

**DIVISION OF ANATOMICAL PATHOLOGY
MINUTES OF MEETING - SITE CHIEFS AND DIVISION MANAGERS
TUESDAY, OCTOBER 17, 2000**

PRESENT: Drs. D. Haegert (Chair), D. Cook, S. Parai, Mr. T. Gulliver and Mr. J. Murphy

The meeting was called to order by Dr. D. Haegert at 4.p.m. The minutes of the meeting of March 2, 2000 were adopted. The following business was discussed with appropriate plan.

1. EQUIPMENT

There is a limited amount of money available for this year. Six microscopes are needed including one for cytology. However, there are two microscopes listed for this year of a 5 year capital equipment list. If monies are available then six microscopes will be purchased. If there is not enough money then at least three microscopes maybe purchased and senior pathologists be given priority for allocation of the microscope.

Action:

Terry Gulliver will contact Nikon & Olympus representative asking them the price list with display microscopes. Ken Rozee of Leica will provide us a display microscope in two weeks.

2. LEAVE FOR PATHOLOGISTS

Dr. D. Haegert will write to all lab physicians of the Program and Discipline regarding the leave policy. Leave requests must be in writing (paper mail, E-mail & filling form) and specifying the type either annual or educational. For educational leave evidence of a course or meeting must be provided and leave maybe granted only for the duration of the meeting plus travel time.

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3. INTRAOPERATIVE CONSULTATION FORM - GENERAL HOSPITAL

Action:

Mr. Terry Gulliver will discuss with Nursing Manager of OR, Ms. Dorothy Budgell to fill out the form with clinical information along with the specimen.

4. PRIORITY SLIDES - GENERAL HOSPITAL SITE

The priority specimen list is reduced as of October 16, 2000. It is the expectation of the pathologists that the slides be ready around 10 a.m.

Action:

Dr. S. Parai and Mr. T. Gulliver will discuss further. A meeting with technologists will be arranged if needed.

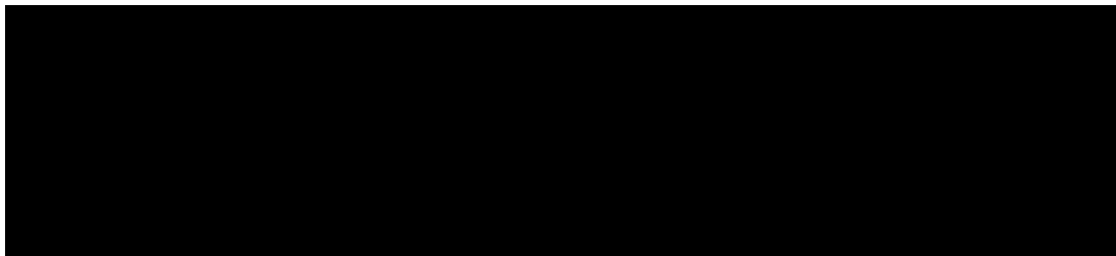
Slides of St. Clare's Hospital Site

Delay of slides, staffing situation and sick leave were discussed.

Action:

Mr. T. Gulliver and Mr. J. Murphy will meet and discuss how to improve the situation. Rotation of staff between the sites will be considered as well.

5.



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6. OUTSTANDING SURGICALS/AUTOPSIES REPORTS

There are many outstanding reports at the General Hospital site. Some of them are more than one year. This is a major problem.

Action:

Site Chief will initiate verbal communication to the pathologists, followed by letters to the pathologists with copy to the Clinical Chief. If this does not work then V.P. Medical Affairs will be informed.

7. ADJOURNMENT

It is agreed that this meeting be bimonthly at alternating sites. The next meeting will be in December at the St. Clare's Hospital site. The meeting adjourned at 5:15 p.m.

SP/tc