

The Imperial College Healthcare Tissue Bank (ICHTB) Tissue Management Committee

Terms of Reference

1. Membership

The ICHTB committee will comprise the HTA Licence Holder, Designated Individual, Tissue Bank Manager, Persons Designated at each collection/storage site, local site leads (if not Person Designated), together with a representative from CPG6 (Medicine) and CPG2 (Surgery), the Research Ethics Service and lay representation. The ICHTB committee may co-opt up to two further members to specific meetings if agenda items suggest specialist discussion. The ICHTB committee shall meet a minimum of four times per year.

2. Quorum

The meeting of the ICHTB committee will be quorate if 50% or more of the membership is present.

3. Deputies

Each member of the committee is to nominate one deputy to attend meetings on their behalf whenever necessary. Deputies should be able to comment on local issues pertinent to the HTA regulations and/or local management. It would be expected that deputies would be healthcare practitioners drawn from senior management, ideally from pathology or histopathology, who would be in a position to make decisions on behalf of the site that would be binding. Deputies would NOT normally be nurses or biomedical scientists directly involved in the collection or processing of samples.

4. Frequency and location of meetings

The ICHTB committee will normally meet a minimum of four times each year. The date and place of each meeting will normally be agreed at the close of the preceding meeting and will rotate among the participating hospital sites.

5. Notice of meetings and agenda.

The date and place of the meeting will normally be agreed at the previous meeting. A notice confirming (or otherwise) these arrangements will be circulated by the secretariat to the ICHTB committee at least 2 weeks before the date. A draft agenda will normally be circulated 1 week prior to meetings and any suggested additions or alterations to this agenda should be submitted to the secretariat no less than 4 days prior to the meeting. The agenda will always include an item for any other business, and urgent matters that may have arisen since the agenda was circulated may be brought up under that heading.

6. Minutes .

Minutes will normally be circulated within one month of the date of the meeting; factual comments on the Minutes should be returned to the secretariat within 2 weeks of receipt.

7. Role of the Site Management / HTA committee

The ICHTB TMC is responsible for local operational issues and working practices within the Imperial College Healthcare NHS Trust including (but not limited to):

1. Ensuring requirements of HTA licence are known and adhered to and the HTA licence is displayed in the storage area
2. Attend HTA Persons Designated training sessions when applicable
3. Liaise with Designated Individual and Licence Holder
4. Be local point of contact for HTA, especially for inspection purposes

5. Local staff recruitment, deployment and organisation
6. Operational decisions about local sites in conjunction with Tissue Bank Manager
7. Represent ICHTB locally via workshops, literature and meetings
8. Responsible for ensuring that the Joint Research Office (Trust R and D) is kept informed and updated as required
8. Review applications for access to human tissue for research purposes (see application review process)
9. Report to Research Committee

Points 1-4 are specific to Persons Designated

Points 5-7 are specific to Local site leads

Points 8 and 9 are generic to committee

Current Membership of the TMC (June 2012)

Dr G Roper, Head of Regulatory Compliance, Faculty of Medicine: representing HTA Licence Holder

Professor G Thomas: Designated Individual, HTA Research Licence

Mrs S Chilcott-Burns: Tissue Bank Manager

Professor E Holmes: Person designated for South Kensington Campus

Dr G Taylor: Person designated for St Mary's Hospital campus

Mr P Purcell: Person designated for St Mark's Hospital campus

Dr A Sandison: Person designated for Charing Cross Hospital campus

Dr R Dina: Person designated for Hammersmith Hospital campus

Dr F Roncaroli: Tissue Bank Pathologist

Dr R Goldin: CPG6 representative

Dr P Abel: CPG2 representative

Mrs W Fulcher: Lay representative

Research Ethics representative – previously Dr C Collett (until June 2012), replacement approached, but as yet unconfirmed.