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LABORATORY MANAGERS MEETING
2007 02 12 - 1300 Hours - Room 2J705 - HSC

Present

Terry Gulliver	Lynn Wade	Gail Norris
Marg Nofle	Jim Humby	Patsy Francis
Ernie Stapleton	Barry Dyer	Dr. N. Denic
Dr. O. Howell	Randy Butt	

Minutes - 2007 01 08

Adopted as circulated

Business Arising**a. Workload Measurement**

Workload up 6% YTD.

b. Renovations

Terry met with Pat Pilgrim and Keith Bowden regarding renovations of Lab space at St. Clare's and the next step will be to have a blueprint done to see if there is enough space available to accommodate the breast screening clinic.

Terry will be meeting with Dr. Howell, Dr. Denic, and Keith Bowden tomorrow and will be assessing the Pathology space at the HSC to see what will be required to consolidate Pathology from St. Clare's.

Terry will be looking to executive management regarding long term storage requirements as the Janeway buildings have been sold.

c. Union Information/Workforce Issues

Terry has met with Regina Coady re the government's report on workforce issues. She will be working with HR planning regarding Lab Technologist shortages, assessment of combined Lab/X-Ray Technologists at the smaller sites, and bursaries for the training of Genetics Technologists.


d. Budget 2006/07 - Variance Indicators

To the end of December, the Lab deficit is \$356,000 YTD. Managers were asked to complete the budget variance reports for December outlining reasons for this deficit and to review their statements for accuracy. Terry will provide to Dr. Howell budget variance reports for the Program quarterly. Terry asked Managers to keep supply orders to a minimum where possible over the next couple of months.

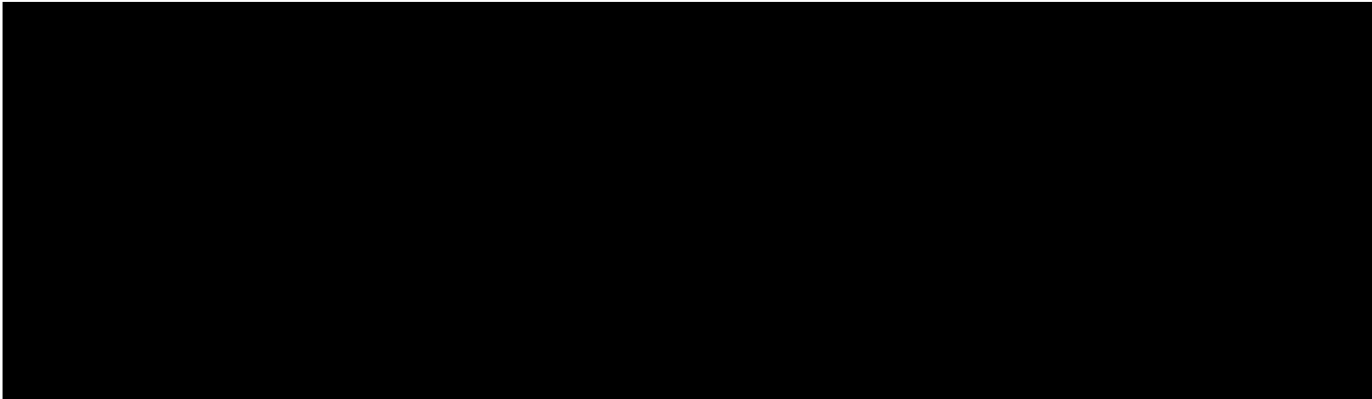
e. Capital Equipment Funding

The 2007-08 priority equipment requests have been submitted to Dr. Howell.

A complete list of all Lab equipment will be compiled and the useful life will be projected in order to plan for replacement. Also, the Purchasing Dept. wants a catalog of all reagent leases that include equipment by division and site.



f.



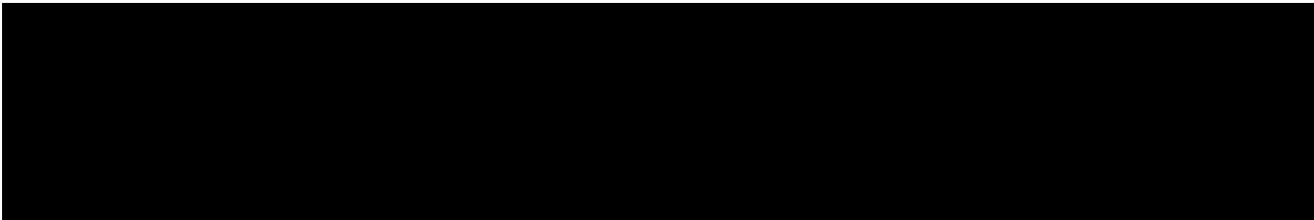
g. Medinet Update

Cathy in Clarendville is currently working through issues regarding Public Health Laboratories and does have access to our dictionaries. Hopefully the peninsulas will come on line sometime in April.

h. 2-Year Plans/Major Objectives

Six month update submitted to Dr. Howell.

i.



j. Accreditation

Lab accreditation teams are meeting regularly; self-assessment surveys to be completed by May 15th.

k. Meditech Update

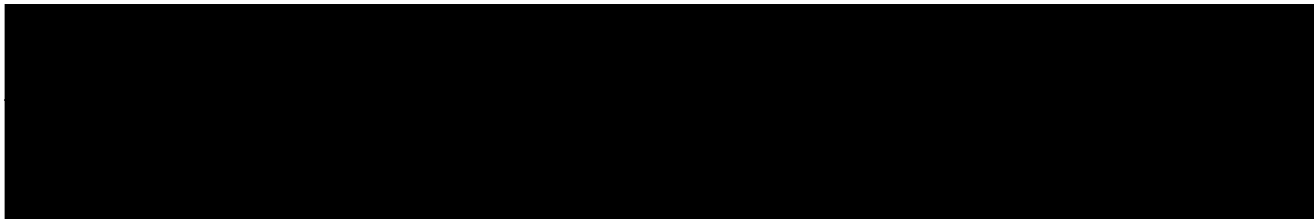
Re Update 5.61, live date is March 15th.

l. Quality Control

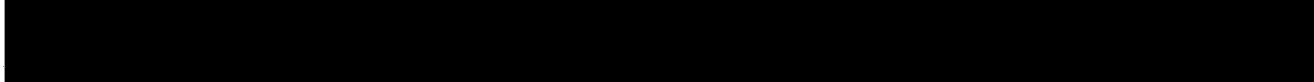
Dr. Howell has secured funding and will be advertising for a new permanent Management position responsible for Lab QC and Safety. This position will report directly to him and will have some future DI responsibilities.

Regarding the presentation of a Lab Quality Control Management System software package held on Jan 9th , no decision will be made until after the new QC Manager has been appointed and has assessed the cost of this system.

m.



n.



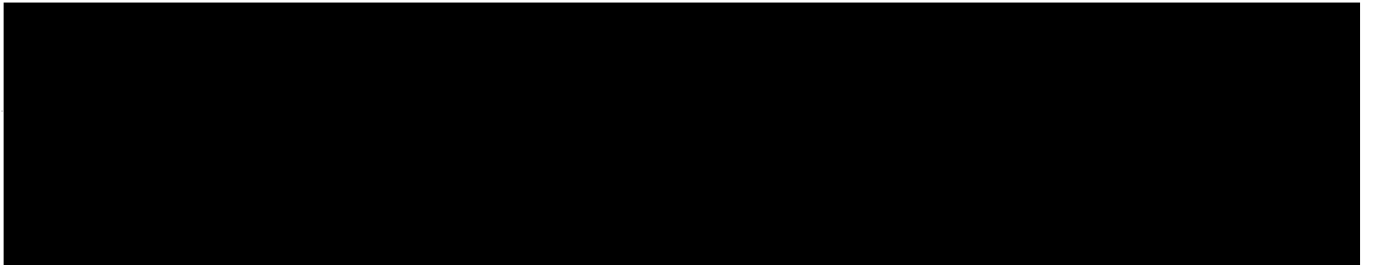
o. Safety

Regarding outstanding Lab safety issues, 20 spill kits have been ordered, air quality has been tested in Pathology Lab, and Barry has prepared a power point presentation to be used for staff education. This presentation has been forwarded to Tom Godden who will be adding additional information as required. Other issues identified in the out of town laboratories will be addressed by the new Lab Manager responsible for QC and safety once appointed.

Regarding the continued traffic through the Laboratory corridors of patients and staff delivering supplies to the Janeway, Dr. Howell will request Facilities to install access code door locks and appropriate restricted personnel signage.

Hand sanitizers currently being installed throughout the Laboratory and Managers were asked to let Marg know if required for their areas. Housekeeping Dept. will be responsible for filling them.

p.



New Business

a. Policy Development Framework

Tracy Tizzard-Drover attended and gave a talk about the policy development framework. Policy template, flow charts and other policy development information will be e-mailed to Managers as all policies will need to be updated and standardized across the region.

Managers were asked to provide Terry with copies of all policies for their Laboratories and Tracy will then inventory.

b.



c. PC's for Lab

Terry will write IT&M requesting PC's for areas that don't currently have them and replacement of older ones.

Next Meeting

Monday, March 12, 2007, 1300 hours, Room 1J409, HSC