

Minutes of **Executive Management** meeting held **21 November 2006** at 8:30 a.m.
Conference Room "C" - Corporate Office, St. John's.

Present:

George Tilley, Chief Executive Officer – Chairperson
George Butt, Vice President
Beverley Clarke, Chief Operating Officer
Pat Coish-Snow, Chief Operating Officer (regrets for ER/PR presentations)
Stephen Dodge, Vice President
Louise Jones, Chief Operating Officer
Alice Kennedy, Chief Operating Officer
Fay Matthews, Chief Operating Officer (regrets for both presentations) – via conference call
Dr. Oscar Howell, Vice President
Louise Jones, Chief Operating Officer
Pat Pilgrim, Chief Operating Officer
Wayne Miller, Senior Director

Susan Bonnell, Director Corporate Communications
Joyce Penney, Executive Assistant

Guests for ER/PR Presentation

Terry Gulliver, Director Laboratory Medicine
Heather Predham, Assistant Director Quality & Risk Management
Dr. Nash Denic, Clinical Chief – Laboratory Medicine
Dr. Don Cook, Laboratory Medicine
Dr. Ford Elms, Laboratory Medicine
Dr. Kara Laing, Clinical Chief, Cancer Care Program/Assistant Professor Faculty of Medicine
Mr. Dan Boone, Lawyer – Stewart, McKevley, Stirling, Scales

Guest for CCHSE Presentation

Mr. John Hylton, Executive Director CCHSE

George Tilley welcomed Dr. N. Denic and his Team to the Executive meeting for the purpose of providing an overview on the ER/PR testing experience. A similar presentation was given to the medical staff. A copy of the detailed slide presentation that was given to the Medical Staff was circulated.

○ **Presentation – ER/PR**

Dr. Denic's presentation focused on the reliability of the testing and the variables that influenced the results. Discussion focused on documentation, standardized procedures, semi-automatic systems vs the new Ventanta system.

Dr. Kara Laing's presentation focused on epidemiology, adjuvant therapy, metastatic cancer, hormone receptors, the evolution of endocrine therapies and impact on clinical management. The Tumor Group/Breast Disease group continues to review and monitor ER/PR and HER2. From all indications the level of confidence from the Oncologists in the Laboratory testing is better than it was previously.

The following points were raised during the presentation:

- ✓ The organization cannot speak publicly on the findings and recommendations of the Review because there is currently a class action law suit ongoing. This information is protected under the evidence act. Discussion ensued regarding the need to share the experience with the other pathologists within the province. **Dr. Howell and Dan Boone to discuss further prior to making any discussion to discuss the Reviewers report with the provincial pathologists.**
- ✓ There is no National Laboratory Accreditation process for Immunohistochemical Laboratories. Ontario and the Western provinces have provincial accreditation programs, however the Atlantic provinces do not. Prior to 1995 the Laboratory was accredited under the broad blanket of CCHSA accreditation. Participation in an Accreditation Program is a high priority on multi levels. **Dr. Howell to inquire further regarding provincial and national accreditation programming for Laboratories.**
- ✓ We have to position ourselves appropriately so that the public has confidence in the laboratory and that the people who have been waiting for information to have confidence and understanding of the events related to ER/PR testing. A sub-group will be established to identify key messages to be delivered and develop a strategic communication plan. **Dr. Howell in conjunction with Susan Bonnell to lead a Sub-Group to develop the communication strategy.**
- ✓ The importance of stabilizing the workforce in the laboratory cannot be emphasized enough. It was noted however that there are currently vacancies in pathology. **Dr. Howell advised that efforts to recruit for the vacancies in pathology is ongoing.**
- ✓ The organization needs to establish a date when it will return to “testing mode”. Returning to “testing mode” requires the confidence of the oncologists and medical staff. **Executive agreed to extend ER/PR testing at Mount Sinai for another month.** The Medical Advisory Committee is a key group that confidence will need to be restored. The MAC has a major quality role and a direct line for reporting to the Board. **Dr. Howell to follow-up with MAC.**
- ✓ Quality & Risk Management are confident that that the appropriate processes are in place. Heather Predham advised that there are some recommendations from the Review that have yet to be implemented. It is important to ensure that quality assurance monitoring processes are in place and can be sustained and monitored into the future. Documentation is of paramount importance and must be monitored and reviewed.
- ✓ The Director and Clinical Chief are directly accountable for the laboratory. **Dr. Howell agreed to develop a proposal re the leadership component for further discussion at Executive.**

In conclusion George Tilley thanked Dr. Denic and his team for the comprehensive presentation.