

<b>NHS Lothian – University Hospitals Division</b>		<b>Department of Laboratory Medicine (Tissue Governance)</b>	
<b>Manual</b>	Tissue Governance	<b>Version</b>	1.5
<b>SOP number</b>	QP-TGU-A-GOVCOMS	<b>Issue date</b>	23-May-2020
		<b>Review date</b>	23-May-2022
		<b>Page</b>	1 of 6

**TERMS OF REFERENCE AND MEMBERSHIP OF TISSUE GOVERNANCE/ACCESS COMMITTEE OF THE LOTHIAN NRS BIORESOURCE**

**Purpose and Scope**

To define terms of reference and membership of Tissue Governance Committee of the NHS Lothian NRS BioResource.

**Responsibilities**

Tissue Governance staff including Tissue Governance Committee members.

**References**

**Definitions**

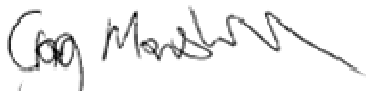
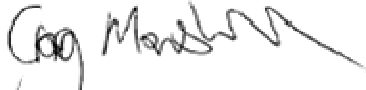
EoS REC – East of Scotland Research Ethics Committee.

**Documentation**

QP-TGU-A-ACCESSR – Request for Access to Bioresource  
QP-TGU-A-TDACPOL - Tissue and Data Access Policy

<b>COPY</b>	2	Tissue Governance shared drive
<b>Location of Copies</b>		ACCORD website

**Authorising signatures**

<b>Author:</b>		<b>Date:</b>	26-May-2020
<b>Authority for issue:</b>		<b>Date:</b>	26-May-2020
<b>Quality checked:</b>		<b>Date:</b>	26-May-2020

Author	Frances Rae	Date	23-May-2020
Authority for Issue	Craig Marshall	Date	23-May-2020
Quality checked	Craig Marshall	Date	23-May-2020

<b>NHS Lothian – University Hospitals Division</b>		<b>Department of Laboratory Medicine (Tissue Governance)</b>	
<b>Manual</b>	Tissue Governance	<b>Version</b>	1.5
<b>SOP number</b>	QP-TGU-A-GOVCOMS	<b>Issue date</b>	23-May-2020
		<b>Review date</b>	23-May-2022
		<b>Page</b>	2 of 6

## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>3</b>
<b>OVERVIEW</b>	<b>3</b>
<b>HAZARDS AND PRECAUTIONS</b>	<b>3</b>
<b>PROCEDURE</b>	<b>3</b>
<b>COMMITTEE MEMBERSHIP</b>	<b>4</b>
<b>DOCUMENT REVIEW HISTORY</b>	<b>6</b>

Author	Frances Rae	Date	23-May-2020
Authority for Issue	Craig Marshall	Date	23-May-2020
Quality checked	Craig Marshall	Date	23-May-2020

<b>NHS Lothian – University Hospitals Division</b>		<b>Department of Laboratory Medicine (Tissue Governance)</b>	
<b>Manual</b>	Tissue Governance	Version	1.5
<b>SOP number</b>	QP-TGU-A-GOVCOMS	Issue date	23-May-2020
		Review date	23-May-2022
		Page	3 of 6

## 1 INTRODUCTION

This document describes the terms of reference and membership of the Tissue Governance committee acting on behalf of the Lothian NRS BioResource. This committee will act as the Access Committee and make decisions on whether applications are approved or not and the terms Tissue Governance Committee and Access Committee will be considered to be synonymous.

## 2 OVERVIEW

- 2.1 All requests to the BioResource are reviewed by the Tissue Governance Committee who will scrutinise each request for the appropriateness of the science and ethics. The exception to this will be where a request has been previously peer reviewed, in which case, if there is an abundance of tissue available, it may be reviewed by the Tissue Governance management alone.
- 2.2 The Lothian NRS BioResource has an open access policy and all bona fide requests from legitimate researchers including commercial entities will be considered. (See Tissue and Data Access Policy - QP-TGU-A-TDACPOL)
- 2.3 If tissue has been collected for a specific study, the research group who collected it will be respected as the first end user, and during the period of study, access will be restricted.
- 2.4 The Tissue Governance committee is responsible to the director of Public Health and Health Policy for NHS Lothian.
- 2.5 The Tissue Governance Committee mainly operates electronically and all requests are sent round by email. Applications may also be discussed at face to face meetings, particularly if there are any issues to be resolved.

## 3 HAZARDS AND PRECAUTIONS

N/A

## 4 PROCEDURE

- 4.1 All requests for tissue and data should be submitted to the Tissue Governance Manager or Tissue Governance Officer on form QP-TGU-A-ACCESSR.

Author	Frances Rae	Date	23-May-2020
Authority for Issue	Craig Marshall	Date	23-May-2020
Quality checked	Craig Marshall	Date	23-May-2020

<b>NHS Lothian – University Hospitals Division</b>		<b>Department of Laboratory Medicine (Tissue Governance)</b>	
<b>Manual</b>	Tissue Governance	Version	1.5
<b>SOP number</b>	QP-TGU-A-GOVCOMS	Issue date	23-May-2020
		Review date	23-May-2022
		Page	4 of 6

- 4.2 The request will then be sent to the Tissue Governance Committee for review by means of email by the Tissue Governance Manager or Tissue Governance Officer.
- 4.3 A response from committee members should be made in a timely fashion, but within 10 working days maximum. In the event of a researcher being asked to supply additional information, the clock will be stopped.
- 4.4 The review process must respect the conditions of donor consent where relevant and all use of tissue and data must come under the terms of the RTB ethical approval granted by the East of Scotland REC, reference number 15/ES/0094.
- 4.5 The review process should assess the quality of the science, protocol and monitor any risk.
- 4.6 Restriction of access must be handled in a transparent manner and any refusal to supply tissue samples must be accompanied by an explanation eg in the event of rare or precious samples where the fulfilment of the request would deplete the resource.
- 4.7 In the case of requests for archival pathology samples there must be sufficient tissue remaining in the block to maintain the patient record.
- 4.8 Where an applicant requesting tissue is also a member of the Tissue Governance Committee, they will be deemed to have a conflict of interest and will be excluded from the review process for that request.

## **5 MEMBERSHIP OF TISSUE GOVERNANCE COMMITTEE**

### **5.1 Core membership of Tissue Governance Committee**

- Clinical Lead of the Lothian NRS BioResource
- Consultant Pathologist and deputy to the Clinical Lead.
- Consultant Pathologist University of Edinburgh.
- Tissue Governance Manager
- Tissue Governance Officer
- This core committee meets approximately monthly to discuss all issues concerning the BioResource and Tissue Governance, including ethics.

Author	Frances Rae	Date	23-May-2020
Authority for Issue	Craig Marshall	Date	23-May-2020
Quality checked	Craig Marshall	Date	23-May-2020

<b>NHS Lothian – University Hospitals Division</b>		<b>Department of Laboratory Medicine (Tissue Governance)</b>	
<b>Manual</b>	Tissue Governance	Version	1.5
<b>SOP number</b>	QP-TGU-A-GOVCOMS	Issue date	23-May-2020
		Review date	23-May-2022
		Page	5 of 6

- Members listed in section 5.2 below participate as required whenever their area of expertise is thought to be an advantage to any parts of the agenda.
- Minutes of this meeting are submitted to the Director of Public Health and Health Policy annually for review.

## **5.2 Membership of Tissue Governance Committee reviewing requests for tissue and data:**

- Tissue Specific committees consist of the five core members (5.1) plus the following members co-opted on where relevant according to specialty;
- Lead Consultant Pathologist or senior scientist of the specialty.
- Surgeon, Oncologist or other clinician or scientist.
- Lothian Research Safe Haven manager.
- Research Governance from NHS Lothian and Research Governance from the University of Edinburgh where appropriate.

Author	Frances Rae	Date	23-May-2020
Authority for Issue	Craig Marshall	Date	23-May-2020
Quality checked	Craig Marshall	Date	23-May-2020

<b>NHS Lothian – University Hospitals Division</b>		<b>Department of Laboratory Medicine (Tissue Governance)</b>	
<b>Manual</b>	Tissue Governance	<b>Version</b>	1.5
<b>SOP number</b>	QP-TGU-A-GOVCOMS	<b>Issue date</b>	23-May-2020
		<b>Review date</b>	23-May-2022
		<b>Page</b>	6 of 6

### Document Review History

<b>Review date</b>	<b>Version</b>	<b>New Version</b>	<b>Reviewed by</b>
06-May-2013	1.0	1.1	Frances Rae
<b>Summary of changes</b>			
5.2 Designation of committee members added as requested by HIS for clarification as part of post panel analysis.			
<b>Review date</b>	<b>Version</b>	<b>New Version</b>	<b>Reviewed by</b>
24-Oct-2015	1.1	1.2	Frances Rae
<b>Summary of changes</b>			
Names of individuals removed. Title of BioResource changed.			
<b>Review date</b>	<b>Version</b>	<b>New Version</b>	<b>Reviewed by</b>
14-Feb-2019	1.2	1.3	Frances Rae Craig Marshall
<b>Summary of changes</b>			
5.1 “Consultant Pathologist University of Edinburgh” added  5.2 “Lothian Research Safe Haven manager and Research governance from NHS Lothian and Research Governance from the University of Edinburgh where appropriate” added.			
<b>Review date</b>	<b>Version</b>	<b>New Version</b>	<b>Reviewed by</b>
18-Jun-2019	1.3	1.4	Frances Rae
<b>Summary of changes</b>			
Clarification in the introduction and throughout the document that the Tissue Governance Committee is the same as the Access Committee of the BioResource.			
<b>Review date</b>	<b>Version</b>	<b>New Version</b>	<b>Reviewed by</b>
23-May-2020	1.4	1.5	<i>Frances Rae</i>
<b>Summary of changes</b>			
4.8 added “Where an applicant requesting tissue is also a member of the Tissue Governance Committee, they will be excluded from the review process for that request”.			

Author	Frances Rae	Date	23-May-2020
Authority for Issue	Craig Marshall	Date	23-May-2020
Quality checked	Craig Marshall	Date	23-May-2020