

LABORATORY MANAGEMENT COMMITTEE - MEETING #3
WEDNESDAY, 99 10 27, 1500 HOURS, ROOM 1555, HSC

PRESENT

Dr. D. Cook (Chair)	Betty Rogers	Dr. D. Robb
Vern Whelan	Winston Brown	Dr. L. Whitman
Dr. S. Parai	Annette Kennedy	Lynn Wade
Dr. P. Wadden	Terry Gulliver	Dr. E. Randell

ABSENT

Dr. J. Hutchinson Patsy Francis

Dr. Cook welcomed Dr. Parai as a representative of Site Chiefs and Dr. Wadden as a representative of Pathology.

Minutes of 99 09 08 approved - Brown/Randell

BUSINESS ARISING

1.1 Utilization Committee (reports to this committee)

- a) Utilization Officer - awaiting reply from V.P.
- b) New Requisition - Draft #1 circulated. To be discussed at divisional level and report back for next meeting.

1.2 Y2K

- This committee assured Laboratory is Y2K compliant.
- Staff numbers are deemed adequate and if problems are encountered at 12 midnight, the evening shift will remain to assist the night shift. Each should have a resource person to contact in case of unforeseen problems.

1.3 [REDACTED]

2.2 Human Resources Plan

Still awaiting reply from V.P.

3.1 [REDACTED]

3.2

3.3

3.4 Safety Audits

The recent safety audits performed by Occupational Health identified the need for WHMIS training. Annette Kennedy will organize for Laboratory training.

3.5

O.I. Activities

Copies of latest Human Resource indicators and external proficiency tests circulated.

Units for each division and the Laboratory as a whole were discussed. Concern was expressed about the drop in units. Each division to check to see if everything is being captured properly now that we are on the corporate HIS model.