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 | | **Jan. 21, 2021** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| [**ACADEMIC AFFAIRS SPOTLIGHT**](https://www.utmb.edu/meded/AA/SpotRedir.asp)  *(We Want You!!!)* We would love to learn more about YOU. We will use information submitted to highlight individuals here in the Weekly Relay. Not only will it give us a chance to “brag” on each of you, but it also gives others an opportunity to learn a little more about what you do professionally and, if you choose to share, a bit about you personally. Please send your information (don’t forget to upload a photo!)  via the form found here:  [**Academic Affairs Spotlight-Form**.](https://www.utmb.edu/meded/AA/SpotRedir.asp) | | | **Monthly Financial Update—Results as of Dec. 31**: For the month of December, UTMB’s adjusted margin was $2.2 million, which was $15.3 million favorable to planned results. Year-to-date, UTMB’s adjusted margin was a loss of $5.5 million, which was $25.9 million favorable to planned results. Thank you for your ongoing efforts to manage expenses and improve the efficiency of our work to ensure the long-term success of UTMB’s mission.  **Annual Employee Reviews:** UTMB’s annual review process is essential to the continued growth and development of our workforce and allows employees and managers to focus on actions and behaviors that have a direct impact on departmental and institutional results. The performance review documents for the FY21 review cycle are now available in the [ePerformance system](https://ebizhr.utmb.edu/psc/ps/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL). Employees are encouraged to work with their managers to enter the appropriate performance goals and technical competencies. For more information about the annual review process, please visit <https://www.utmb.edu/hr/employees/employee-development-and-training> or contact your assigned [Employee Relations Advisor](https://liveutmb.sharepoint.com/:x:/s/collaboration/HumanResources/ETlvyN7X1Z5AvS7RRGw3spEBWJ4nBXQNh-4QTmwZwXYXjQ).  **Skype for Business to be retired soon; Microsoft Teams training encouraged:** Training for Microsoft Teams, the preferred virtual collaboration platform for UTMB, is currently available to UTMB employees via the UTMB Training Gateway at [https://innovation.utmb.edu/TrainingGateway/#](https://innovation.utmb.edu/TrainingGateway/). Individuals still utilizing UTMB Skype for Business platform are encouraged to familiarize themselves with the Teams environment as Skype for Business will be retired during the second quarter (April-June) of 2021. For more information on this transition, visit <https://www.utmb.edu/o365/skype-for-business-to-teams-migration/>.  **IN CASE YOU MISSED IT**  **Virtual Town Hall forum on the COVID-19 Vaccine:** On Jan. 19, President ad interim Dr. Ben G. Raimer moderated a panel of UTMB experts who discussed the COVID-19 pandemic and related vaccines. Panelists included Dr. Scott Weaver of the Galveston National Laboratory and Institute for Human Infections and Immunity; Dr. Richard Rupp and Dr. Megan Berman of the Sealy Institute for Vaccine Sciences; and Chief Medical Information Officer Dr. Carlos Clark. The hour-long session is available for viewing at <https://utmb.ensemblevideo.com/Watch/TownHallCOVID-19>.  **SPECIAL EDITION Health Care Unmasked:** Following UTMB’s Virtual Town Hall forum on the COVID-19 Vaccine, Dr. Philip Keiser, UTMB professor and Local Health Authority with Galveston County; Dr. Richard Rupp, UTMB professor and pediatrician and director of Sealy Institute for Vaccine Sciences Clinical Trials Program; and Dr. Scott Weaver, UTMB professor and chair of Microbiology and Immunology, scientific director of the Galveston National Laboratory and director of the Institute for Human Infections and Immunity joined i45Now’s TJ Aulds for a special edition of Health Care Unmasked to answer questions about the vaccine, distribution to the public and more. The full episode is available at <https://www.facebook.com/i45NOW/videos/406585230641731>. | |
| OPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **Greater Angleton Chamber of Commerce awards Angleton Danbury Campus the 2020 President’s Award:** UTMB’s Angleton Danbury Campus received the President's Award at the 2020 Greater Angleton Chamber of Commerce Luncheon. The Angleton Danbury campus was recognized and acknowledged for their commitment, dedication and unfailing care for their community and region during the unprecedented times created during the pandemic. Kudos for a job well done, team.  **ACTION ITEMS**  **New Compliance Training Required by Feb. 28:** UTMB is committed to ensuring our employees receive ongoing training and education relating to equal employment opportunity and sexual misconduct laws. Due to recent changes in Title IX, a federal law prohibiting sex-based discrimination, all employees must complete a brief, web-based training on the investigative complaint process for sexual harassment allegations that fall under Title IX. The EEO Sexual Misconduct Compliance Training Module should take less than five minutes to complete and is due by Feb. 28. To access the training, log in to the UTMB Learn system at <https://utmb.learn.taleo.net> with your UTMB username and password. Any questions about the training or the investigative compliant process should be directed to the Department of Internal Investigations and Title IX Office at (409) 747-5740 or [asthibod@utmb.edu](mailto:asthibod@utmb.edu).  **2020 Tax Forms**  **W-2 Tax Form:** Employees who consented to receive an electronic copy of their W-2 tax form for 2020 will be able to view and print the form through [Employee Self Service](https://ebizhr.utmb.edu/psp/ps/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE&IsFolder=true&) starting Jan. 25. The form is located under the Payroll and Compensation section, and you must be directly connected to a UTMB network to access the document. Any employee who did not sign up for digital delivery of the form will be sent a paper copy through the U.S. mail no later than Jan. 31. For questions or more information about the W-2 tax form, email [payroll.services@utmb.edu](mailto:payroll.services@utmb.edu).  **1095-C Tax Form:** Employees who signed up to receive an electronic copy of their 1095-C tax form for 2020 will be able to download and print the form starting Jan. 25 at [www.MyTaxForm.com](http://www.MyTaxForm.com). This form contains information about your health care coverage that will be needed to compete your income tax return, and those who chose the digital format will have unlimited access to the document until Dec. 31. Any employee who did not consent to electronic delivery of the form will receive a paper copy through the U.S. mail by Jan. 31. Lost or damaged forms will be reissued at no cost; however, a fee will be charged for each additional paper copy.  **COVID-19 UPDATES—VACCINE EDITION  Current vaccination program status:**   * Focus of vaccination program remains on **Phase 1A (health care workers) and Phase 1B (high-risk individuals)**, consistent with state guidelines. * On Jan. 16, **UTMB and the Galveston County Health District were named vaccine hubs** by the Texas Department of State Health Services. UTMB and GCHD are working together with partners to administer vaccines to eligible individuals when supplies are available. Information on the vaccination hub registration process will be available soon. Stay tuned. * **UTMB received a limited supply of vaccine for first doses this week** and is working to reschedule some of the appointments that were canceled last week. We are directly contacting individuals whose first-dose appointments were canceled, with priority being given to people at greatest risk of hospitalization due to COVID-19. * Administrationof second doses continues.If you have received the first shot, **please make every effort to return for the second shot at the scheduled time.** This not only ensures you have the fullest possible protection against COVID-19 illness, but also helps Employee Health in their vaccine planning. * **Employees who missed their appointment for the second dose should reschedule** by emailing Employee Health at [emphlthc@utmb.edu](mailto:emphlthc@utmb.edu) with “COVID Vaccine Dose 2” as the subject line.   **See the latest COVID-19 Vaccination Preparedness Task Force messages**(UTMB log-in required)**:**   * [Dec. 30, 2020](http://intranet.utmb.edu/iutmb/article/2020/12/30/covid-19-vaccine-update-employee-vaccination-program-expanding-to-high-risk-individuals) (UTMB program expanding to high-risk individuals) * [Jan. 5, 2021](http://intranet.utmb.edu/iutmb/article/2021/01/05/covid-19-vaccine-update-new-guidance-on-allergic-reactions-and-previous-covid-19-infections) (updated CDC guidance on allergic reactions, prior infection) * [Jan. 11, 2021](http://intranet.utmb.edu/iutmb/article/2021/01/11/covid-19-vaccine-update-impact-of-vaccine-supply) (impact of vaccine supply on our vaccination program)   **Visit the new** [**Vaccine Information page**](https://www.utmb.edu/covid-19/vaccine) on the COVID-19 website, including FAQs.  **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 names new associate provost** : Alfredo G. Torres, PhD, has been appointed associate provost. He maintains his current role as chief diversity officer for the Academic Enterprise, a role he has held since November 2019, when he was also appointed associate dean, Faculty Affairs and Professional Development. As associate provost and chief diversity officer, Dr. Torres will support both faculty and student diversity, health, inclusion and equity. He will continue to lead all diversity initiatives, including UTMB’s Diversity Council, in which he will act as lead representative for the Academic Enterprise. He will also continue his leadership of school-appointed diversity officers | | | **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:   * Take a different route today and see what you notice. * Eat healthy food which really nourishes you today. * Get outside and notice five things that are beautiful. * Contribute positively to a good cause or your community. * Focus on what’s good, even if today feels tough. * Get back in contact with an old friend you miss. * Go to bed at a good time and give yourself time to recharge.     **REMINDER New process for ordering blue recycling bags:** Blue recycling bags, used for transporting paper, plastics, aluminum cans and toner cartridges from departments and clinics to the institution’s recycling center, are a big part of this program. Going forward, all requests for these bags should be made through an online form available at <https://utmb.us/45w>. Historically, recycling bags have been ordered through the Materials Management warehouse; however, the Sustainability Department will now handle all orders, as well as the distribution of the bags to your area. Please note that despite the changes to the ordering and distribution process, the protocol for recycling bag pickup remains the same. Contact Angela McDowell, program manager, at (409) 747-2959, or Neal Cooper, program director, at (409) 747-2958 for more information. | |
| **DID YOU KNOW?** Three UTMB faculty members and an alumna of the Graduate School of Biomedical Sciences are among the list of Cell Mentor’s “1,000 Inspiring Black Scientists in America.” Divided into “Established Investigators” and “Rising Stars,” the list aims to not just shine a light on the contributions of the individuals mentioned, but also encourage members of the next generation to continue pursuing careers in science, research and medicine. Among those mentioned with ties to UTMB were:   * Dr. Donald Bouyer, associate professor of Pathology * Dr. Monique Ferguson, associate professor of Internal Medicine, Division of Infectious Disease and director of the HIV Pathogenesis Laboratory * Dr. Clifford Houston, professor emeritus, Microbiology and Immunology, and faculty ombudsperson, Academic Enterprise * Dr. Brionna Davis-Reyes, postdoctoral researcher at Yale University (GSBS, Human Pathophysiology and Translational Medicine PhD, 2020)   To view the full list or honorees, visit  <http://crosstalk.cell.com/blog/1000-inspiring-black-scientists-in-america>.  **Keep up the good work on COVID-19 safety:** Even if you’ve been vaccinated, continue to practice COVID safety at work, at home and in public. We must keep our guard up against COVID-19 until we have achieved widespread vaccination:   * **Practice frequent hand hygiene** by washing thoroughly with soap and water for at least 20 seconds or using hand sanitizer. * **Practice good social distancing** at all times, including in elevators and conference rooms. Continue to use teleconferencing when possible. * **Wear a mask that covers your mouth and nose in public areas.**Public areas include lobbies, hallways, restrooms, office kitchens/breakrooms, copy rooms and elevators. * **Stay home if sick.**This is particularly important if you have respiratory symptoms or if you have been in contact with someone who may have COVID-19. * **Get your flu shot.**   **Patient Centeredness Tip of the Week**: Improving the experience of patients and families requires improving work processes and systems that enable clinicians and staff to provide more effective care. If you have an idea to improve a process to make care safer, please speak up! UTMB’s reporting system, [RLDatix](https://vwp2rldatix01.utmb.edu/UTMBH_Prod/Homecenter/Client/Login.aspx?ReturnUrl=%2fUTMBH_Prod) (accessible via iUTMB), provides a method for faculty and staff to share concerns and feedback for both patient safety and the patient experience.  **The Joint Commission Questions of the Week—Patient Safety Goals**:   1. **True or False:  It is acceptable to turn off clinical alarms on patient equipment if the sound is irritating.**   Answer:  False.  Alarms on critical equipment, such as pulse oximeters, portable ventilators and cardiac monitors should not be disabled or alarm volumes decreased to an inaudible level.  In the event patient comfort and rest is disrupted by the alarm, the RN can determine appropriateness to lower alarm volume at the bedside only.   1. **When is a time out required?**   Answer: Prior to any surgical and non-surgical invasive procedures, including procedures done in settings other than the operating and procedure areas such as at the bedside or in ambulatory clinics.   1. **When should the procedural time out occur?**   Answer:   A final verification time out is conducted immediately prior to the start of a procedure. The time out involves the entire surgical team and addresses patient identity, site and procedure being done.  The time out is documented in the medical record.  \*\***NEW DATE\*\* Transfer Center, New Bed Planning and updates to Admission/Transfer Orders coming to Epic on Jan. 27**: The implementation of Transfer Center and New Bed Planning tools will streamline patient placement at UTMB. Patient transfers between UTMB and outside facilities will be documented in Epic using the new Transfer Center application. Updates to Admission and Transfer orders will improve communication between providers and the Patient Placement Center. Transfer Center and ADT Orders will integrate with New Bed Planning to ensure more accurate patient placement. Be on the lookout for training material specific to your area. | |