

**MEETING OF SITE CHIEFS / DIVISIONAL MANAGERS
ANATOMICAL PATHOLOGY
JANUARY 8, 1998, 3:30 P.M.**

Present: Drs. D. Cook, D. Haegert, M. Khalifa, S. Parai
Mr. Terry Gulliver, Mr. John Murphy

Regrets: Dr. Chitra Pushpanathan

A motion to approve the minutes of the December 16th. meeting was approved by Dr. S. Parai.

AGENDA ITEMS:

(1) Outside Referral Policy:

- Considerable discussion took place regarding the draft divisional policy for handling requests for outside case reviews. There was concern over dealing with requests from lawyers and it was felt that this should be referred to the Vice-President of Medical Services. We also need to determine whether a corporate policy exists regarding such requests and to make sure we are in line with this. Dr. Haegert will try to ascertain the contents of the corporate policy.
- There was also discussion concerning requests for pathology reports, autopsy cases and possible review requests from administrators and personnel within the Department of Health. Dr. Haegert will also seek advice on this.
- In regards to requests submitted in writing, it was felt that in order to maintain good relations with the medical staff, that if there is a request from a specialist for a second opinion on a pathology report, this should be documented by the pathologist and appropriately recorded. However in regards to requests from patients or patients' next of kin, it is agreed that written requests should be asked for. It was also agreed that if a particular institution or pathologist outside of the Corporation asked to review a case, that no paraffin blocks are sent out. However, this does not apply to pathologists working within our own Laboratory Program.
- Dr. Khalifa has agreed to make some changes in the draft proposal and to submit this to the next meeting of the Site Chiefs. It is highly probable that a legal opinion from the Corporation's lawyer will be asked for.

(2) Breast Receptors - Immunoperoxidase Technique:

- It is agreed that there is no longer a need for evaluation of the Breast Receptors by the Bioassay technique. It was also agreed that in regards to reporting of the Breast Receptors via the Immunoperoxidase technique, that individual pathologists could report these results. It is agreed that the Estrogen and Progesterone stains will be recorded as negative or positive with percentage of positivity given. It is also agreed that a rider will be given with the report, the exact wording of which is to be developed by Dr. Khalifa.

(3) **Manpower Levels - Anatomic Pathology:**

- A separate meeting will be held with the Site Chiefs on January 15, 1998, to discuss Pathology Manpower Levels.

(4) **Demographic Information on Pathology Reports:**

- Dr. Cook presented a letter from Susan Ryan from the Cancer Registry . In the letter, she requested that pathology reports include pertinent demographic information, such as patient's address, city, town, postal code, date of birth and family physician. This information is currently supplied on pathology reports from the Grace Site. Following discussion at the meeting, it was felt that this information should not be supplied on pathology reports from the General Hospital and St. Clare's Site. It was felt if this information is required, it should be obtained from the last attending or family physician. This information will continue on pathology reports from the Grace, mainly due to the fact that this information is entered at the time of patient registration on admission.
- Dr. Cook will write to Susan Ryan regarding this.

(5) **Equipment Request at St. Clare's:**

- Dr. Cook reported that funding is now available for two new microtomes for the Grace and St. Clare's Sites. Specifications should be sent out early and hopefully the equipment will be on site in the near future. Dr. Cook also requested a video monitor for teaching purposes to be established at the St. Clare's Site. There was some discussion concerning this and it was agreed that Mr. Murphy will fill out the appropriate requisitions.
- There was also some discussion concerning turnaround times at the St. Clare's Site. Mr. Gulliver suggested that there may be a shifting of a lab tech. from the St. Clare's to the General Hospital Site and vice versa in order for personnel to see how various sites work and to improve organizational abilities. Dr. Cook felt that this could be possible provided all those concerned agree to this. Dr. Cook will also speak to Dr. MacIntosh regarding the possibility of utilizing the Cytotechnologist for part-time duties in Histology. There was also some discussion regarding transfer of work to the General Hospital site, i.e. processing blocks for deepers levels and special histochemical stains, that may improve St. Clare's turnaround times.

(6) **Proposed Shutdown of OR, St. Clare's Site:**

- Dr. Cook gave an update to the Committee regarding renovations to the OR at St. Clare's; he stated that renovations may not take place until the Summer of 1999. Originally, it was thought that the renovations would only take three or four weeks. However, because of the need for improved electrical and ventilation equipment, these renovations will probably take four to six months. This may have an impact on the handling of pathology specimens at other sites.

(7) Update on Lab Renovations:

- Dr. Cook recently spoke to Dr. Linda Hensman regarding this and it was felt that at the earliest, renovations probably will not take place until the Fall of 1998. In the meantime, planning for the functional program at St. Clare's is now underway. Each of the Divisional Managers are in the process of providing information for equipment needs, furnishings, plumbing and electrical requirements, etc. The deadline for this is January 19th., 1998. Dr. Cook is coordinating these activities on site.

(8) Revised Lung Protocol:

- Dr. Cook advised the committee that a revised lung protocol form has been formulated and will now be instituted as part of our standardization of pathology reports.

NEW BUSINESS

- There was discussion concerning the draft policy from the Department of Health regarding a locum. Dr. Haegert had a meeting with Dr. Parsons regarding this and it now seems possible for laboratory physicians at one site to do a locum at another site within the Corporation. This applies only for hospital based pathologists. This does not hold true for University based pathologists due to funding differences.

There being no further discussions, the meeting adjourned at 5:00 p.m. The next meeting will be held at the Grace Site on February 12, 1998, at 3:30 p.m.

Respectfully submitted,

Donald M Cook

Donald M. Cook, M.D., F.R.C.P.(C), F.C.A.P.
 Site Chief - Anatomic Pathology
 St. Clare's Site

DMC:jt