

MINUTES
LABORATORY PROGRAM
DIVISIONAL MANAGERS MEETING - #11

97 11 12 at 0900 Hours - Room 1555 - HSC

Present

Vern Whelan	John Martin	Patsy Francis
Winston Brown	John Murphy	Betty Rogers
Avara Varghese	Lynn Wade	Dr. Haegert
Annette Kennedy	Terry Gulliver	

Position Descriptions

All lab position descriptions have been completed.

The deadline for receipt by the corporation is 97 12 31.

Performance Evaluations

Should be ongoing.

Bar Code Printers

Seven bar code printers for the HSC have been requested from Information Systems. Grace needs one additional printer. These bar code printers need to be purchased as quickly as possible.

Faxing Reports

A draft of a new corporate wide policy was circulated.

Recent Moves

Microbiology from Janeway moved to HSC.

Cytology GYN is all done now at the Miller Centre.

Immunoglobulins from Immunology at the Janeway moved to Chemistry at the HSC. One staff member from Immunology at the Janeway moved to Immunology at the HSC.

Career Laddering

Committee set up.

Blood Culture - St. Clare's

Lab will no longer collect blood cultures at St. Clare's between the hours of 2000 and 0800 starting 97 12 01.

Disaster Plan

Being revised - Fan out lists for HSC updated.

Lists to be done for St. Clare's, Grace, and Janeway with copies to switchboard.

LX Negotiations

Teleconference 97 11 14, 1130-1200 hours. Employer and employee proposals circulated.

Janeway Registration

Committee consisting of Winston, Lynn, Terry, Varghese, and Betty to look at registration.

Reports

A working group is to be set up to look at standardizing reports at all sites.

Requisitions

The Laboratory Utilization Committee is trying to standardize laboratory requisitions at all sites.

HIV Clinic - St. Clare's

Effective 97 12 01, the HIV Clinic will move to St. Clare's. Some education is required for laboratory staff.

Each site will continue with its own policy with respect to using precaution labels.