



**DIVISION OF ANATOMICAL PATHOLOGY
MEETING OF SITE CHIEFS AND DIVISIONAL MANAGERS**

DATE: February 12, 1998 (Thursday)
TIME: 4 - 5 P.M.
PLACE: Grace Hospital Site,
 Education Classroom (Old Board Room)

*Circulate - Protocol - E.C.
 call Cathy Brackley
 for #'s
 - look at loan
 retention policy*

AGENDA

1. MINUTES OF MEETING, JANUARY 9, 1998

2. BUSINESS ARISING

- (a) Outside Referral Policy - *referred to consultants on site*
- (b) ER & PR Reporting - *present*
- (c) Demographic Information on Pathology Reports - *discussed*
- (d) Update of Lab Renovation
- (e) Pathology Lab Staffing
- (f) On Site Locum - *phone MCP for provider #'s*

*Cathy Brackley
 Welland loan*

3. NEW BUSINESS

- (a) Surgical Pathology Statistics 1997
- (b) Lab Amalgamation/Pathologists' Relocation/Pathologists' Manpower

*TAT's
 Microscopy -
 weights for brand
 reports medical loan*

*CAP policy for his
 how long until keep
 Pathology record from*

SP/tc

sent to Dr. Wang

**MINUTES OF MEETING OF SITE CHIEFS/DIVISIONAL MANAGERS
DIVISION OF ANATOMICAL PATHOLOGY
FEBRUARY 12, 1998**

PRESENT: Dr. D. Cook
Dr. D. Haegert
Dr. M. Khalifa
Dr. S. Parai
Mr. T. Gulliver
Mr. J. Murphy

1. CALL TO ORDER

The meeting was called to order by Dr. S. Parai at 4:05 p.m.

2. MINUTES OF JANUARY 1998 MEETING

On a proposal by Dr. Khalifa and seconded by Mr. Gulliver the minutes of the January 9, 1998 meeting were approved.

3. BUSINESS ARISING

3.1 Outside Referral Policy

Dr. Khalifa has revised this policy. He outlined the changes. This will be circulated among the Pathologists at the sites and feedback will be discussed in the next meeting.

3.2 ER & PR Reporting

Dr. Khalifa will write to Dr. Prabhakaran asking him to discontinue the Biochemical ER & PR assay as of March 1, 1998. - *March 1, 1998 every pathologist will sign out cases, after transition period will talk to Prabhakaran.*

3.3 Demographic Information on Pathology Reports

Dr. Cook has written to Susan Ryan of Cancer Registry explaining the status of St. Clare's site on this issue.

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3. BUSINESS ARISING (CONT'D):

3.4 Lab Renovation at St. Clare's Site

Dr. Cook informed that the renovation proposal has gone to Ms. Linda Hensman. They are expecting a meeting with the architect in the near future.

3.5 Pathology Lab Staff at St. Clare's

Dr. Cook will talk with the staff to take a rotation at the General Hospital. This rotation is to explore a way for a better turn around time of the slides.

3.6 On Site Locum for Pathologists

Dr. Haegert circulated a note of Dr. Parsons and a Locum Policy for 1998. However, this policy did not address the situation of HCC where the volume of work and manpower are large. Dr. Haegert will contact Dr. Hunt for approval of on site locum for the Grace Hospital site.

4. NEW BUSINESS

4.1 Surgical Pathology Statistics 1997

Dr. S. Parai has circulated the turn around time (mean 2.4 days) of pathology reports at the Grace Hospital site. The methodology of turn around time at various sites are different and uniformity is needed for all the sites.

4.2 Pathologists' Manpower

The Human Resource of Lab Physicians is completed. Dr. Haegert will present this report to the Corporate MAC.

4.3 Storage Policy of Blocks/Slides, Intraoperative Report, Wt. of Mastectomy Specimens and Automated Immunoperoxidase Stainer

Discussed briefly.

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4. NEW BUSINESS (CONT'D):

4.4 Next Meeting

The next meeting will be held at the HSC.

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:25 p.m.

SP/tc