

LABORATORY MANAGERS MEETING
2006 04 12 - 1000 HOURS - ROOM 1361

Present

Terry Gulliver	Ernie Stapleton	Randy Butt
Marg Nottle	Jim Humby	Lynn Wade
Annette Hill	Dot Turpin	Gail Norris
Patsy Francis	Barry Dyer	

Minutes - 2006 03 14

Adopted as circulated.

Business Arising

a. Workload Measurement

Regarding the concerns related to the productivity levels that Finance is reporting to the Dept of Health, Terry and Lynn will be meeting with Roseanne to review the figures being used to calculate the Lab's productivity.

Lynn stated that following her MIS meetings, it is felt that units are being captured throughout the province according to the guidelines, however, due to changes in technology and processes, the guidelines need to be reviewed nationally and this will likely take a couple of years to complete.

b. Renovations

Dr. Williams has forwarded Terry's letter outlining the outstanding renovations required for the Laboratory to Keith Bowden and Terry will follow up with Keith regarding this.

c. Union Information

The recruitment process for the 4 P.A. positions is complete. Positions have been offered to 2 external applicants and to the 2 most senior internal applicants who met the qualifications. Terry indicated that although the contract was followed, 4 grievances have been received.

The senior technologist in Pathology has been reassigned to work with Dr. Carter who is now in charge of Pathology's QA program. She will work to put protocols and procedures in place as well as review slides each day.

After consultation with HR, the Tech III in the Cytology Lab at St. Clare's whose position has been phased out due to technological change will be offered one of the current Tech I vacancies as per the contract. The funding for that position will be moved to the Janeway blood collection budget to be used for another night shift staff person.

Regarding summer relief positions, Lynn has interviewed 15 external applicants and 9 will be hired. The third year Med Lab students will be interviewed next week.

d. Budget 2006/07 - Variance Indicators

Terry has met with Roseann regarding the 2006/07 budget allocation for the Program. Terry asked Randy and Jim to submit their approved budgets to him when they are received as a consolidated budget for the entire region will probably

not be in place until next year.

In addition to the funding received to cover the additional staff and expenses related to the implementation of a Pathology QA program, the Laboratory Program has received an extra \$348,000 to help cover unavoidable expenses identified in our 3-year budget plan and will be distributed throughout the program as follows:

\$ 40,000	Pathology
\$ 20,000	Specimen Collection
\$140,000	Chemistry
\$ 75,000	Haematology
\$ 5,000	Cytology
\$ 20,000	Microbiology
\$ 33,000	Genetics
\$ 15,000	Taxi Costs

This additional funding will cover costs associated with service contracts, stains and reagents, leases, supply costs, etc. Terry stated that this is the best starting point the Laboratory has had in the last few years, and in light of this, it is imperative that the Program not run a deficit this year.

e. Capital Equipment Funding

Recent purchases include a centrifuge for Cytogenetics, scope for Renal Lab, ultra freeze for Microbiology, waterbath, microtomes, and upgrades of scopes in Pathology.

f. Autoverification of Tests

Nothing new.

g.

h. 2-Year Plans/Major Objectives

Jane McDonald gave a short presentation on the Eastern Health planning process and will attend the next Lab Managers meeting to go through the operational planning booklet and outline what should be included in order for the Lab Program to fit into, support, and help accomplish the strategic plans of both Eastern Health and the Dept of Health.

i. Lab Forum for Staff

Nothing new.

j. Hard Copies of Reports

Nothing new.

k.

l. New Testing

Lynn is in the process of revising the test dictionaries. This information will be provided to staff for reference and will also be provided to all referring sites. Managers were asked to give Sharon Quinlan new test information so that this reference guide can be updated periodically.

m.

n. New Eastern Health Structure

Terry has met with Kathy Hare regarding the upcoming expedited recruitment process of the Lab Managers' positions which are expected to be advertised in the next week or so.

Terry has also outlined to Noreen Walsh the new regional responsibilities, additional duties, and changes related to each of the management positions as well as the estimated budget figures, and number of staff reporting to each manager in order for her to assign an internal HAY level.

New Business

a. Congress 2006

Barry will schedule a Lab Management meeting during the Congress and invite all management staff rather than only the Directors as was done in the past.

b.

c. Lab Information Booklet

Lynn distributed the Lab information booklet and power point presentation used at orientation sessions for nursing and house staff and asked Managers to provide her with any changes, additions, etc., they may have.

d.

Next Meeting

The next meeting will be held on Friday, May 5, 2006, 1000 hours, Lecture Theatre D, HSC. Jane McDonald will hold her planning session first and the regular agenda will follow.