC Insurance GroupEducational Affairs is pleased to welcome a new employee to their team. Catalina Salinas will be joining us as the new Track Coordinator after the holidays. Please join us in welcoming her aboard! | **Coming Soon--$250 thank you gift**: As announced by Dr. Ben G. Raimer on Nov. 23, UTMB will acknowledge our workforce for their commitment and efforts to maintain our mission-critical operations during the COVID-19 pandemic with a one-time thank you gift of $250 (after taxes). The gift will be paid on Dec. 15 using the same payment method (i.e., direct deposit or paper check sent via U.S. mail) authorized for regular on-cycle paychecks to all full-time, part-time and PBL (casual) employees who have worked at least 1,040 hours in the past 12 months. To view the full announcement, [click here](https://www.utmb.edu/president/communications) (https://www.utmb.edu/president/communications).**Dr. Martin Luther King Jr. Community Service Award Call for Nominations:** Nominations are now being accepted for the 2021 Dr. Martin Luther King Jr. Community Service Award. The theme for this year’s award is “Inspiring Strength through Adversity.” 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. 21. The award recipient will be recognized by Dr. Ben G. Raimer, UTMB president ad interim, in a global virtual message. See <https://utmb.us/4jv> or more information or to submit a nomination.**ACTION ITEM: Important notice—2020 tax forms:** In preparation for your year-end tax forms, please complete the following actions: * Review and update your home and mailing addresses in [Employee Self Service](http://www.utmb.edu/hcm/hcm_redirect.asp?strApplication=employee%20self%20service) by Dec. 31.
* Submit your consent through [Employee Self Service](http://www.utmb.edu/hcm/hcm_redirect.asp?strApplication=employee%20self%20service) to receive an electronic copy of your W-2 tax form for 2020 if you have not already done so. The consent link is located under the Payroll and Compensation section. Any employee who does not sign up for the digital delivery of the form by Jan. 17 will be sent a paper copy through the U.S. mail no later than Jan. 31. For questions or more information about your W-2, email payroll.services@utmb.edu.
* Sign up at [www.MyTaxForm.com](http://www.MyTaxForm.com) to receive an electronic copy of your 1095-C tax form for 2020. This form contains information about your health care coverage that will be needed to complete your tax return. Any employee who does not consent to the digital delivery of the form by Jan. 9 will receive a paper copy through the U.S. mail after Jan. 21. See <https://utmb.us/4ju> for more 1095-C information or email hrservic@utmb.edu.

 Note: If you previously signed up to receive your W-2 and 1095-C forms electronically, you do not have to complete the consent processes again. |
| OPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **Remember these UT FLEX deadlines:** The deadline for incurring expenses for a UT FLEX Health Care Reimbursement Account (HCRA) and/or UT FLEX Dependent Day Care Reimbursement Account (DCRA) for the 2019–2020 benefits plan year is Dec. 31, 2020. The claims filing deadline for both accounts is Jan. 15, 2021. Please be advised that any unclaimed funds as of Dec. 31, 2020, will be forfeited. To view your account balance(s), spending guidelines and eligible health care and dependent care expenses, visit [www.myutflex.com](http://www.myutflex.com).**IN CASE YOU MISSED IT Dec. 9 Special Edition of “Health Care Unmasked” on the COVID-19 vaccine:** Dr. Alan Barrett, director of the Sealy Institute for Vaccine Sciences, and Dr. Janek Patel, UTMB director of Infection Control and Healthcare Epidemiology, joined host TJ Aulds to discuss the clinical trials for both the Pfizer and Moderna vaccines. To watch the full episode visit <https://www.facebook.com/i45NOW/videos/171025211385518>.**REMINDERS****Sci Café to host virtual discussion on COVID-19 vaccine development and deployment:** The next meeting of UTMB’s Sci Café will be held via Zoom on Dec. 16 from noon to 1 p.m. and will feature a discussion with Dr. Alan Barrett, director of UTMB’s Sealy Institute for Vaccine Sciences, and Kathy Barrosso, CEO of the Galveston County Health District, on COVID-19 vaccine development and deployment. RSVP to Krista Bohn at krbohn@utmb.edu to receive the Zoom link for the virtual discussion. Attendees can submit questions in advance or chat virtually with the participants during the meeting.**Next Health Care Unmasked set for Dec. 16:** Dr. Sami Gokhan Kilic, UTMB professor of OB/Gyn, director of Female Pelvic Medicine and Reconstructive Surgery and chief of minimally invasive gynecology and research, will join host TJ Aulds to discuss the causes, treatment and diagnosis of urinary incontinence. The conversation is set for noon, Dec. 16, on the i45NOW Facebook page at <https://www.facebook.com/i45NOW/>. **COVID-19 UPDATES—VACCINE EDITION See the latest COVID-19 Vaccination Preparedness Task Force messages**(UTMB log-in required)**:** * [December 4, 2020](http://intranet.utmb.edu/iutmb/article/2020/12/04/vaccine-web-page-and-faqs-covid-19-survey-and-more)
* [December 7, 2020](http://intranet.utmb.edu/iutmb/article/2020/12/07/preparing-for-vaccination-of-utmb-health-care-workers) (outlines employee priority groups by role)

Watch for additional Task Force messages as vaccines gain FDA and CDC approval & we begin our vaccination program. **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).  **Drs. Fingerhut, Toliver-Kinsky and West names to prestigious Shine Academy:** Congratulations to UTMB’s newly selected members of the UT System Kenneth I. Shine, MD, Academy of Health Science Education! The mission of the Shine Academy is to serve UT System through the support and promotion of excellence in all aspects of health science education, educational scholarship and leadership. The three honorees are: Dr. Patricia Fingerhut, associate professor and chair, Department of Occupational Therapy, School of Health Professions; Dr. Tracy Toliver-Kinsky, professor of Anesthesiology and director, Basic Biomedical Science Curriculum, Graduate School of Biomedical Sciences; and Holly West, DHEd, MPAS, PA-C, senior medical educator in the School of Medicine Office of Educational Development. The new members will be inducted during the Innovations in Health Science Education Conference in February 2021. **Schatte appointed School of Medicine assistant dean, clinical education:** Dawnelle Schatte, MD, has accepted the position of assistant dean, clinical education, in the School of Medicine, effective Jan. 4, 2021. Dr. Schatte came to UTMB in 2015 after serving in multiple roles at UT Houston. At UTMB, she has held a faculty position in addition to her clinical responsibilities in a co-located psychiatric practice in the Community Based Clinics, and served as the director of Undergraduate Education for psychiatry. She has been pivotal in positively impacting medical student education and is a recipient of many teaching honors. Please join us in congratulating Dr. Schatte and welcoming her to this new position. **UTMB Lab Heroes recognized by national organization:** The Department of Pathology & Laboratory Services congratulates UTMB Lab Heroes recognized by the American Society for Clinical Laboratory Science, Healthcare Consulting Division. Clinical laboratory professionals on the front lines across the U.S. were nominated by their colleagues for professionalism and compassion while performing their duties during the COVID-19 pandemic. Three Laboratory Services employees from UTMB were nominated for this award: Jean Houk, MLS (ASCP) (manager, Microbiology), Kristie Drew, MLS (ASCP), MBA (manager, Pre-analytics Outreach) and Shari Lesniewski (sr. lab assistant, League City Campus Phlebotomy). Congratulations to Ms. Houk for her selection as one of two runners up! Ms. Houk will receive an honorarium for educational activities sponsored by the division. Congratulations also go to our honorable mentions, Ms. Drew and Ms. Lesniewski. Thank you for all you do to support the care of our patients. | **Visit the new** [**Vaccine Information page**](https://www.utmb.edu/covid-19/vaccine) on the COVID-19 website, including FAQs.**Take the** [**COVID-19 Survey**](https://redcap.utmb.edu/surveys/?s=MYHDDTJAEN) **for UTMB faculty, staff and students.** Your anonymous responses will be helpful as we implement our vaccination plan.**Going social to build COVID-19 vaccination awareness:** Planning to get the COVID-19 vaccine when it becomes available to you? Let UTMB Marketing and Communications know your main reason for getting the vaccine. We hope to share your responses on our social media outlets as a way to encourage our friends, family and followers to get vaccinated. If you’d like to help us share your message, please send a selfie or picture of yourself doing something you enjoy, along with a sentence or two finishing this phrase “I’m getting the vaccine because…” to social@utmb.edu. Use the subject line “Vaccine Selfie.”**Keep up the good work on COVID-19 safety:** Even after you’ve been vaccinated,it’s important to continue these safety measures as home, school, work and elsewhere:* Wear a mask that covers your mouth and nose.
* Wash/sanitize your hands frequently.
* Practice social distancing.
* Avoid large gatherings.
* Stay home if sick.

**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. * **Do something helpful** for someone today, without being asked.
* **Check in with someone** today who may be struggling.
* **Embrace gratitude**—list the kind things others have done for you.
* **Give someone your place in line today**.
* **Donate food or items** to a charitable organization.
* **Share a happy memory today**.
* **Share an inspiring thought.**
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| **DID YOU KNOW?** In recent years, UTMB has grown to become an instrumental part of the Galveston and Brazoria county Point in Time (PIT) counts. Part of an annual initiative that takes place in communities across the country, these PIT counts rely on volunteers to survey areas to provide a snapshot of what homelessness looks like on a single night. Coordinated by a planning committee that consists of representatives from approximately 40 agencies across Galveston and Brazoria counties, the local effort is important because it helps identify service needs required to work toward the critical goal of ending homelessness. In fact, numbers from the counts that took place in January 2020 have already been put to use by the Street Medicine Interest group, a UTMB student organization that aims to improve and provide quality health care to people experiencing homelessness. Members of the interest group used findings from the counts to submit grants to purchase cell phones for individuals in the homeless community in an effort to help increase their access to telemedicine opportunities. To date, the group has begun the process to place phones in the hands of more than a dozen local individuals. For more information on the PIT count initiative, visit <https://www.thn.org/texas-balance-state-continuum-care/data/pit-count-and-hic/>. To volunteer locally, contact Savannah Parks at sjparks@utmb.edu. **Patient Centeredness Tip of the Week**: When we began [**Best Care**](http://intranet.utmb.edu/best-care/) more than two years ago, excellence was a goal; now it’s an expectation. Our patients deserve the very [**Best Care**](http://intranet.utmb.edu/best-care/) and service we can offer. When we demonstrate compassion and respect, it helps our patients know that their health and safety are our top priority. So, let’s focus on teamwork and communication, engaging in effective conversations about the plan of care with our patients, and making an amazing impression on those we serve. Offering an exceptional patient experience is what sets UTMB apart from the rest. **Let’s recover the experience our patients deserve and again rank among the best academic medical centers nationally**!  **Spotlight On…The Joint Commission**: Monthly Spotlightswill highlight important aspects of TJC standards within the various chapters. This month’s focus is Infection Control and Prevention. Please review the Spotlight and learn about how to prevent transmitting infections in health care settings, including hand hygiene, standard precautions, isolation precautions, cleaning equipment, prevention of health-care-acquired infections and more. Please [​pdf icon click here](https://liveutmb.sharepoint.com/%3Ab%3A/s/collaboration/webfiles/EXo_l3e_loNCuhqAiRnsXwUBuuR_pArZoCJZ8nsKbtOW4g?e=AG9Bcb) to view the Spotlight. UTMB’s window for the triennial survey is open through Oct. 26, 2021. For all information on preparation for The Joint Commission’s visit, please visit <http://intranet.utmb.edu/qhs/the-joint-commission> |