



## **MINUTES**

Pathology Quality Management Committee  
May 2<sup>nd</sup>, @ 10:00  
Conference Room, SCM

**Present:**

Dr. Nebojsa Denic  
Janet Laidley

Catherine Parnell  
Tracy Chafe

Dr. Bev Carter

**Absent:**

Terry Gulliver      Barry Dyer

- 1) Approval of Agenda  
Agenda approved
- 2) Approval of Minutes of April 4<sup>th</sup> 2007 Meeting  
No Minutes taken from April 4<sup>th</sup> meeting

Discussion began regarding low attendance at meetings. B Carter and N Denic agreed to send a formal request / reminder to members illustrating the importance of attending these meetings.

Terms of Reference was discussed, asked if we were ready to move on.

Nash discussed organization within the QMP department. He requested some changes be made, and that our monthly reports be accessible at all times.

Regarding turn around time for policies and procedures ready for signing. Once sent to T Gulliver for signature, they should be forwarded to N Denic within 5 business days. C Parnell had sent to T Gulliver's office on April 30<sup>th</sup> and followed up on May 22<sup>nd</sup>, she was then informed that T Gulliver had forwarded all un-signed policies and procedures to B Dyer for review.

"Tissues of No Value" actually consists of 2 parts, which had different instructions – this has now been divided into two procedures: "Tissues for Gross Examination Only" and Tissues **NOT** to be submitted to Pathology.

### 3) Business Arising

#### i. Policy & Procedure Implementation / Development

- (a) Error Management  
J Laidley spoke with Heather Predham regarding definitions of "error". J Laidley presented the definition as per Heather Predham and suggested inviting Heather to the next meeting to explain further and answer any questions.
- (b) Consultations at the Request of a Pathologist  
Approved for signing pending minor edits.
- (c) Reporting of Intradepartmental Consultations  
Approved for signing. B Carter to present new policy on Discrepant Opinions.
- (d) Submission of Tissue to Outside Laboratories  
N Denic to revise, then ready for signing.

#### ii. Quality Management Plan – C Parnell Discussion of monthly report.

- Requests for TAT to reflect individual and overall average for comparison.
- Requests that monthly checks be done on IHC, random manual verification.
- Noted under Frozen Section, "deferred" means absolutely no diagnosis mentioned.

### 4) New Business

- Terms of Reference (All)
- Flow chart for distribution of policies (Bev)
- The QC Plan from the technical lab- Histology and Immunohistochemistry (Barry)
- Response to operating room complaints (Barry)
- The QC Plan from Immunohistochemistry (Catherine, report from K. Green)

### 5) Adjournment

Meeting adjourned @ 11:15

### 6) Next Meeting

June 6<sup>th</sup>, 10:00 @ SCM Conference Room