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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 | | **Jan. 28, 2021** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| The Asia Pacific Medical Education Conference (APMEC) was held in Singapore [virtually]  January 22-24. The conference brought together over 1000 attendees from over 35 countries.  Two oral presentations were accepted for presentation from UTMB faculty:   * Medical Students Stay Home! Simulated Patients and Telepsychiatry to Enhance Education   **Drs. Michael Miller, Dawnelle Schatte, and Karen Szauter**   * Professional Behavior During Clinical Encounters:  Using Simulated Patient Perspectives to Raise Student Awareness of Behaviors that Matter   **Drs. Karen Szauter and Michael Ainsworth**  **Congratulations to Drs. Szauter & Ainsworth were recognized with a conference award for their work!** | | | **School of Health Professions receives green light to offer master’s degree in Respiratory Care:**  The Department of Respiratory Care in the School of Health Professions has received approval from the Commission on Accreditation for Respiratory Care (CoARC) for a change in degree awarded from a bachelor’s degree to a Master of Science degree in Respiratory Care. This significant move forward will make the program one of only six entry-level graduate respiratory care programs in the nation. The last cohort to receive the BS degree will graduate in August 2022. The first cohort to receive the MS degree will be admitted into the program in September 2021 and graduate in August 2023. For more information, visit <https://shp.utmb.edu/news.asp>.  **Dr. Guillot-Wright named to Action Board of the American Public Health Association**:  Congratulations to Shannon Guillot-Wright, PhD, assistant professor in the Department of Ob/Gyn and director of Health Policy Research at UTMB’s Center for Violence Prevention, for her appointment to the Action Board representing the Community Health Planning and Policy Development Section of the American Public Health Association. Action Board representatives are chosen by the APHA’s executive board based on their demonstrated passion for advocacy and understanding of the legislative and regulatory process. Guillot-Wright’s term runs from Jan. 15 to Oct. 27, 2021. For more information about the APHA, visit <https://www.apha.org>.  **REMINDERS**  **UTMB 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 the UTMB Skype for Business platform are encouraged to familiarize themselves with the Teams environment as UTMB Skype for Business will be retired sometime during the second quarter of 2021. For more information on this transition, visit <https://www.utmb.edu/o365/skype-for-business-to-teams-migration/>. | |
| OPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **REMINDERS (continued)**  **$3,000 employee referral bonus for respiratory therapists**:  All paid UTMB employees who refer an applicant to a senior respiratory therapist or respiratory therapist position for the Galveston Campus will be eligible for a special $3,000 bonus. If your referral is hired into a benefits-eligible position between Jan. 11 and Feb. 12, you will receive $1,500 immediately upon hire and another $1,500 when they complete six months of service. For more information about the bonus requirements and guidelines, please see <https://www.utmb.edu/hr/employees/employee-recognition-and-perks>.  **2020 TAX FORMS**  **W-2 tax form:**  Employees who consented to receive an electronic copy of their W-2 tax form for 2020 are now 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&). 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 are now able to download and print the form from [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. 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 novel coronavirus updates (continued)**  **Recent COVID-19 Vaccination Preparedness Task Force messages:**   * [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) * [Jan. 22, 2021](http://intranet.utmb.edu/iutmb/article/2021/01/22/covid-19-vaccine-update-vaccination-hub-health-care-worker-appointments-side-effects) (information on post-vaccination side effects)     **THE JOINT COMMISSION QUESTIONS OF THE WEEK**  **What is allowed to be stored in corridors?**  The Joint Commission and other regulatory standards require that means of egress be free of clutter. Nothing can be stored in corridors. If an item is in a corridor for longer than 30 minutes, TJC considers it “stored.” There are some exceptions, including wheeled equipment such as:   * Crash carts * Isolation carts * Patient lift and transport equipment * Chemo carts that are in use   Your departmental fire plan requires that all items in the corridors be removed during an alarm.    **Can I store oxygen containers in the Nurse Station? What do I do with loose oxygen containers?**  Improper handling and storage of oxygen cylinders can potentially turn a cylinder into a lethal projectile. Improperly segregated cylinders can put patients at risk if a cylinder is accidentally used that does not contain an adequate supply of medical gas. Cylinders must be segregated, separated and designated as either “Full/Partial” or “Empty.” Cylinders must be physically secured in a rack or cart designed for such cylinders. Up to 12 small green oxygen cylinders can be stored outside of a room, as long are they are secured properly. Any more than 12 cylinders must be stored in a room with a door that can be secured and must be separated from combustibles by 5 feet. If you find a loose oxygen cylinder, place it in a rack or cart until it can be picked up. If you do not know the location of a rack or a cart, notify your nurse manager immediately. | | | **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 small step toward an important goal. * Try out something new to get out of your comfort zone. * Plan something fun and invite others to join you. * Put away digital devices and focus on being in the moment. * Decide to lift people up rather than put them down. * Say hello to a neighbor and get to know them better. * Challenge your negative thoughts and look for the upside.   **COVID-19 novel coronavirus 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.   * Galveston County, UTMB and the Galveston County Health District are collaborating with partners in the region to ensure widespread vaccination consistent with state guidelines. A new waitlist app for individuals who qualify under Phase 1A or Phase 1B can now be found online at <https://utmb.clearculture.co/>. For more information, visit <https://www.utmb.edu/covid-19/vaccine/waitlist>. * After a successful run since Dec. 15, the vaccination location managed by Employee Health in Jennie Sealy Hospital will close on Jan. 28 at 3 p.m. After that, individuals on the Galveston Campus can be vaccinated by appointment at the Primary Care Pavilion. * 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. | |
| **DID YOU KNOW?** Health sciences education continues to be a primary focus and an enormous source of pride for us at UTMB as we work to do our part to resolve the shortage of physicians, nurses and health care professionals in Texas and train tomorrow’s biomedical scientists. According to the latest Data Reference Card published in December, enrollment at UTMB’s four schools for the Fall 2020 semester was 3,458, a more than 50 percent increase from enrollment in the Fall 2008 semester. Other notable facts about student enrollment: 3,250 indicate they are a resident of Texas; 70 percent of students are female while 30 percent are male. For more information about enrollment and other UTMB statistics, check out the Data Reference Card online at <https://www.utmb.edu/facts>.  **Congratulations to our recent Always Award winners:**  The quarterly Always Award recognizes units, practice areas and groups who have demonstrated exceptional performance based on patient satisfaction scores from Press Ganey surveys, quality data and other measures. The Inpatient Always Award this quarter went to the League City Campus Intensive Care Unit. The unit was recognized for exceptional patient satisfaction scores in communication with doctors and nurses, discharge information and responsiveness of staff. Patients commented on the professionalism of the team and exceptional bedside manner. The Ambulatory Award went to the League City Campus Surgical Specialties for overall patient satisfaction, exceptional listening and communication skills and for always demonstrating compassion and respect for patients and families. Thank you for providing Best Care to our patients, teams! | |