

**Performance Goals and Objectives / Clinical Chiefs
2002/2003**

Name: Dr. Donald Cook **Title:** Clinical Chief

Program: Laboratory Medicine Program

Goals/Objectives	January 1, 2003	April 1, 2003	July 1, 2003	October 1, 2003
1. Annual review of Laboratory physicians to be completed May 1, 2003	<p>Meeting January 31, 2003</p> <ul style="list-style-type: none">Phase I completed – each physician has completed their section of the annual review.Dr. Cook will be completing the interviews and analysis by the end of May, 2003.	<p>Meeting May 2, 2003</p> <ul style="list-style-type: none">19 physicians in the Program; documents completed on all; 5 interviews left to be completedA number of issues have been followed up with a number of the individuals reviewed (one to do with delays in reporting surgical specimens, the other with respect to quality of reports)		<p>Meeting October 3, 2003</p> <ul style="list-style-type: none">All annual reviews have been completed.Issues arising on an individual basis have been discussed and addressed.Follow up will occur in the next annual review cycle 2004.Dr. Cook has given an overview to the V.P. – Medical Services re issues of a general nature that have arisen.These are being followed up.

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2. Recruitment of Pathologists and filling of vacant positions. (All new appointees to have detailed job description on appointment.)	<ul style="list-style-type: none"> Dr. Cook has aggressively pursued this and has identified: <ol style="list-style-type: none"> 1) Dr. Dan Fontaine who is finishing his residency at Dalhousie in July, 2003. Awaiting the Department of Health and Community Services approval and formal assistance. 2) Dr. Khaman has verbally agreed to join the Program July 1, 2003. 3) Dr. Chittal has verbally agreed to stay on an additional year in a contract position. 4) Dr. Nawaz will be pursued if one of the other individuals fall through. 	<ul style="list-style-type: none"> Dr. Dan Fontaine has given a verbal commitment to return. He has received bursary assistance and will be offered a University appointment. Dr. Khaman has advised she will not be coming. Dr. Chittal has extended his contract for a further year. Dr. Miraliakbari will join the Program on July 1, 2003. Only position to be filled is University Chair. 		<ul style="list-style-type: none"> All positions under Dr. Cook's responsibility have been filled. Dr. Cook has provided an overview document of staff and potential retirement implications. Dr. Cook is liaising with a number of Pathologists who may be available to fill positions when incumbents retire.

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3. Oversee the start up of Surgical Pathology Review Committee.	<ul style="list-style-type: none">▪ Committee set up under Chair of Dr. Ejeckam.▪ Hoping to have first meeting by May/June, 2003.	<ul style="list-style-type: none">▪ Committee operationalized		<ul style="list-style-type: none">▪ Committee meeting on a regular basis.▪ Issues referred to Clinical Chief and V.P. – Medical Services to follow up.

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4. Initiate regular, monthly meetings with Division of Cytopathology.	<ul style="list-style-type: none">▪ In process	<ul style="list-style-type: none">▪ Meetings have commenced and issues have been identified and will be addressed (e.g. correlation of biopsy reports with pap smears, internal proficiency testing, development of a quality assurance manual).		<ul style="list-style-type: none">▪ This has been accomplished.▪ Dr. Dan Fontaine is becoming more involved in this area.

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5. Quality control policies and procedures manual for Anatomic Pathology and Cytopathology.	<ul style="list-style-type: none">▪ First draft completed for review by Leadership Team of Anatomical Pathology.▪ Dr. Lynn Morris-Larkin reviewing Q.A. Program for Cytopathology.	<ul style="list-style-type: none">▪ second draft has been completed and out for review▪ Ongoing		<ul style="list-style-type: none">▪ This is progressing.▪ Feedback received on draft and after revisions, it will be circulated more widely in the Program.

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6. Oversee development of and implementation of core lab functions at St. Clare's (Hay Report).	<ul style="list-style-type: none">▪ Awaiting renovations by facilities.▪ Currently initiating discussions around issues but implementation depends on Facilities Management	<ul style="list-style-type: none">▪ Discussed at planning day▪ Implementation now depends on Facilities Management to complete renovations.		<ul style="list-style-type: none">▪ Still waiting on Facilities.▪ Delays due to asbestos.

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7. Oversee consolidation of Microbiology at General Hospital Site (Hay Report).	<ul style="list-style-type: none">▪ Process complete within the Laboratory Medicine Program.▪ Awaiting facility change to implement.	<ul style="list-style-type: none">▪ Now awaiting Facilities Management.		<ul style="list-style-type: none">▪ Still awaiting Facilities.▪ Out of hands of Laboratory Medicine Program.

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8. Participation in physician management courses.	<ul style="list-style-type: none">▪ Will attend PMI III Course in October, 2003, in St. John's.▪ Reviewing other courses available.	<ul style="list-style-type: none">▪ Will be pursued▪ Will plan to take additional modules of PMI.		<ul style="list-style-type: none">▪ Dr. Cook will continue to pursue on an annual basis.

Date Proposed: **October 4, 2002**

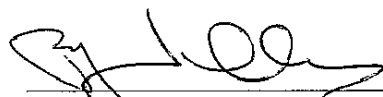
Final Comments: Dr. Cook is very diligent in taking on the responsibilities of Clinical Chief of the Laboratory Medicine Program. He is involved with all aspects of planning and administration of the Program.

He has worked hard stabilizing medical staff recruitment and retention and has been very successful.

He has an active overview of medical staff retirement plans and will be utilizing this information in his ongoing efforts.

He has a great interest in Quality Initiatives and has made some excellent progress in this area.

An overall great effort and impact as Clinical Chief.



DR. ROBERT WILLIAMS
Vice President, Medical Services

Nov 4 / 2003
Date



Dr. Donald Cook
Clinical Chief, Laboratory Medicine Program

Nov 4, 2003
Date