



MINUTES

Pathology Quality Management Committee
July 18th, @ 10:00
Conference Room, SCM

Present:

Nash Denic
Janet Laidley

Tracy Chafe
Lynn Morris-Larkin

Lynn Wade
Catherine Parnell

Absent:

Terry Gulliver
Jessica Swain

Bev Rowe
Barry Dyer

Don Cook

Approval of Agenda

Agenda approved

Approval of Minutes of June 6th, 2007 Meeting

T Chafe to edit minutes and approval deferred until August meeting.

Business Arising

Policy & Procedure Implementation / Development

L Morris-Larkin presented three procedures that have been "peer reviewed" and returned to her for committee approval.

- Tissues NOT to be submitted to pathology
- Clinicians request to review a colleague's pathology report
- Minimal standards of reporting

It was decided that upon signing, the originals stay in QMP office in a binder appropriately labeled. Eventually they will be accessible on-line.

Once approved and in place, an in-service should be planned for educational and clarification purposes.

After creation and peer review of a procedure, all comments will then be forwarded for further debate at the Site Chief's Meeting.

Questions arose regarding authorizing signatures and policy levels. It was discussed and agreed that level 4 policies will be signed by Site Chief and Division Manager (*L Morris-Larkin / D Cook, and B Dyer*). The level 3 policies will be signed by Clinical Chief and Program Director (*N Denic & T Gulliver*).

Terms of Reference

To be added to August agenda

New Business

N Denic officially announced the resignation of Dr. B Carter from the Quality Management Committee. Discussion then took place regarding who and how her position would be replaced. It was agreed that C. Parnell will chair the meetings until a permanent replacement is appointed.

Also, it was agreed that until further notice, the monthly QMP reports be presented at the Site Chief Monthly Meetings and not at our Monthly QMP Meetings.

Adjournment

Meeting adjourned @ 11:45

Next Meeting

August 22nd @ 10:00, SCM Conference Room