

**DIVISION OF ANATOMICAL PATHOLOGY  
MEETING OF SITE CHIEFS AND DIVISIONAL MANAGER  
HEALTH CARE CORPORATION OF ST. JOHN'S**

**DATE:** December 18, 2003

**TIME:** 9 – 10:30 a.m.

**PLACE:** Room 2864

**AGENDA**

- 1. CALL TO ORDER.**
- 2. MINUTES OF THE MEETING OF JUNE 18, 2003.**
- 3. BUSINESS ARISING**
  - 3.1 Quality Assurance Program
  - 3.2 Preliminary Surgical Report
  - 3.3 Her-2 Neu FISH
  - 3.4 Breast Implantation Policy
  - 3.5 Cantext
  - 3.6 Microscopes
- 4. NEW BUSINESS**
  - 4.1 Pathologist Manpower
  - 4.2 Any Other Business
- 5. ADJOURNMENT.**

/tc

**DIVISION OF ANATOMICAL PATHOLOGY  
HEALTH CARE CORPORATION OF ST. JOHN'S  
MEETING OF SITE CHIEFS' AND DIVISIONAL MANAGER  
DECEMBER 18, 2003**

**PRESENT:** Dr. D. Cook, Dr. S. Parai and Mr. Barry Dyer

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**1. CALL TO ORDER**

The meeting was called to order by Dr. S. Parai.

**2. MINUTES OF THE MEETING OF JUNE 18, 2003**

The minutes of the meeting of June 18, 2003 were adopted as circulated.

**3. BUSINESS ARISING**

**3.1 Quality Assurance Program**

The draft Quality Assurance Program has been reviewed and revised.

**3.2 Preliminary Surgical Report**

Mr. Barry Dyer has been asked to change the Health Science Center format similar to St. Clare's format.

**3.3 Her2 Neu FISH**

The Division is ready to adopt this testing pending adequate manpower.

**3.4 Breast Implantation Policy**

Dr. S. Parai has informed the Committee that he tried to get a printout from the CAP Web Site but failed. He asked Dr. Cook to talk with Dr. Bev. Carter whether she could help on this issue.

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**3. BUSINESS ARISING (CONT'D):**

**3.5 Cantext**

Due to shortage of pathologist manpower further progress has not been done. Mr. Barry Dyer found some guidelines from Ottawa General Hospital but unsuitable. This issue will be explored further in the new year and some standardized gross description of the small specimens will be adopted.

**3.6 Microscope**

Eight new microscopes have been purchased. Two double-headed microscopes for the General Hospital Site, one for Dr. Fontaine and the second one for the frozen section lab are approved.

**4. NEW BUSINESS**

**4.1 DCIS Synoptic Form**

Dr. D. Cook has circulated the recommended DCIS Synoptic Form prepared by Dr. B. Carter. Barry Dyer has been asked to print out this form and circulate to all the Sites.

**4.2 Pathologist Manpower**

Dr. S. Parai has emphasized the urgent need to recruit the manpower in the vacant position due to Dr. Robb's acceptance of the position of Discipline Chair.

**4.3 Budget for Books – Journals and CME Program**

Dr. D. Cook will submit the revised budget \$15,400.00 per year for all these programs.

**4.4 New Protocol for Flow Cytometry**

This has been circulated to all the members of the Division.

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**4. NEW BUSINESS (CONT'D):**

**4.5 New Technology**

Mr. Barry Dyer has informed that the lab will adopt new technology from January to March of 2004. Therefore there will be a slow down of the technical work for some time. He also informed the consolidation of the technical lab as well as need for a policy for billing immunoperoxidase technical work and the return of the slides to the Centre. The last issue will be discussed in the Program meeting and a corporate wide policy will be adopted.

**5. ADJOURNMENT**

There being no further discussion the meeting was adjourned at 10:40 a.m.

/tc