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 | **December 16, 2021** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
|  | **Monthly Financial Update – Results as of Nov. 30, 2021:** For the month of November, UTMB’s adjusted margin was $4.3 million, which was $4.1 million favorable to planned results. Year-to-date, UTMB’s adjusted margin was $8.9 million, which was $3.0 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. **Holiday video message from UTMB President Dr. Ben Raimer:** In a recent video message, UTMB President Dr. Ben Raimer reflected on 2021 and wished employees well during this holiday season. To view the video and electronic greeting card, visit <https://www.utmb.edu/seasons-greetings/2021/office-of-the-president/>.**myPTO employee information sessions to begin Jan. 3**: UTMB will begin offering myPTO information sessions for employees in January. All faculty and staff are encouraged to attend one of the sessions to learn more about the university’s new paid time off program and its benefits. The sessions will be available Jan. 3–Feb. 18, 2022, through Microsoft Teams. For instructions on how to register for an upcoming session, please see [utmb.us/5](https://www.utmb.edu/hr/paid-time-off-program/take-5). The site also features additional tools and resources to help you prepare for the transition to the myPTO program, including fact sheets, FAQs, a PTO accrual calculator and more.**Important Notice – 2021 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 to receive an electronic copy of your W-2 tax form for 2021 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 2021. 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) |
| **Retail Dining Winter Holiday Hours:** The Holiday Hours for retail food service vendors are as follows: **Dec. 20–Jan. 2****Galveston** **Campus**Health Education Center * HEC Café will be closed

**Dec. 24–Jan. 2****Galveston Campus**John Sealy Hospital * Starbucks will be closed

**Galveston** **Campus*** Café on the Court will be closed Dec. 24–25 and Dec. 31–Jan. 1
* Sub Connection and Bistro 712 will remain open at regular business hours
* Vending machines and the MicroMarket (CSW, 6th Floor) will remain open 24/7

**League City Campus** * Cafeteria will be closed Dec. 24 and Dec. 31
* Vending machines will remain open 24/7

**Angleton Danbury Campus** * Bayou Café closed Dec. Dec. 24–25 and Dec. 31–Jan. 1
* Vending machines will remain open 24/7

**Clear Lake Campus** * Starbucks will be closed Dec. 24–Jan. 2
* closed Dec. 24–25 and Dec. 31–Jan. 1
* Vending machines will remain open 24/7

**Weekly Wellness Recap:**This month's focus is “Do Good December”* Brighten someone’s day.
* Look for something positive to say to everyone you speak to.
* Give thanks. List the kind things others have done for you.
* Ask for help and let someone else discover the joy of giving.
* Contact someone who may be alone or feeling isolated.
* Help others by giving away something that you don’t need.
* Appreciate kindness and thank people who do things for you.

 **The Joint Commission Question of the Week—Sentinel Event** **What is a Sentinel Event?**The Joint Commission considers the following list of events, though not comprehensive, to be sentinel events if they occur atany Joint Commission–accredited health care organization, although some of these events are unlikely to occur in certain health care settings: * Suicide of any patient receiving care, treatment and services in a staffed around-the-clock care setting or within 72 hours of discharge, including from the health care organization’s emergency department (ED)
* Unanticipated death of a full-term infant
* Homicide of any patient receiving care, treatment and services while on site at the organization or while under the care or supervision of the organization
* Homicide of a staff member, licensed independent practitioner, visitor or vendor while on site at the organization or while providing care or supervision to patients
* Any intrapartum maternal death
* Severe maternal morbidity (leading to permanent harm or severe harm)
* Sexual abuse/assault of any patient receiving care, treatment and services while on site at the organization or while under the care or supervision of the organization
* Sexual abuse/assault of a staff member, licensed independent practitioner, visitor or vendor while on site at the organization or while providing care or supervision to patients;
* Physical assault (leading to death, permanent harm, or severe harm) of any patient receiving care, treatment and services while on site at the organization or while under the care or supervision of the organization;
* Physical assault (leading to death, permanent harm, or severe harm) of a staff member, licensed independent practitioner, visitor or vendor while on site at the organization or while providing care or supervision to patients;
* Surgery or other invasive procedure performed at the wrong site, on the wrong patient or that is the wrong (unintended) procedure for a patient regardless of the type of procedure or the magnitude of the outcome;
* Discharge of an infant to the wrong family;
* Abduction of any patient receiving care, treatment and services
 | **IN CASE YOU MISSED IT****Dec. 14 Town Hall replay now available online:**The meeting opened with a performance by student organization Music in Medicine and featured updates from UTMB President Ben Raimer, along with the latest COVID-19 information from Dr. Gulshan Sharma, a construction and facilities update from Steve LeBlanc, and a financial update from Aaron LeMay. To watch the rebroadcast, visit <https://utmb.us/6ao>. **Dec. 15 Health Care Unmasked**: This pre-recorded episode featured UTMB’s panelists from the Dec. 3 Galveston Economic Development Conference. The panel, moderated by UTMB President Dr. Ben Raimer, includes Dr. Gary Kobinger, director of the Galveston National Laboratory; Dr. Pei-Yong Shi, director of the UTMB Institute for Drug Discovery; Dr. Peter Kan, professor and chair of the Department of Neurosurgery; and Dr. Alex Perez, professor and surgical director of the Sealy and Smith Laboratory for Surgical Training, Assessment and Research. You can view the full episode at <https://www.facebook.com/i45NOW/videos/430468252081351> **REMINDERS****Enhanced emergency paid leave benefit expires Dec. 31:** UTMB’s enhanced emergency paid leave benefit will expire on Dec. 31, 2021. The benefit was reinstated in August 2021 to assist with the statewide surge in COVID-19 cases, and it provided paid leave for employees unable to work or telework due to a qualifying COVID-19 reason. Employees may continue to use any hours granted until the expiration date. For questions or guidance regarding the expiration of the emergency paid leave benefit, please email hremprel@utmb.edu**Community Service Award nominations:** Nominations are now being accepted for the 2022 Dr. Martin Luther King Jr. Community Service Award. 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 5 p.m., Jan. 4**. The award recipient(s) will be formally recognized at the annual MLK award ceremony and luncheon in January. See <https://utmb.us/691> for more information or to submit a nomination. |
| **DID YOU KNOW?** Dec. 15 marked one year since UTMB received its first shipment of the COVID-19 vaccine. As of Tuesday, Dec. 14, UTMB’s dedicated caregivers have administered 347,646 doses of the vaccine at our clinics, in the community and at sites like Walter Hall Park through our partnership with the Galveston County Health District. For vaccine information, visit [www.utmbhealth.com/vaccine](http://www.utmbhealth.com/vaccine).* Any elopement (that is, unauthorized departure) of a patient from a staffed around-the-clock care setting (including the ED), leading to death, permanent harm or severe harm to the patient;
* Administration of blood or blood products having unintended ABO and non-ABO (Rh, Duffy, Kell, Lewis, and other clinically important blood groups) incompatibilities, hemolytic transfusion reactions or transfusions resulting in death, permanent harm or severe harm;
* Unintended retention of a foreign object in a patient after an invasive procedure, including surgery;
* Severe neonatal hyperbilirubinemia (bilirubin >30 milligrams/deciliter);
* Fluoroscopy resulting in permanent tissue injury when clinical and technical optimization were not implemented and/or recognized practice parameters were not followed;
* Any delivery of radiotherapy to the wrong patient, wrong body region, unintended procedure or >25% above the planned radiotherapy dose;
* Fire, flame or unanticipated smoke, heat or flashes occurring during direct patient care caused by equipment operated and used by the organization; tobe considered a sentinel event, equipment must be in use at the time of the event; staff do not need to be present;
* Fall in a staffed-around-the-clock care setting or fall in a care setting not staffed around the clock during a time when staff are present resulting in any of the following:
	+ Any fracture,
	+ Surgery, casting or traction,
	+ Required consult/management or comfort care for a neurological injury (for example, skull fracture, subdural or intracranial hemorrhage) or internal injury (for example, rib fracture, small liver laceration)
	+ A patient with coagulopathy who receives blood products as a result of the fall.
* Death or permanent harm as a result of injuries sustained from the fall (not from physiologic events causing the fall).

**What is the process for handling a potential sentinel event?**Your role is recognition of a sentinel event or potential sentinel event, preserving the equipment/supplies and environmental conditions involved, and alerting your immediate supervisor/department director. You may also be involved in the investigation by providing important information about the event. If you are requested to participate, please take advantage of this opportunity because you may have critical information to ensure that our patients are safe and that the mishap does not occur again. If a sentinel event occurs, a Root Cause Analysis (RCA) is performed to determine the “root cause” of the event, and make necessary changes to processes to prevent it from happening again. Please see [IHOP Policy 09.13.16 Sentinel Events](https://www.utmb.edu/policies_and_procedures/IHOP/Clinical/General_Clinical_Procedures_and_Care/IHOP%20-%2009.13.16%20-%20Sentinel%20Events.pdf) for additional information. |