

LABORATORY DIVISION MANAGERS MEETING
2005 10 11 - 1000 HOURS - ROOM 1767

Present

Terry Gulliver	Ernie Stapleton	Annette Hill
Barry Dyer	Marg Noftle	Gail Norris
Patsy Francis	Lynn Wade	Jim Humby
Randy Butt		

Minutes - 2005 09 27

Adopted as circulated.

Business Arising

a. Workload Measurement

Not discussed.

b. Labelling

Not discussed.

c. Renovations

Gail asked that Terry request that Microbiology's renovations be given priority by Facilities.

d. Union Information

Not discussed.

e. Budget 2004/05 - Variance Indicators

Terry has completed in consultation with Roseann the Lab's 3-Year Budget template which includes a request for an additional \$301,000 for new staff and an additional \$445,000 for operational costs due to volume changes as well as new activities, procedures, etc. The plan has been e-mailed to Managers and they are asked to e-mail Terry with anything else that needs to be included. Because of the recent issues that have been identified regarding breast cancer testing, Dr. Williams has indicated that a request for an additional \$250,000 should be included to implement a QA Program for the Immunopathology service. Terry and Barry will put together a proposal for a QA program which will include the standardization of grossing of pathology specimens, fixation of specimens, the training of Pathology Assistants, etc.

Lynn indicated that the recruitment process for summer relief staff usually begins in February and she anticipates a shortage of available staff for hire to cover next year's summer relief requests. Terry indicated that it may be necessary to limit the number of staff off at a time as well as the number of vacation weeks per employee approved during the summer.

f. Capital Equipment Funding

Annette stated that she is in urgent need of a centrifuge at St. Clare's. Terry said that a new centrifuge can be purchased from money that is left from last year's capital equipment funding.

Terry stated that it is still not known how much capital equipment funding the

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Lab Program will receive this year in total. The IGA funding will be received, however, approximately \$350,000 of this will be needed to upgrade karyotyping workstations in Genetics and that will then leave approximately \$200,000 for the remainder of the Program.

Randy and Jim indicated that they do not receive a set amount of capital equipment funding in their regions; they submit their list of equipment each year to the Capital Equipment Committee for consideration.

g. Autoverification of Tests

Not discussed.

h. Medinet Update

Not discussed.

i. 3 Year Plans/Major Objectives

Terry gave Jim and Randy a copy of the Lab Program's current 3-Year Strategic Plan which will reach completion by March, 2006. Most of the major objectives outlined in this document were accomplished by the identified time lines. The preparation of a new comprehensive plan for Eastern Health's Lab Program will begin in the next couple of months.

j. Lab Forum for Staff

Not discussed.

k. Hard Copies of Reports

Not discussed.

l. Long Term Storage

Not discussed.

m. New Testing

Not discussed.

n. Computer Downtime Plans

Not discussed.

o. New Eastern Health Structure

Terry met with Dr. Williams about the new management structure of the Lab Program and will be putting together an organizational chart outlining Managers' regional responsibilities for approval by Executive Management.

Terry, Annette, and Marg will make site visits to the Labs in Carbonear and Clarenville on Wednesday, October 19/05. They will be in Carbonear from 0900 to 1100 hours and in Clarenville from 1300 to 1500 hours. Terry will meet with Randy, Jim and the Lab staff to address any issues/concerns they may have. Randy will arrange for a staff member from Old Perlican to attend and Terry will speak to staff from Whitbourne and Placentia at the Congress. Jim will make arrangements to have a staff member from Bonavista present and Terry will make arrangements for a site visit to Burin maybe the following week.

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Terry asked Randy and Jim to prepare a summation of each site in their region that offer laboratory services, listing equipment, contracts with expiration dates, number of staff, and test menus for his visit next week and to be reviewed and discussed with the Division Managers. Terry also asked Randy and Jim to provide a list of their X-Ray/EKG responsibilities so that Terry can write to the Directors of these departments. In the meantime, they will still be responsible for these areas.

Until Executive Management approves the new Laboratory Management structure and the addition of regional responsibilities for each Manager, operations will remain status quo.

New Business

No new business.

Next Meeting

Tuesday, November 8, 2005, 1000 hours - Room 2865 - HSC