



MINUTES

Pathology Quality Management Committee
January 17th, @ 10:00 am
Conference Room, SCM

Present:

Dr. Bev Carter
Dr. Nebojsa Denic

Catherine Parnell
Tracy Chafe

Janet Laidley
Barry Dyer

Absent:

Terry Gulliver

1) **Approval of Agenda**

Agenda approved

2) **Approval of Minutes of October 3, 2006 Meeting**

Minutes approved by B Carter and N Denic

3) **Business Arising**

i) Policy Implementation / Development

(a) Accessioning Policy

C Parnell is to re-update and distribute one week prior to next meeting. B Dyer noted computer requested for frozen rooms at Janeway and Health Sciences Center.

(b) Embedding Policy

Approved for distribution. C Parnell and T Chafe will fill out form to submit to Terry for approval and distribution.

(c) Specimen Refusal

Monthly report was not available, J Laidley verbally noted that occurrences have taken place and managers have been reported to and educated if needed.

(d) Error Management

Policy presented by C Parnell and changes made. J Laidley will speak to Heather Pridham regarding definitions of "error" and advice from QI program viewpoint.

(e) Specimen Collection

Policy presented by C Parnell, will write more detail on exactly which specimens.

(f) B Dyer to clarify his policy request

B Dyer has requested a policy regarding cases requested by clinician to be sent out of the institute for a primary or secondary opinion. B Carter will write up with advice from Heather Pridham and Canadian Association of Pathologist.

(g) Critical Values Policies

Policy not yet developed. B Carter and N Denic to prepare.

(h) N Denic requested submission of a new policy on tissue of limited clinical value.

ii) Quality Management Plan

(a) Monthly Plan

Will be distributed by C Parnell one week prior to the next meeting. This will include a concise report on each aspect of Quality Management assessed in prior month.

Discussion ensued regarding increased workload on non QMP staff. B Dyer will request the secretaries send copies of minutes of interdepartmental rounds to C Parnell at time of typing. B Dyer will request a third copy of Frozen Section form to C Parnell. He will also explore avenues of collection of slides for the QMP. Cases marked as urgent will be marked by secretaries at time of original dictation.

(b) Meditech Modification

B Dyer will investigate placing a status marker in Meditech to be activated at the time of distribution of slides. This will take place for St. Clare's site. He will also discuss the above with IMHC department.

4) **New Business**

J Laidley requested terms of reference to be developed as soon as possible. B Carter to develop and distribute prior to next meeting. At that time we will decide whether or not a separate policy and procedure, development and implementation committee needs to be formed.

C Parnell outlined some differences in reporting from two sites. B Dyer will discuss with N Denic and T Gulliver regarding uniformity of reporting at both sites.

B Dyer outlined current QC practice within technical lab. B Dyer will instruct staff to add time of sending, receiving to the courier's waybill slip. B Dyer and B Carter requested and annual outstanding report going back three years. C Parnell to do.

As well average TAT for Pathologists for 2006 will be performed by C Parnell.

When outside consults are received they will be typed by secretaries verbatim into Meditech report under addendum section.

B Dyer to discuss with secretaries, N Denic to discuss with pathologists.

B Dyer has decided to set up Meditech policy and procedure manual for Pathologist. B Dyer will instruct, share with T Chafe.

5) **Adjournment**

Meeting adjourned @ 12:10

6) **Next Meeting**

February 21st @ 10:00 @ SCM Conference Room