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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 | **May 5, 2022** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| Pin by Persephonie Romero on Happy Birthday & Congrats Images | Happy  birthday cakes, May birthday, Happy birthday month**Ni Zhang May 4****Laura Nevarez May 5****Stephen Wilson May 10** | **MONTHLY CYBERSECURITY UPDATE****How Are We Doing:** During the month of February, 7.87% of recipients opened an attachment or revealed credentials in simulated phishing attacks that were initiated by the Office of Information Security. Our goal is less than 3%. A breakdown of department success/failure rates can be found at <https://utmb.us/66g>. Learn more about cybersecurity at <https://www.utmb.edu/infosec>. Report potential phishing to cirt@utmb.edu.**It’s Phishing Season!** Scammers note calendar events and watch world and local events for opportunities to bait unsuspecting victims into revealing personal information, donating to fake charities or paying for unneeded services. Here is a short list of active scams being perpetrated this time of year:* Tax Refund scams—Scammers advertise immediate access to income tax refunds. Victims can lose their refund money and any money paid for the “service.”
* Hurricane and Windstorm Insurance scams—Scammers offer low-cost (if paid up front) insurance with low or no deductibles. Victims are blown-away when they have no coverage.
* Ukrainian Victims Charities scams—Scammers pose as charity representatives collecting funds to provide relief for victims of the Russian-Ukrainian conflict.
* Missed Jury Duty scams—Scammers posing as law enforcement demand electronic or cash payments to avoid arrest for missing or not responding to a jury summons.

On the positive side, May is “Older Americans Month,” and the Consumer Financial Protection Bureau and the Federal Trade Commission are partnering to help older adults and their families and friends know what to do if someone demands payment by these methods and where to report fraud. Use the following links to learn more or to check out charity organizations (real or fake):* [www.consumeraffairs.com/news](http://www.consumeraffairs.com/news)
* [BBB: Start with Trust® | Better Business Bureau®](https://www.bbb.org/)

**League City Hospital Campus reaches Level III trauma center designation**The Texas Department of State Health Services has named the University of Texas Medical Branch’s League City Campus an Advanced Level III Trauma Facility. “UTMB Health League City Campus meets the standards of care relating to the treatment of trauma in Texas, actively advocates for trauma system development and works to improve the availability and quality of trauma care as an active member of East Texas Gulf Coast Regional Advisory Council,” the certificate states. In addition to its Level III trauma certification, UTMB’s League City Hospital is also in the process of working toward designation as a Primary Stroke Center. |
| OPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **Employee Service Day 2022** UTMB will celebrate Employee Service Day on May 18. Activities will be held at each of the campus locations and online to recognize 1,705 employees for their continuous years of service, 398 GEM card recipients and the winner of the 2022 Nicholas and Katherine Leone Award for Administrative Excellence. Visit <https://www.utmb.edu/hr/employees/service-day> for a schedule of activities. **Supply Chain issues the FY23 fiscal year Blanket Purchase Order (BPO) processing instructions*** Departments may now begin entering BPOs in the amount of $15,000 and greater.
* The Purchasing Department cannot guarantee requisitions received after **July 1, 2022,** will be in place by Sept. 1, 2022. For more information about Purchasing processing times, click [here](https://liveutmb.sharepoint.com/%3Ab%3A/s/collaboration/webfiles/ERKXiKtUIqhKgsqlAHxIIsgB-9mWEjA_v-AtbeJIJkeBBQ?e=jhRXKJ).
* All requisitions greater than $15,000 should include proper justification and supporting documentation to avoid delays or rejections.
* An approver can view comments provided in the “Approval Justification” box.
* Except for Correctional Managed Care (CMC), BPOs under $15,000 can be done as a “DEP” **only** **after Sept. 1, 2022.**
* All CMC BPOs must be entered as an ACQ requisition regardless of dollar amount.
* Please see the below links for additional information:
	+ [How to create a Requisition for Next Fiscal Year](https://liveutmb.sharepoint.com/%3Ab%3A/r/sites/collaboration/webfiles/Shared%20Documents/Supply%20Chain%20Web/Procurement/User%20Guide/Reference%20Guide/How%20Do%20I%20Create%20a%20Requisition%20for%20Next%20Fiscal%20Year.pdf?csf=1&web=1&e=fCaDl9)[instructions](https://liveutmb.sharepoint.com/%3Ab%3A/r/sites/collaboration/webfiles/Shared%20Documents/Supply%20Chain%20Web/Procurement/User%20Guide/Reference%20Guide/How%20Do%20I%20Create%20a%20Requisition%20for%20Next%20Fiscal%20Year.pdf?csf=1&web=1&e=fCaDl9)
	+ [How to create a “Blanket” Requisition](https://liveutmb.sharepoint.com/%3Ab%3A/r/sites/collaboration/webfiles/Shared%20Documents/Supply%20Chain%20Web/Procurement/User%20Guide/Reference%20Guide/How%20to%20Create%20a%20Blanket%20Req.pdf?csf=1&web=1&e=3KCfv7)[instructions](https://liveutmb.sharepoint.com/%3Ab%3A/r/sites/collaboration/webfiles/Shared%20Documents/Supply%20Chain%20Web/Procurement/User%20Guide/Reference%20Guide/How%20to%20Create%20a%20Blanket%20Req.pdf?csf=1&web=1&e=3KCfv7)
	+ [Training sessions on How to Properly Enter an NFY Requisition](https://innovation.utmb.edu/TrainingGateway/#/)

For additional questions regarding New Fiscal Year (NFY) Blanket POs, please contact the Purchasing Helpdesk at prhlpdsk@utmb.edu.**COVID-19 UPDATES****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)
* [Schedule a vaccine or booster online](https://www.utmb.edu/covid-19/employees-students#vaccine)

 **EDUCATION & RESEARCH****Professional development opportunities through the National Center for Faculty Development and Diversity (NCFDD)**UTMB faculty members, staff and students have a multitude of professional development resources at hand through UTMB’s institutional membership to the National Center for Faculty Development and Diversity (NCFDD). This independent, nationally recognized organization offers a broad range of online virtual workshops, professional development trainings and intensive mentorship programs that focus on writing, research productivity, and diversity and inclusiveness in academia. Examples include webinars, like “Every Semester Needs a Plan” and “Overcoming Academic Perfectionism,” as well as writing challenges to help writers improve and overcome writer’s block. Through UTMB’s institutional membership, there is no cost to any individual with a UTMB email address to use these resources. Visit the [Provost’s Office NCFDD page](https://www.utmb.edu/provost/resources/national-center-for-faculty-development-and-diversity) for further details and to activate your account through the institution, listed as “The University of Texas Medical Branch” with NCFDD.  **Mariano Garcia-Blanco, MD, PhD, elected to the American Academy of Arts and Sciences**Mariano Garcia-Blanco, MD, PhD, has been elected to the American Academy of Arts and Sciences. Dr. Garcia-Blanco serves as professor and chair of UTMB's Department of Biochemistry and Molecular Biology. He is one of 261 new members who are recognized for their accomplishments and leadership in academia, the arts, industry, public policy and research. Founded in 1780, the American Academy of Arts and Sciences honors excellence and convenes leaders to examine new ideas, address issues of importance to the nation and the world and advance the public good.**Samuel E. Mathis, MD, elected to the Texas Medical Association (TMA) Board of Trustees** Samuel E. Mathis, MD, was elected to the Texas Medical Association (TMA) Board of Trustees at TEXMED 2022, the TMA's annual conference held last week in Houston. Dr. Mathis, an assistant professor in the Department of Family Medicine, also serves as president of the Galveston County Medical Society. He will represent the Young Physician Section on the TMA Board of Trustees for a two-year term. |  **PATIENT CARESpotlight on The Joint Commission - Questions of the Week: Administering Medication and Reducing Medication Errors****What are the steps in the medication administration process?*** Verify that the medication selected matches the medication order.
* Visually inspect medication for particulates, discoloration or other loss of integrity.
* Verify medication has not expired.
* Verify no contraindications exist.
* Verify medication is being administered at the correct time, in the prescribed dose and by the correct route.
* Identify the patient using two patient identifiers.
* Infusion must start within one hour of spiking the IV bag.
* Before administering a new medication, inform the patient and family about any potential clinically significant adverse drug reactions or other concerns.
* See IHOP Policy: 07.10 Medication Administration for additional information.

**What has been done to reduce the risk of medication incidents in my area?*** Limiting the number of medication concentrations available on each unit (e.g., Heparin concentrations).
* Dual verification of High-Alert Medications (e.g., Hydromorphone).
* Double checking requirements for High-Alert Medications before administration (e.g., Chemotherapy).
* Dispensing medications with a special High-Alert sticker, seal or in a High-Alert bag (e.g., Paralytic seal for Succinylcholine).
* Identifying patients using two unique identifiers prior to medication administration.
* Identifying and addressing use of “Do Not Use” abbreviation.
* Processes for managing “Look-a-Like, Sound-a-Like” medications.
* Verifying written orders that are unclear prior to entering them in the EMR.
* Upgrades to the Pyxis automated dispensing system for medication management.
* Bar-code scanning of medication before administration.
* Using infusion pumps to administer IV medications.
* Optimizing Pyxis to ensure that 90-95% of medications are available as floor stock in the Pyxis.

**IN CASE YOU MISSED IT****UTMB’s Dr. Jennifer McCracken visited with Meagan Clanahan, co-owner of the Houston Moms Blog, to discuss allergies**This month’s video answered the following questions:* Is there a correct way to use nasal spray?
* What are seasonal allergies?
* Beyond the normal sniffling, sneezing and irritated eyes, what are the symptoms associated with seasonal allergies?
* Are certain people more susceptible to these? If so, who?
* Is there anything to mitigate the symptoms?
* What medications are available to treat symptoms?

To watch the full discussion, visit <https://utmb.us/6pg>. **Two John Sealy School of Medicine students receive the Lone Star Caucus Medical Student Scholarship** Two John Sealy School of Medicine students have been selected to receive the Lone Star Caucus Medical Student Scholarship. Jenna Gage and Jasmine Jones were recognized and presented their awards at the TEXMED 2022 conference. This scholarship supports third- or fourth-year medical students who are enrolled in good standing in a Texas medical school, have demonstrated interest in serving medically under-served populations in Texas and exhibit strong leadership skills. Both recipients are student members of the Galveston County Medical Society. |
| **DID YOU KNOW?**Congratulations to Senior Vice President and Dean of the UTMB School of Nursing Dr. Deborah Jones on being named a Galveston Woman of the Year finalist. Dr. Jones was surprised with the news May 2 by Gina Spagnola of the Galveston Regional Chamber of Commerce. Dr. Jones is among a small number of women in the community chosen for this distinction, who will be honored at the 2022 Galveston Women’s Conference on Sept. 16.  |