



MEMORANDUM

DATE: March 13, 1998

FROM: Mahmoud A. Khalifa, MD, PhD, FRCPC

TO: Drs. ~~D. Cook~~, D. Haegert, S. Parai and C. Pushpanathan
Mr. T Gulliver and J. Murphy

SUBJECT: Notice of a site Chiefs' meeting

As you might have already been informed, we plan on having a site Chiefs' meeting on Thursday, March 19, 1998 at 3:00 P.M. (Room 1555).

AGENDA ITEMS

1. Follow up on ER/PR reporting
2. Case referral policy - finalization
3. Procedure for adding new antibodies to our existing panel
4. TNM staging
5. New business
 - tissue policy CAP
 - protocol for handling autopsies / body release form.
 - New slide stains for immuno's
 - TAT at St. John's. ~~was~~ update
 - beam policy

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General Hospital

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SITES: General Hospital • Ianeway Child Health Centre / Children's Rehabilitation Centre • Leonard A. Miller Centre



MEMORANDUM

DATE: March 16, 1998

FROM: Mahmoud A. Khalifa, MD, PhD, FRCPC

TO: Drs. D. Cook, D. Haegert, S. Parai and C. Pushpanathan
Mr. T Gulliver and J. Murphy

SUBJECT: Notice of a site Chiefs' meeting

As you might have already been informed, we plan on having a site Chiefs' meeting on Thursday, March 19, 1998 at 3:00 P.M. (Room 1555).

AMENDED AGENDA ITEMS

1. Follow up on ER/PR reporting — settled
2. Case referral policy - finalization ✓
3. Procedure for adding new antibodies to our existing panel → update list of immuno's
4. TNM staging → TN ? met → investigate
 { Newly the list New Ab's on available
 what Ab's are useful for }
5. Common policy for discarding specimens → CAP 1996
6. Uniform autopsy protocols
7. Surgical pathology turnaround time at St. Clare's Hospital
8. Automatic slide stainer
9. New business — locum policy

— Next meeting at St. Clare's 3:5, Incl Tuesday in April

General Hospital

March 25, 1998

**SITE CHIEFS/DIVISIONAL MANAGERS
MINUTES OF MEETING – MARCH 19, 1998 AT 3:00 P.M.**

Present: Drs. D. Cook, D. Haegert, M. Khalifa, S. Parai and Mr. T. Gulliver and J. Murphy
Regrets: Dr. C. Pushpanathan
Started: 3:00 P.M.

Dr. M. Khalifa amended paragraph 3.2 of the previous meeting's minutes. It should read "Dr. Khalifa will transfer the responsibility of reporting the results of the immunohistochemical staining of ER/PR to the respective pathologists on March 1, 1998. Dr. Prabhakaran will be contacted at a later stage and asked to discontinue the biochemical assays." A motion from Mr. Gulliver, seconded by Dr. Cook accepted the minutes of the previous meeting.

Business arising

1. Dr. Khalifa updated the committee about the current stage of ER/PR reporting by the requesting pathologists. The transition was going smooth. Dr. Cook made very positive remarks about the role played by Dr. Khalifa in this regard.
2. Dr. Cook suggested two changes to the outside case referral policy. Dr. Khalifa informed members of the committee that, following the adoption of the last two recommendations from Dr. Cook, the policy will be ready for submission to a legal counselor.
3. Dr. Khalifa suggested that a system be in place for members of the committee to study requests submitted from various staff members for the addition of new antibodies to our existing panel. Members of the committee agreed that such requests be submitted to the respective site chief, who, in turn, brings them to the committee. These requests are to be studied in the light of supportive evidence, year's utilization and budgetary feasibility. Final decisions are to be made jointly by members of the committee.
4. Dr. Khalifa informed the committee of the recent efforts by the Newfoundland Cancer Treatment and Research Foundation to include the TNM stage of all tumors in patients' charts. Pathologists are encourage to provide their pathologic staging in their reporting of radical excision specimens. Dr. Khalifa, suggested that information regarding TNM staging be included in the final tumor summary checklist in the near future.
5. A lengthy discussion took place regarding the current policies for discarding specimens. Mr. Gulliver presented a comparison between the CAP's and current policies in this regards. There was an agreement that those guidelines proposed by CAP should be adopted immediately at the General Hospital site. Other sites seemed to be in compliance with these new guidelines. There was concerns about storage place when amalgamation takes place.

The meeting adjourned at 4:00 P.M.

1st Pmm
2nd Tany