



## MINUTES

Pathology Quality Management Committee  
March 21<sup>st</sup>, @ 10:00  
Conference Room, SCM

**Present:**

Dr. Nebojsa Denic  
Catherine Parnell

Tracy Chafe  
Barry Dyer

**Absent:**

Terry Gulliver

Dr. Bev Carter

Janet Laidley

- 1) Approval of Agenda  
Agenda approved

- 2) Approval of Minutes of January 2007 Meeting  
Minutes approved

- 3) Business Arising

- i) Policy & Procedure Implementation / Development

- (a) Accessioning

Approved. T Chafe to incorporate into new template and submit for signing and distribution.

Pathology Tissue Handling

"Upon request", or "only by clinical request" should be added to section on limbs; or otherwise see policy # ---- "Tissue of No Value". C Parnell

Specimen Reception

B Dyer noted problem with wording on page 2, # 4. C Parnell to edit

- (b) Critical Values

N Denic approved. T Chafe to incorporate into new template and submit for signing and distribution.

- (c) Error Management  
J Laidley will speak to Heather Pridham regarding definitions of "error" and advice from QI program viewpoint.
- (d) Clinician's Request to Review a Colleague's Pathology Report  
Approved by MAC
- (e) Improperly Labeled / Mislabelled Specimens  
Page 4, "*Clinical Diagnosis*", make capital. T Chafe to incorporate into new template and submit for signing and distribution.
- (f) Breast needle core biopsies- standardized reporting  
N Denic approved. T Chafe to incorporate into new template and submit for signing and distribution.
- (g) Breast needle core biopsies- standardized grossing  
N Denic approved. T Chafe to incorporate into new template and submit for signing and distribution.
- ii) Quality Management Plan
  - (a) Monthly Plan:
    - Turn Around Time;
    - Turn Around Time 1% of cases;
    - Frozen Section Review
    - Clinical Indicator (Malignant Melanoma)
- iii) Requisition booklets not updated as of yet. When next batch is ordered, they will reflect time. Presently, staff is noting time on forms. B Dyer
- iv) Changes to Meditech
  - (a) urgents – Steno staff was requested to add "*urgent*" when typing report. B Dyer.
  - (b) slide delivery - Requisition sent to Meditech Head Office Boston regarding new tracking system to document time slides finished and given to Pathologist. B Dyer
  - (c) Outside consults – Current report typed to mention previous cases and any changes in diagnosis. As well slides and blocks must be documented to reflect exacting which ones are being sent. C Parnell to write protocol regarding outgoing reports to treating physicians.
- v) Automatic Referrals to QMP
  - (a) frozen section – B Dyer
  - (b) minutes of rounds – N Denic to send memo to remind Pathologists to mention in report.

4) **New Business**

B Dyer to speak with Jane regarding two people signing off on one autopsy case #.  
Possibly make an addendum to report.

Letter from Maria Tracy. B Dyer will liaise with Maria regarding concerns.

5) **Adjournment**

Meeting adjourned @ 12:10

6) **Next Meeting**

April 4<sup>th</sup> 10:00 @ SCM Conference Room