

## CIHRT Exhibit P-2316 Page 1

LABORATORY PROGRAM  
DIVISION MANAGERS MEETING  
REPORT - 2002 06 18  
1000 HOURS - ROOM 1J409

PRESENT

Terry Gulliver  
Barry Dyer  
Lynn Wade

Ernie Stapleton  
Annette Hill  
Marg Nofle

Winston Brown  
Patsy Francis

1. Minutes of 2002 02 12 - approved as circulated.

2. Business Arising

a. Vacation Relief 2002

Lynn updated the group on the summer placements. Barry requested that his replacements start earlier than scheduled.

b. Workload Measurement

Terry informed the group that by the next fiscal year 2002/3 he would like to see all divisions reporting their workload based upon patient care versus non-patient care.

Terry also informed the group that he will supply monthly productivity statistics for the program.

c. Revision of Receipt by Shipping Batches

After some discussion, Lynn said that she will pilot this for the Hormone Assay specimens.

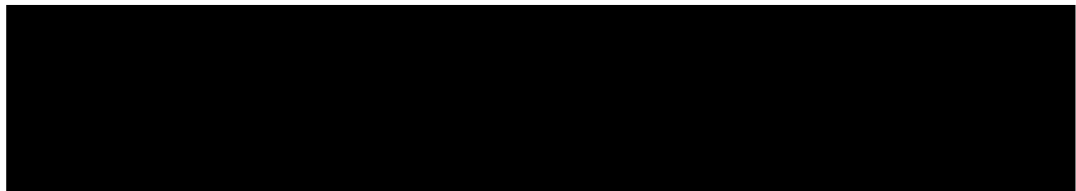
Barry also agreed to check with Information Systems on the possibility of removing the ML site and other sites such as the Grace from the dictionaries.

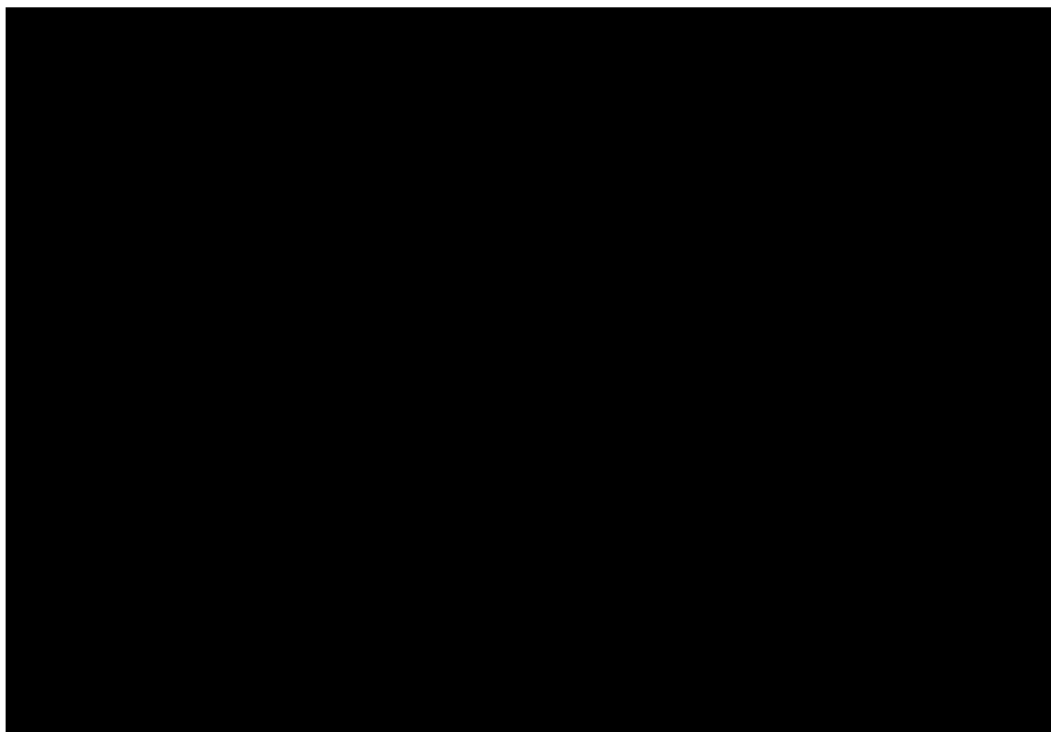
d. Renovations

Terry went over phase 2 of the ongoing renovations at the General site.

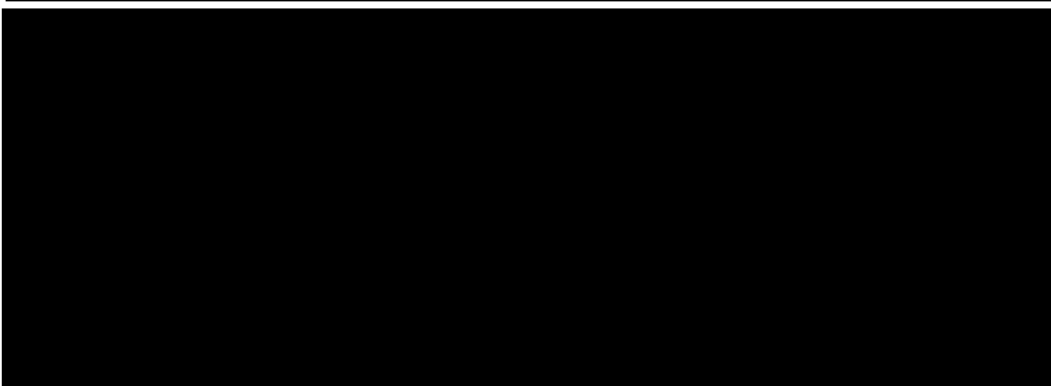
Lynn was going to check with Facilities Management at St. Clare's on installing a wheel chair accessible door in the Lab at St. Clare's.

e.





f.



g. Performance Evaluations

Terry reminded the group that each PFT employee must have a tri-annual performance appraisal and also that new employees are required to have a probationary appraisal.

h. Operational Review

No new updates from corporate team.

Barry informed the group about his plans for the Pathology Lab at St. Clare's.

i. Budget 2002/3

The Lab budget has been finalized with a reduction of \$250,000. To date \$115,000 has been reduced with a further savings of \$135,000 by year end.

3. New Business

## a. Goals &amp; Objectives

Terry has quarterly meetings with Dr. Williams to review his own goals and objectives and Terry will try to meet with each manager on a quarterly basis.

## b. Capital Equipment Funding

Terry has not received any confirmation on this year's capital equipment funding. He asked each manager to send him any requests in anticipation of this funding.

Terry also informed the group that he had updated the external laboratory requests for capital equipment funding campaign.

## c. St. Clare's Rotation

Terry had circulated the rotation of managers at the St. Clare's site and everyone felt it was sufficient.

## d. Power Processor/Specimen Sorting

Terry informed the group that Annette will lead this project with help from Lynn and Barry. In conjunction with the power processor being installed, we are looking at transferring the responsibility for specimen sorting function/workload to the Biochemistry Division.

## e. Auto Verification of Tests

Terry asked that the Division Manager, where applicable, start the process to auto verify results. He would like to see this completed late this year.

## f. Medinet Update

Wins informed the group that Public Health Lab is a beta testing site for the Medinet hookup.

Lynn informed the group that when the Medinet is hooked up province wide, that we should see a reduction of one DEO.

## g. Interviews for Program Chief

Terry informed the group that interviews are scheduled to fill the position and he asked the Managers if they had any particular questions for the interview.

4. Other Businessa. 

## b. Pathology Missing Specimens

Barry informed the group about 15 cervical biopsy specimens that went missing in the Women's Health Program. Several meetings were held with QI, the Laboratory, and Women's Health to discuss the submission of precious samples to the Laboratory.

While Pathology has a process in place where the submitting floors complete a specimen log book, Barry informed the group that QI may ask that the same process be followed for Microbiology samples and possibly Cytology samples.

c. 5. Adjournment

a. Next Meeting Date - 2002 09 03