

**DIVISION OF ANATOMICAL PATHOLOGY  
MEETING OF SITE CHIEFS AND DIVISIONAL MANAGERS  
HEALTH CARE CORPORATION OF ST. JOHN'S**

**DATE:** June 26, 2001 (Tuesday)  
**TIME:** 10 – 11 a.m.  
**PLACE:** Room #2868, Medical School

**AGENDA**

- 1. MINUTES OF THE MEETING OF APRIL 25, 2001**
- 2. BUSINESS ARISING**
  - 2.1 Secretary / Stenographer
- 3. NEW BUSINESS**
  - 3.1 Quality Assurance Program for Anatomical Pathology/  
Pathologists' Review
  - 3.2 Any Other Business.

SP/tc

**MINUTES OF THE MEETING  
SITE CHIEFS AND DIVISIONAL MANAGERS  
DIVISION OF ANATOMICAL PATHOLOGY  
HEALTH CARE CORPORATION OF ST. JOHN'S  
JUNE 26, 2001**

**PRESENT:** Dr. S. Parai, Dr. D. Cook, Dr. D. Haegert

**ABSENT:** Mr. T. Gulliver and Mr. J. Murphy

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**1. CALL TO ORDER**

The meeting was called to order by Dr. S. Parai at 10 a.m.

**2. MINUTES OF THE MEETING OF APRIL 25, 2001**

The minutes of the meeting of April 25, 2001 were adopted with some changes in Item #7 of New Business – “Secretarial work for Site Chief which requires 25 to 30% of a full time equivalent secretary”. The program has already been supporting this.

**3. BUSINESS ARISING**

**1. Documentation of Phone Call**

Documentation of phone calls or verbal report to the physicians has to be recorded in the surgical and autopsy reports. St. Clare's site has been doing this very effectively.

**2. Her-2 Expression, ER and PR Control**

The controls for all these immunostaining are checked by the Site Chief or by on call Pathologist when Site Chief is not available.

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**4. NEW BUSINESS**

Quality Assurance Program for Anatomical Pathology/Pathologists' Review

This meeting is dedicated for the above items and the following points are discussed.

1. System Review

This system review is not in place. It will be discussed in the next meeting for possible implementation of pathology report review by system by a committee.

2. Turn Around Time

This has been in place for both the sites and will continue.

3. Outstanding Report

This has been in place for both the sites and will continue for both surgicals and autopsy.

4. Canned Text

There is partial implementation of canned text at the General Hospital site for ER, PR and Her-2 Neu Expression. It is important to use standard specimen grossing and reporting.

5. Frozen Section Review

It is important for every three months to review the frozen section diagnosis and compare with the final report.

? # of cases

6. Performance Improvement Program

Institutional Case Review: a) American College of Pathologists' material will be used as well as, b) American Society of Clinical Pathologists' Check Sample Review.

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**4. NEW BUSINESS (CONT'D):**

**7. Quality Control Rounds**

- (a) Interdepartmental Rounds - Presently in place at both sites.

The Health Sciences has the following Rounds: Med Path Rounds, Gyn Path Rounds, Medical Grand Round, Lymphoma Board.

- (b) Intradepartmental Round

This has been in place at both the sites. The Health Sciences has every Friday slide rounds and the topics are documented. As well there is a Lymphoma Round on every Wednesday. The St. Clare's hospital has weekly Surgical Pathology Rounds with well documentation of the diagnosis and recommendation.

- (c) Interhospital Rounds

Monthly Pathology Rounds participated by all the Pathologists and Residents. Cases are discussed in depth with up-to-date information.

- (d) Intradepartmental Consultation

This has been going on at both the sites; however, St. Clare's hospital has proper documentation of consultation. At the General hospital site documentation is not done all the time.

- (e) External Consultation

This is in place at both the sites. The cases are referred to CRCCP, AFIP, etc.

gnd  
 St. Clare's  
 Med path  
 round  
 Medical  
 Grand round  
 CP C's  
 Chest tumor  
 board round  
 done by

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**5. OTHER BUSINESS**

Following items are to be discussed in the next meeting:

1. Specimen Adequacy Report.
2. Random Surgical Case Review.
3. Random Autopsy Case Review.
4. Lost Specimen Record.
5. Histology Slide Delivery and Quality Control to Histology Lab.

**6. ADJOURNMENT**

The meeting was adjourned at 11 a.m.

/tc