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**Medical Services and Diagnostics  
Program Manager – Safety and Quality Management  
Permanent, Full-Time**

**Duties:**

Reporting to the Vice President, Medical Services and Diagnostics, the Safety and Quality Manager shall be accountable for developing/coordinating a comprehensive Quality Management Program within the Portfolio. This position is located in St. John's, however, shall have regional responsibility in regards to quality issues. The Safety and Quality Manager will work in close liaison with Directors, Clinical Chiefs, Discipline Chair, Managers, as well as the other Quality team members. The initial focus will be in the Laboratory Medicine Program and will expand to other programs/departments within the Portfolio. The candidate will develop, implement, and coordinate a comprehensive Quality Management Program for Laboratory Medicine and Safety Plan for the Program which would include meeting all safety legislation and CSMLS safety guidelines. Liaise with the Quality & Systems Improvement Department regarding patient safety/risk management issues.

**Qualifications:**

The successful candidate should have a Bachelor's Degree/Diploma in a health-related discipline, supplemented by considerable experience in management. Experience in a clinical setting, preferably in Laboratory Medicine, would be an asset. The candidate must have experience in human resources, financial management, change management and quality initiatives. Strong interpersonal, communication and leadership skills are essential. Strong computer skills are desired. Candidates must be registered/licensed with the applicable registering body.

**Hours of Work:** 70 hours bi-weekly  
**Salary:** In accordance with the HAY Management Pay Plan  
**Posting Date:** March 2, 2007  
**Closing Date:** March 9, 2007

**Competition #:** 2007000399

Interested applicants please submit resume quoting competition number to:

Human Resources Client Services  
Eastern Health, Administrative Office  
Waterford Bridge Road  
St. John's, NL A1E 4J8  
Fax: (709) 777-1303

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Eastern Health  
Quality Management Program Committee  
For Anatomic Pathology  
***TERMS OF REFERENCE***

**Purpose**

The Pathology Quality Management Program Committee will incorporate quality control and quality assurance principles and functions within its services. It will develop, implement and co-ordinate quality processes within the pathology services that include pre-analytic, analytic, and post analytic phases.

**Functions**

1. Identify and review current policies, procedures and standards within Eastern Health Pathology Department.
2. Develop and review annually quality assurance protocols, including standardized policy and procedures and institute quality control requirements Anatomic Pathology Department.
3. Advise and ensure education of pathology staff on present and new policies/ procedures.
4. Facilitate, support and ensure auditing of ongoing training of all personnel within the Pathology Department
5. Review all incidents/occurrences within the department, make appropriate recommendations and assist with implementation.
6. Ensure all qualified personnel are trained on appropriate equipment prior to use. Provide tools to audit the process.
7. Validate all equipment and procedures used within the department through evidence-based research and auditing process.
8. Ensure documentation and monitoring of CME for all personnel within the Pathology Department.
9. Review all requests for changes in policy or procedures within the Pathology Department.

**Membership**

- Pathology Quality Management Officer- Laboratory Technologist III
- Pathology Laboratory Technologist - Two
- Clinical Chief – Laboratory Medicine Program
- Site Chief(s) – St. Clare's & General sites
- Pathology Division Manager
- Program Manager, Safety & Quality Management, Medical Services & Diagnostics
- Secretary

Resource personnel will be asked to attend meetings on an ad hoc basis.

Terms of reference and membership will be reviewed annually.

**Quorum**

A quorum shall consist of 50% or the membership + one.

**Frequency of meetings**

The committee will meet monthly. Special meeting will be at the call of the chair.

**Communications**

Minutes and agenda will be circulated to the members via Microsoft Outlook /meditech. Once approved by the committee, the minutes will be placed in a cabinet in the Library of the meditech Information System.

**Referral Of Issues**

Items from the Quality Management Program Committee for Anatomic Pathology will be brought forward to the Vice President of Diagnostics and Medical services when there is no resolution after a three-month period or unless it is considered urgent.

**Reporting Mechanism**

The committee shall be accountable to the Leadership Team of Laboratory Services.

The Leadership of Laboratory Services shall be accountable to the Vice President, Diagnostics and Medical services.