Notes of Meeting - Laboratory Medicine Program
May 23, 2003 – 0900 Hours

Present: Dr. D. Cook
Dr. R. Williams
Mr. T. Gulliver

Minutes - May 2, 2003

Approved as circulated.

Business Arising **Action by**

1. [redacted]

2. [redacted]

3. **Capital Equipment**

Laboratory will be putting together tender specs for Atomic Absorption Spec, Light Cycler, and several smaller pieces of equipment to be purchased from the Year 2 IGA funding. Dr. Williams asked Terry to write a letter to him requesting the IGA funds for Year 2. Terry

Dr. Williams approved the use of $100,000 from VOCM Cares for the purchase of a Gas Chromatograph to be shared by Microbiology and Biochemical Genetics. Remaining funds from the $100,000 will go to the Medicine Program for a DNA banking system. Terry will facilitate. Terry

Dr. Robb has indicated to Terry that there is a need for new microscopes for two pathologists and also new pathology residents and a multi-headed teaching scope. Terry will work with Dr. Robb to determine if this can be fulfilled in the upcoming capital equipment allocation. Terry

Action By

Terry indicated that Year 3 of the IGA funds to be used for the purchase of an Automated Pap Smear Screener for the province. Dr. Williams requested that Terry write to address this request. — Terry

Terry inquired as to when the Programs will receive their 2003 capital equipment allocations. Dr. Williams will follow up. — Dr. Williams

4. [redacted]

5. Lab Renovations

Phase 3 started, but delayed. Initial discussions have taken place with Winston Brown and Dr. Hutchinson in regards to renovations at HSC to accommodate the Microbiology consolidation. — Terry

6. [redacted]

7.

8. Budget

Terry met with Finance and finalized the 2003/4 budget. Terry pointed out that this year's budget is approximately $47,000 less in supplies than used in 2002/3. Also, the Program had removed one FTE, however, the Program is carrying two FTE's in Genetics without funding.

Action By

9. Lab Planning Day

Dr. Williams will present the major objectives from the Laboratory's three-year plan to Executive Management. — Dr. Williams

10. [redacted]

11. [redacted]

12. [redacted]

13. Pathologists' Workload

This will be discussed at next month's Site Chief meeting.

14. Pathologists' Billing

Dr. Williams will write Cathy Bradbury to arrange meeting. — Dr. Williams

New Business

1. [redacted]