



October 11, 2002

Handwritten notes:
geli
Dr. David Cook
and staff

Dr. Donald Cook
Clinical Chief, Laboratory Medicine Program
Health Care Corporation of St. John's
St. Clare's Site

Dear Dr. Cook:

I am delighted to advise you that the Board of Trustees of the Health Care Corporation of St. John's has confirmed the recommendations of the Search Committee, the Medical Advisory Committee and the Chief Executive Officer that you be appointed Clinical Chief of the Laboratory Medicine Program.

I would like to welcome you to the position and am confident that you will continue to do the excellent job that you have been doing over the past few months and prior to this when you were in an acting position for the year that Dr. David Haegert was on sabbatical leave.

I have attached a generic job description with respect to the role of Clinical Chiefs within this organization. One of the main responsibility areas of the position you are assuming is ensuring the quality of medical care services provided by:

- ensuring appropriate standards of medical care are pursued in the Laboratory Medicine Program;
- liaising with families, patients, other Program Clinical Chiefs, as appropriate;
- ensuring that the work of the medical staff is done on an expeditious and timely basis;
- setting up a tissue auditing system within the Health Care Corporation;
- ensuring adequate physician resources and performance, this would include an annual review of all physicians in the Laboratory Medicine Program.

In keeping with these four broad areas dealing with quality medical services, our expectation is that you will assume a strong clinical leadership role in the Laboratory Medicine Program, which will include active participation in the recruitment and the credentialing process for physicians working in the Laboratory Medicine Program at all sites of this organization.

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General Hospital

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Website: www.hccsj.nf.ca

SITES: Health Sciences Centre (General Hospital/Janeway Children's Health and Rehabilitation Centre/Women's Health Centre)

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As outlined above, one of the key roles of the Clinical Chief is to ensure that there is good quality medical care within his/her program area of responsibility. This often can be accomplished through careful selection and credentialing of physicians who are joining the program, but also through on ongoing monitoring of physician performance through the annual review process that you have already commenced within the Laboratory Medicine Program. As well as the annual review process, there is an expectation that you will work with the other physicians in the Laboratory Medicine Program to set in place a regular tissue audit process within this organization.

An important aspect of carrying out your job is a good ongoing working relationship with senior leadership in the other program areas, especially the Clinical Chiefs. I would expect that you would be a regular and active participant in the activities of the Corporation, especially in terms of the Clinical Chiefs meetings and meetings of the Medical Advisory Committee. These forums are where the input and attendance of Clinical Chiefs is of critical importance in furthering the objectives of good quality medical care within this organization.

You will be required to work closely with the Program Director, Mr. Terry Gulliver, in providing overall clinical direction to the Laboratory Medicine Program and working with Mr. Gulliver in broad administrative leadership, as a member of the leadership team. This will include the main elements captured on the attached generic job description for Clinical Chiefs.

As one of the leaders within the Health Care Corporation of St. John's, you will often have to liaise with other individuals outside this organization. In particular, I reference the Medical School and the Discipline Chair, who will be selected in the near future by Memorial University Faculty of Medicine. I expect that the Discipline Chair should be part of the leadership team process within the Laboratory Medicine Program, as there are close linkages between both organizations not only in terms of education and research, but also in providing clinical services within this organization. As you aware, often there will be other outside agencies such as the Department of Health and Community Services, the Newfoundland and Labrador Medical Association, and the Newfoundland and Labrador Health Boards Association, where you may need to have interaction from time to time. I much appreciated your involvement in the process that led to the development for a plan for Genetic Services within the Province, and this is the kind of work that will come up from time to time with colleagues in other agencies with the health care system.

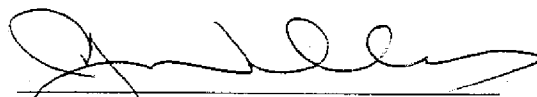
Don, I have very much enjoyed knowing you over the years since I first met you at the Department of Health and Community Services, when you were in your residency training program. Since I have been with this organization, I have been able to observe your interest in

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furthering good medical care within this organization and diligently pursuing issues that fall within your area of responsibility. I strongly encourage you, with our support, to attend conferences of a clinical nature on a regular basis and, as discussed, would strongly recommend that you pursue training of an administrative nature such as the ongoing efforts sponsored by the Canadian Medical Association through the Physician Management Institute. As I have said earlier, we certainly will provide the assistance and support for you to undertake this form of training.

Again, I very much look forward to continuing our working relationship, and I value your efforts and support since I joined this organization a few years ago.

Yours sincerely,



R.J. WILLIAMS, M.D., M.P.H.
Vice President, Medical Services

/dd

Enclosure

c Mr. George Tilley

Eastern HEALTH

PERSONAL AND CONFIDENTIAL

January 5, 2006

Dr. Robert Williams
Vice-President,
Quality, Diagnostic and Medical Services
St. John's Hospitals, Eastern Health
Room # 1352, General Hospital Site
St. John's, Newfoundland
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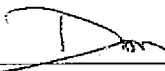
VICE PRESIDENT
JAN 5 2006
MEDICAL SERVICES

Dear Dr. Williams: Bob

I am writing to inform you of my decision to step down as Clinical Chief for the Laboratory Medicine Program, Eastern Health, effective February 28, 2006. As discussed, I have been in the position of Clinical Chief, including Acting Clinical Chief, since March 12, 2002. Overall, I enjoyed this very challenging role and also enjoyed very much working with you. Since the formation of the Eastern Regional Integrated Health Authority, I now feel it is time for a new Clinical Chief to take over the program. I think it is important for this individual to demonstrate strong leadership abilities along with a high level of enthusiasm and motivation. These are important qualities necessary to meet the very challenging issues that lie ahead. I will be continuing on as a Staff Pathologist and Site Chief for the St. Clare's Site and will offer my full support for the new Clinical Chief.

Once again, I thank you for your advice, guidance, administrative expertise, as well as the strong support you have given to me in my years as Clinical Chief.

Sincerely yours,


Donald M. Cook, MD, FRCPC, FCAP
Clinical Chief, Laboratory Medicine Program
St. John's Hospitals, Eastern Health
Phone 709-777-5482
FAX 709-777-5178

Denise Dunn

From: Denise Dunn
Sent: Thursday, January 05, 2006 5:00 PM
To: George Tilley
Subject: Dr. D. Cook



IMAGE (166).TIF
(34 KB)

George,

As discussed, this is Dr. Cook's letter of resignation.

I'm looking at appointing Dr. Denic for a six-month interim basis until we're in a position to appoint a clinical chief for the long term.

Bob

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(Handwritten initials "PC" circled)



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February 6, 2006

PERSONAL & CONFIDENTIAL

Dr. Don Cook
Clinical Chief, Laboratory Medicine Program
c/o Lab, St. Clare's

Dear Don:

I'm writing with respect to your letter of January 5, 2006, and our several discussions concerning your position to step down from the position of Clinical Chief for the Laboratory Medicine Program, effective February 28, 2006.

As you were aware, I was delighted when you agreed to accept the position, and your interest, commitment, energy and overall performance in the position has been exemplary. As well, on a personal note, I've very much enjoyed working with you in the past and more recently in your role with us as Clinical Chief. I'm very sorry to see you leave the position, but note that you'll continue to support the organization as a Staff Pathologist and a Site Chief at the St. Clare's site. I'm happy that we can count on your support in the future, as we work to continue your initiative in the Laboratory Medicine Program.

Best personal regards.

Yours sincerely,

A handwritten signature in black ink, appearing to read "R.J. Williams".

R.J. WILLIAMS, M.D., M.P.H.
Vice President, Quality, Diagnostic and Medical Services

/dd