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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 | | **March 17, 2022** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
|  | | | **Monthly Financial Update — Results as of February 28, 2022**  For the month of February, UTMB’s Adjusted Margin Loss was $8.1 million, which was $6.4 million unfavorable to planned results. Year-to-date, UTMB’s Adjusted Margin Loss was $12.6 million, which was $7.6 million unfavorable 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.  **Save The Date: Town Hall on March 24**  The next Town Hall is set for noon, March 24. The meeting will feature updates from President Ben Raimer, including the naming of the John Sealy School of Medicine and the latest on the John Sealy Hospital modernization; Dr. Majka Woods providing a profile of our medical student body; and a mid-fiscal-year financial update. An in-person audience at Levin Hall on the Galveston Campus will be permitted, [consistent with current meeting room capacity guidelines](https://www.utmb.edu/covid-19/employees-students/safety#social-distancing). The meeting will also be livestreamed and recorded for later viewing for those unable to attend in person.  Check [www.utmb.edu/townhall](http://www.utmb.edu/townhall) for links to the livestream closer to meeting time. Have a question? [Submit it to the Employee Advisory Council](https://www.utmb.edu/eac/contact-us).  **myPTO Program: Take these 5 steps to ensure you are prepared for the launch of the myPTO program**  UTMB’s transition to the myPTO program is quickly approaching. Take these 5 steps to ensure you are prepared for the launch of the new program on March 28:   1. Learn more about the myPTO program and its primary components—Paid Time Off, Extended Illness Bank, Reduced Paid Leave and Official Holidays. 2. Attend Kronos system training on recording and managing your time. 3. View the available videos for a comprehensive overview of the myPTO program and how it evolved from the state-sponsored vacation and sick leave plans. 4. Download and print the fact sheets that are most relevant to you. 5. Be on the lookout for your personalized impact statement, which will be emailed to you from the [myPTO@utmb.edu](mailto:myPTO@utmb.edu) mailbox on March 23, 2022.   See [utmb.us/5](https://www.utmb.edu/hr/paid-time-off-program/take-5) for more detailed information.  **$3,000 Employee Referral Bonus for RNs**  All paid UTMB employees who refer an applicant to a Nurse Clinician II–IV position at any of our campus hospitals will be eligible for a special $3,000 bonus. If your referral is hired into a benefits-eligible position between April 6, 2022, and May 31, 2022, you will receive $1,500 immediately upon hire and another $1,500 when the applicant completes 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>. | |
| OPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **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 annual review period runs from Sept. 1 to Aug. 31, and the deadline for completing an evaluation for each eligible employee for FY22 is Oct. 31, 2022. * A performance review document for the FY22 review cycle has been created in the ePerformance system for all full-time, part-time and casual employees hired on or before Feb. 28. 2022. * Employees are encouraged to work with their managers to enter the appropriate performance goals and technical competencies into the system.   For questions about the FY22 review cycle, please contact your manager or see <https://www.utmb.edu/hr/employees/employee-development-and-training>.  **Weekly Wellness Recap**   * Throughout the month of March, focus on being mindful. * Stop. Breathe. Notice. Repeat regularly. * Get really absorbed with an interesting or creative activity. * Look around and spot three things you find unusual or pleasant. * If you find yourself rushing, make an effort to slow down. * Appreciate nature around you, wherever you are. * Focus on what makes you and others happy today. * Listen to a piece of music without doing anything else.   **4th Annual Women's History Month Celebration**  You’re invited to join UTMB’s Women’s Resource Group (WRG) on March 22, from noon to 1 p.m. in the Levin Hall Dining Room for the 4th Annual Women’s History Month Celebration. This year’s theme is “Women—Providing Healing, Promoting Hope” and will feature keynote speaker Paula Tobon-Stevens, executive director of St. Vincent’s House. The UTMB community is invited to attend; a light lunch will be provided. If you plan to attend in person, please RSVP to University Events at [events@utmb.edu](mailto:events@utmb.edu) by noon on March 18. You may also attend virtually by joining via [Microsoft Teams Live](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzgxMzRmY2YtMTRlYS00YTI3LWI2Y2ItM2JkMjI2NmIyYTdl%40thread.v2/0?context=%7b%22Tid%22%3a%227bef256d-85db-4526-a72d-31aea2546852%22%2c%22Oid%22%3a%22f2c69c10-e96f-4741-be31-920306c134b6%22%2c%22IsBroadcastMeeting%22%3atrue%7d). For more information about the Women’s Resource Group, visit <https://hr.utmb.edu/diversity/womens-resource-group>.    **EDUCATION & RESEARCH**  **You’re Invited: Inaugural Interprofessional Education and Practice (IPEP) Symposium**  UTMB will host its inaugural IPEP (Interprofessional Education and Practice) Symposium on April 4, from 11 a.m. to 1:45 p.m. in Levin Hall Dining Room and Foyer on the Galveston Campus. The event will include a poster session and an awards presentation to recognize individuals who shine in interprofessional practice, research, education and community service. The keynote speaker, [Dr. Giselle Corbie](https://www.med.unc.edu/socialmed/directory/giselle-corbie-smith/) of the University of North Carolina School of Medicine, will present, “Using Lessons Learned through Engaged Research to Advance Health Equity.”The event is open to all members of the UTMB community by registration, as long as seats are available.Learn more and register at: <https://www.utmb.edu/hec/symposium/home>.  **Provost’s Lecture Series**  The next Provost’s Lecture Series event is scheduled for Friday, April 29, from noon to 1:45 p.m. Dr. Paula Summerly and Dr. Alfredo Torres will present “Underserved Groups at UTMB: Historical Perspective, Current and Future Initiatives.” This talk will explore diversity, equity, and inclusion at UTMB through its 130-year history, institutional memory, shared values and traditions. Dr. Summerly is a medical historian and curator of the Old Red Medical Museum at UTMB. Dr. Torres is the Herman Barnett Distinguished Professor in Microbiology and Immunology, and Associate Provost for Faculty Affairs and Diversity, Equity, and Inclusion. Following the talk, the Academic Enterprise Diversity and Inclusion Committee will moderate a Q&A session. All members of the UTMB community are invited to participate. Join via Teams Live: <https://utmb.us/6il>. | | | **IN CASE YOU MISSED IT**  **Health Care Unmasked from March 16**  The March 16 Health Care Unmasked featured an interview with Dr. Aisen Caro Chacin, lead designer and developer for the UTMB MakerHealth Space Medical Fabrication Laboratory, as she shared her background and education in art and what happens when technology, art and medical science collide. To watch the episode on the i45Now Facebook page, visit [https://www.facebook.com/i45NOW](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.facebook.com%2Fi45NOW&data=04%7C01%7Cpvaldes%40UTMB.EDU%7Cba60dd446592451a7b2108da07347113%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C637830219653218161%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0&sdata=A2NJcsUFCrKocNaeReu4z52iMWPdqyqxZ3F%2B2cr1quI%3D&reserved=0).  **COVID-19 UPDATE Quick Links**   * [Travel requirements and guidelines](https://www.utmb.edu/covid-19/employees-students/travel) * [Safety Requirements](https://www.utmb.edu/covid-19/employees-students#info) * [Visitation Policy](https://www.utmbhealth.com/support-pages/visitation) * Requirements if you are [Sick or Exposed](https://www.utmb.edu/covid-19/employees-students/safety#sick), including return-to-work/campus guidelines after infection * [Schedule a vaccine or booster online](https://www.utmb.edu/covid-19/employees-students#vaccine) or get the vaccine through Employee Health clinics in Galveston and League City     **PATIENT CARE**  **Spotlight on Joint Commission: Questions of the Week**  **National Patient Safety Goals**  **How do we ensure effective communication of critical test results between caregivers? *Answer****:* When receiving a critical value or test result, confirm and verify the result by documenting and recording the result and reading it back. The same applies to verbal orders that may be received from a provider because of test results notification. Providers should be notified within 30 minutes of a critical test result, and that notification to the provider should be documented in the record. Leaving a message for a provider does not fulfill the intent of this requirement.  **True or False: If only one medication is administered in a procedure, we don’t need to label that medication. *Answer****:* False. All medications, medication containers and other solutions not immediately administered or used must be labeled, even if there is only one medication or solution being used. Labeling must occur when the medication or solution is transferred from the original packaging to another container.  **Note**: An immediately administered medication is one that an authorized staff member prepares or obtains, takes directly to a patient and administers to that patient without any break in the process.  **Patient Safety Awareness**  Since the inception of Best Care at UTMB in 2016, UTMB had made steady, significant advances in patient safety. Here and elsewhere, the COVID-19 pandemic that started in 2020 created challenges for patient care and safety, leading to increases in undesirable health events. To improve patient safety across the health system, UTMB will be on a “Journey to Zero”—an aspirational goal of zero patient safety events. Watch for additional news and information this week. To learn about Journey to Zero, go to the [Nursing Service Home Page](http://intranet.utmb.edu/nursing/). | |
| **DID YOU KNOW?**  UTMB strives to provide high-quality health care to all patients, including care and services tailored to the needs of LGBTQ+ community members. This commitment to care means continually working to build upon those offerings through physician and staff education, training, and community engagement. National LGBTQ Health Awareness week is March 21- 25. Its goal is to encourage speaking openly about LGBTQ+ health, “providing an umbrella under which to discuss and raise awareness of mental health, trans health, and ending stigma through accessible, affirming, and inclusive healthcare services so that everyone can fully live their truth and a healthy life.” For more information, including links to articles and agencies addressing LGBTQ+ health care needs and listings of self-identified [LGBTQ+ responsive providers](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D001dTrKiSAi4bOU1nAVKj36GgyrVsLqN9xPmSaAdSbTwTfOxaoCBvN23MbxgQ-NLyrJZFc_OM0_7wQseX1V3So_8g8IGge00GowspWGKuo3VDSI6gRnRJSmE7UiQVKSRsJZ5s1M8qyUzLuJT8nArDPSoT-yn0sOCrwdou_mhFdAz0Eisjy-hyrgKssBbOjUXfON%26c%3DBPA0_xfR3r8RbeeGbm_pRgV-2x8MEAVAqHrlSaW37pczr_qDoE9AyQ%3D%3D%26ch%3DXvdmcuT0WqgChDTGJ_ODS7oClOvuWyUcIJs88IdC_mYRFg8bHyhjLQ%3D%3D&data=04%7C01%7Csdhadley%40utmb.edu%7Cd78390eee2a241e842c008da02c7ec54%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C637825354939411989%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=Atxa0QIUeS%2FymRFjSk2tiJvUqJed%2FNx6GmXJxxG4jxg%3D&reserved=0), as well as a newly developed page for [transgender care services](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D001dTrKiSAi4bOU1nAVKj36GgyrVsLqN9xPmSaAdSbTwTfOxaoCBvN23MbxgQ-NLyrJxDw7cdBgGws4z2NTQB1P1zJex2okvum7XPL40k8qrxYlkJFEBIHgzKqZDAkpp8Ohd39YaZUNEym24UHWfkh60PTQ5Bt1Jq2nbt-JrSf2tQNkCSN2jdRI51GgOfzjM2DL%26c%3DBPA0_xfR3r8RbeeGbm_pRgV-2x8MEAVAqHrlSaW37pczr_qDoE9AyQ%3D%3D%26ch%3DXvdmcuT0WqgChDTGJ_ODS7oClOvuWyUcIJs88IdC_mYRFg8bHyhjLQ%3D%3D&data=04%7C01%7Csdhadley%40utmb.edu%7Cd78390eee2a241e842c008da02c7ec54%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C637825354939411989%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=xY8Aiwyk3%2BWp82RZZdndfc1nW4pRwyz5O24mb2mwOrM%3D&reserved=0) available at UTMB, visit [LGBTQ+ patient resources](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D001dTrKiSAi4bOU1nAVKj36GgyrVsLqN9xPmSaAdSbTwTfOxaoCBvN23MbxgQ-NLyrJBNwThw-D94fseb4aeQKA1Q7qcfsMXYVqNC3GnQw8MCCM2IkrTeJgnxjorixqLmfyOqKiAtlAcDAOSOGeQ6qm_0dg31LQ9nisdtEhzxjaEGo3JV5zddrvdOCfckHp2FvF%26c%3DBPA0_xfR3r8RbeeGbm_pRgV-2x8MEAVAqHrlSaW37pczr_qDoE9AyQ%3D%3D%26ch%3DXvdmcuT0WqgChDTGJ_ODS7oClOvuWyUcIJs88IdC_mYRFg8bHyhjLQ%3D%3D&data=04%7C01%7Csdhadley%40utmb.edu%7Cd78390eee2a241e842c008da02c7ec54%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C637825354939411989%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=nFZSPOAoEb6pnrFkyU2OySSVE2AAXsff49wMw5LDNuw%3D&reserved=0) web pages. | |