

LABORATORY DIVISION MANAGERS MEETING  
2005 09 27 - 1000 HOURS - ROOM 2865

Present

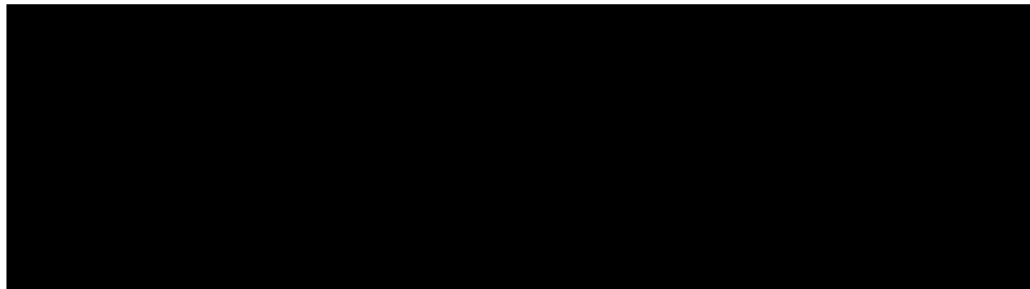
Terry Gulliver	Ernie Stapleton	Annette Hill
Barry Dyer	Marg Nofhle	Gail Norris
Patsy Francis	Lynn Wade	Jim Humby
Randy Butt		

Minutes - 2005 06 21

Adopted as circulated.

Business Arising

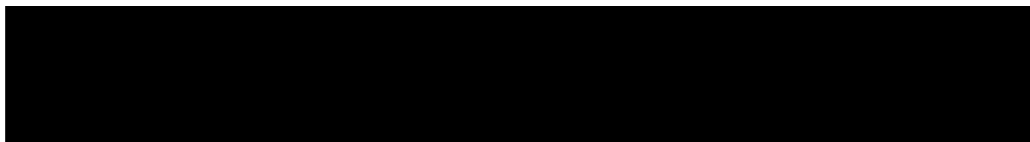
a.



Terry indicated that workload statistics to the end of August are up over the same period last year, but are difficult to compare due to the strike in April, 2004. It was noted that Pathology workload is up significantly due to more surgeries being performed.

Productivity statistics to the end of August are down a little due to more paid out hours mostly in Genetics and Pathology.

b.



c. Renovations

Renovations are completed in Haematology, and smear morphology will move into their new space when the desks that are ordered arrive.

Terry will write Dr. Williams regarding Microbiology's urgent need for renovations and hopefully this will be given priority by Facilities.

d. Union Information

There will be 2 Tech I postings for Haematology on

Friday, one permanent full time and one temporary full time for one year.

e. Budget 2004/05 - Variance Indicators

To the end of August, the Lab is over budget by \$160,000; \$120,000 in salaries and \$40,000 in supplies.

Terry has met with Roseann and this is due to 2 unfunded positions in Genetics, extra salary costs in Pathology related to breast cancer issues, funding not yet received related to the Canadian Blood Services transfer, over expenditure on employee benefits, and overage on summer relief costs. Roseann will move up some money to cover summer relief costs. Terry expects a significant improvement in the September statements.

Terry reminded managers to notify Roseann when placing big orders so that she can adjust and move up the money to cover them.

Annette asked that money from the Renal Lab budget be transferred to Chemistry to cover the cost of tests that are now being performed in Chemistry. Terry indicated that adjustments will be made at year end.

f. Capital Equipment Funding

The Lab Program has not yet received its 2005/06 capital equipment allocation.

Terry indicated that at the least the Lab will receive the IGA funding this year and he asked Ernie to prepare a proposal for the cost of karyotyping workstation upgrades. IGA is being profiled in the corporation's annual report for their contributions to the Genetics Laboratory over the last 3 years and Terry indicated that the IGA board members are very interested in raising money for an automated pap smear screener and are bringing this to the International Board in New York City for approval.

Annette indicated that she still needs a centrifuge and Terry asked all Managers to e-mail him with any urgent equipment requirements needed for current operations.

g. Autoverification of Tests

Marg indicated that INR's are ready to go, however, there are still a lot of rules to be written before CBC's will be ready.

Annette indicated that rules are written for most chemistry tests, B12, Folate, and Ferritin, however,

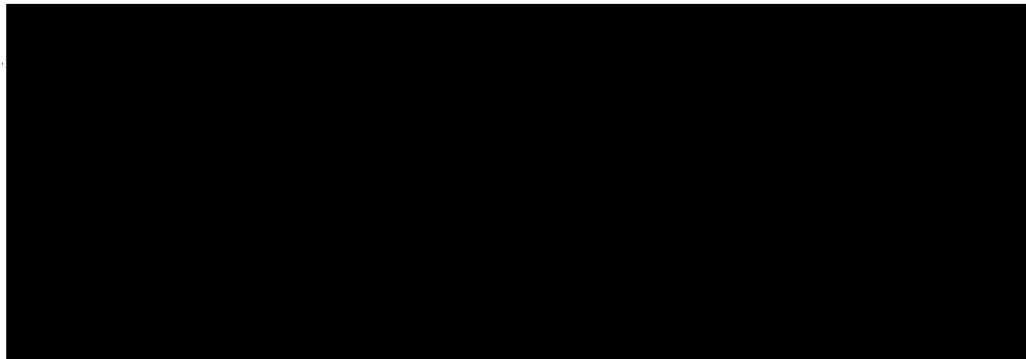
they are awaiting the installation of Remisol for the Dxi.

h. Medinet Update

Lynn indicated that most of the bugs have been ironed out with Carbonear and it is working well. Gander is next to come on line and Lynn will go out for a site visit probably in early November. Corner Brook and Grand Falls will then follow.

Jim will check with I.T. regarding the purchase of the necessary software for Clarenville and Burin.

i.



j. 3 Year Plans/Major Objectives

Nothing new.

k. Lab Forum for Staff

The next Lab Forum meeting will be held on Friday, October 7th.

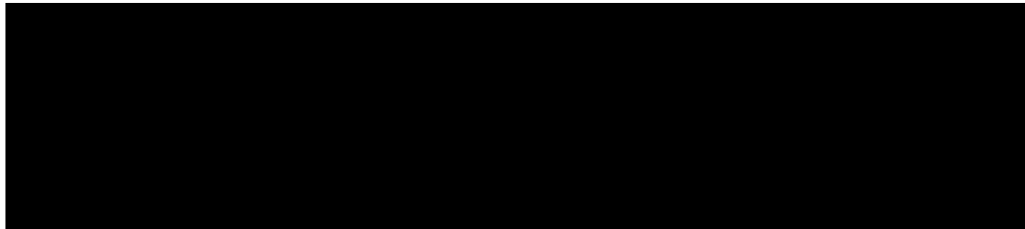
l. Hard Copies of Reports

Lynn stated that reports are now being printed directly to Corner Brook and this is working well. This can be set up for the other regions as well.

m. Long Term Storage

Nothing new.

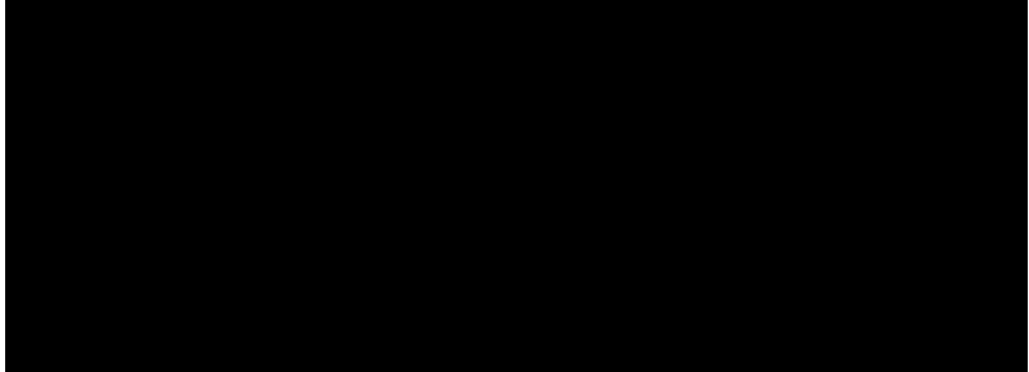
n.



o. Computer Downtime Plans

Lynn will be putting together this comprehensive plan for the Laboratory.

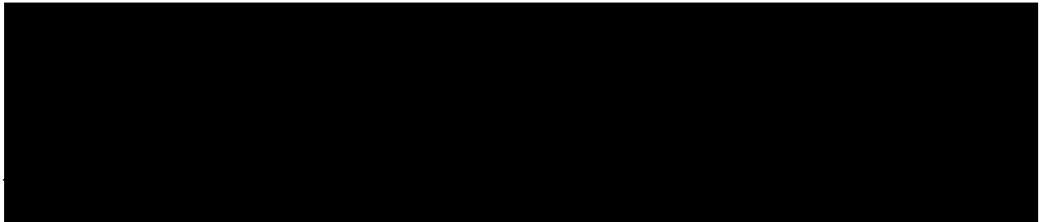
p.



q. MLA Exam Certification

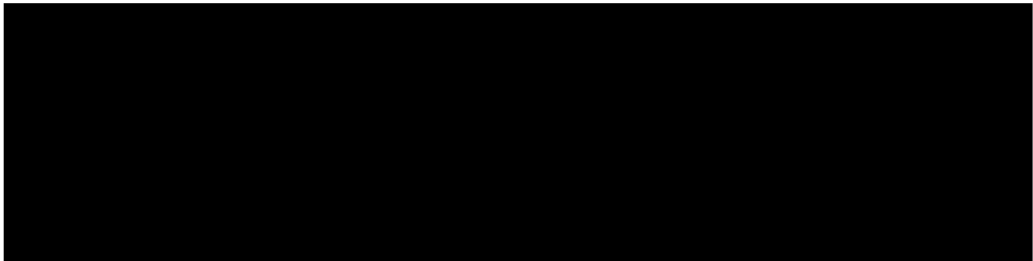
Terry reminded Managers to encourage Lab Assistants to write this exam and advised that the corporation will pay the exam fee. Information is available on the CSMLS website for staff that are interested. Lynn indicated that 2 of her Lab Assistants are writing the exam this year and another in February.

r.



New Business

a.



b. New Eastern Health Structure

Terry indicated that he will be meeting with Dr. Williams on Friday regarding his new role as Laboratory Director for Eastern Health. Terry welcomed Randy and Jim to this meeting and suggested a discussion regarding the Managers new expanded roles and regional responsibilities so that he can bring forward the

Laboratory's plans to Dr. Williams for his approval.

Terry indicated that Dot is responsible for the day to day operations at Burin and it is not anticipated that her role will change. At present, Randy and Jim do have some X-Ray responsibilities and Terry will discuss with Sean Thomas re budgets, future roles and responsibilities, etc.

It is anticipated that the Program will still operate with its current Program/Divisional structure and the individual Division Managers will assume responsibility for their division regionally. In the short term, Managers should consult with Randy and Jim and plan site visits throughout the region to review and familiarize themselves with the current operations, equipment, staff, etc. In the future, there will be an opportunity to standardize reagent contracts, quality assurance programs, policies and procedures, etc., throughout the region.

Terry plans to make site visits as well during October to meet with Randy, Jim, and their staff to address any issues or concerns they may have.

The Laboratory Program currently has a comprehensive 3-year plan which expires in March. In December, preparation of new goals and objectives for the 2006-2009 plan will begin in consultation with Managers and Divisional Chiefs.

Terry has indicated that he has had discussions with Jim and Randy regarding their new expanded regional roles and responsibilities as part of Eastern Health. In addition to their Site Manager responsibilities, Jim has expressed an interest in becoming the Quality Assurance and Utilization Coordinator for Eastern Health and Randy has expressed an interest in overseeing all Point of Care Testing for Eastern Health.

By early in the new year, all managers should prepare and submit to Terry new position descriptions outlining their additional duties and responsibilities for review of HAY levels.

For the time being, responsibilities for budgets will remain status quo, probably for the remainder of this budget year.

Following approval by Dr. Williams, Terry will send out a memo to all laboratory staff outlining the management group and their individual roles and responsibilities.

Next Meeting

Tuesday, October 11, 2005, 1000 hours - Room 1767 - HSC