

May 3, 2001

Dr. Jene
Mr. Sullivan
Mr. Jene
Dr. Sullivan

To our recommendations & approach (T. B's report of May 2, 2001)
Recommendations

- A.C. 1) Procedures for mental health patients to be written up at front of the lab - Process for re-writing ER/PR tests
- this is all outlined in our current manual
 - this will be updated

- Dr. Jene
Mr. Jene
② This already in process
- Dr. Jene Momo to be responsible for the evolution and performance of P.A's

- B.D. ③ Refugentia - out for quotes
The rules will take place

- ④ Done - Stamp & Sign

- B.D. ⑤ Alerts in place - procedure book at manual is there with procedures - place at process site

- B.D. ⑥ Procedures in place, now need to be written

- B.D. ⑦ Do have a protocol Need to write up

N.D. 8.) Communication

all issues have to go to new
section head - Dr. Munkala
needs a site place with Dr. Munkala,
Mr. Dyer, Dr. Dene and
Hedra in I.H.C.

Dr. Dene to advise pathologists

T.D. 3.59) Succession plan

- already in place
- hire 2 test IP's -
the full 2 give them
on random sample lab
1 day per week

T.D. 10) Procedure manual

- already collected CLSI
to start process

B.D. 11) Antibody specific sheets

- done
- updated is necessary

B.D. 12) Message Monitor & Document

- will be written in protocol

13) Pipette Accuracy & Calibration

- B.D. to follow up with T.W.

B.D. 14) Digital Temperature

- to be followed up
- request to correct down to generate has been given
- will put acceptable limits at Coriander
action in document

6.15 Document 3 of 31 entered capable lines
will be put in manual

6.16 New Emps / Graduate selection system
to be documented

N.D. 17. Corrected data log
- form in place
- to be completed by medical staff of IHC site

N.D. 18. Block Play
- now done - blockers at all sites
- to check with Dr. Makinw / Dr. Elms re approval elsewhere

B.D. 19. Implemented
- all put in work

N.D. 20. Implemented (NAEP/PR relationship)
- will send out positive controls to
middle center of configuration
- will follow up with the center

B.D. 21. Will be done

N.D. 22/23 Negative controls
- ND via Fred Elms to review with
Dr. Alan Gordon's lab
- ND - follow up with Dr. Bonerjee
- for now all new antibodies (last 4 days
or new antibodies) will have a regular
control run
- with our automated system - all antibodies
have been verified at volubility before being released

24.

In process in the system here

- follow up by Dr. Denise
- part of Dr. Makuloo work
- techs still not trained to level to perform this service. This will eventually be the case. The intent Dr. Makuloo / Dr. Elms will sign out controls
- Being Done & follow up with Dr. Denise

Subsequent
review
25.

Will check with the center at will
validate before implementing future express

26

new change, being implemented

27.

Template done

28.

Template done

N.D. 29.

will be done

30.

In progress

31.

agree

32.

will be done