



## MINUTES

Pathology Quality Management Committee  
November 22<sup>nd</sup>, @ 10:00 am  
Conference Room, SCM

**Present:**

Dr. Bev Carter  
Dr. Nebojsa Denic

Catherine Parnell  
Tracy Chafe

**Absent:**

Janet Laidley

Terry Gulliver

Barry Dyer

1. Approval of Agenda  
Agenda was approved.
2. Approval of Minutes of October 3, 2006 Meeting  
Approval deferred until next meeting.
3. Business Arising
  - i) **Implementation of Policies**
    - a) Fixation  
Fixation policy was discussed briefly. N Denic will talk with B Dyer about changing holdback policy for small biopsies. B Carter will place the policy & procedure into proper form and add rider regarding uncontrollable circumstances such as weekends and out of town specimens.
    - b) Accessioning  
C Parnell will place policy on proper form and change to bullet form with less wording and more concise information. C Parnell will liaise with B Dyer to add a time of specimen collection to work booklet. The paragraph regarding arrangement of requisition will be removed from policy.

- c) Embedding  
Not discussed, as B Dyer absent. C Parnell will forward policy to B Dyer with the template.
- d) Renal Biopsy  
This policy has been accepted. Marjan will place on proper form. C Parnell to forward.
- e) Specimen Refusal  
The Administration policy for handling of precious specimens will be modified by C Parnell to reflect N Denic's June 06 memo. C Parnell will write policy concerning pathology lab handling of specimens with improper history and other items noted in N Denic's memo.
- f) Error Management  
The flow chart by N Denic will be modified as per discussion and adapted by C Parnell to our form. Note will be made in new policy of association with administration policy. The policy will also include a step that instructs immediate notification to N Denic of any great errors.

ii) **Quality Management Plan**

- a) Yearly plan was discussed and accepted.
- b) Monthly plan was discussed and accepted.
- c) Clinical indicator review not yet completed. Catherine to tabulate results for next month's meeting.

iii) **Policy on Consults**

Deferred as B Dyer was absent.

4. **New Business**

- i) C Parnell will work with B Dyer to modify Meditech to better reflect turn around times.
- ii) C Parnell wrote specimen collection policy. The policy must be on proper form and in bullet form. The formalin ratio should be 10 to 1 and this policy brought forward to next meeting.
- iii) C Parnell wrote policy on Submission of Tissue to Microbiology. This needs policy statement and an additional bullet defining who fills out the requisition form.