

Human Tissue Sub-Committee Terms of Reference

Purpose

To be responsible to the University Research and Knowledge Exchange Committee for the development and implementation of the University's policies and procedures in relation to human tissue research.

Composition

- Member of the University Research and Knowledge Exchange Committee (Chair)-nominated by the Chair of RKE
- Research Governance Manager
- Chair of UREC (or nominee)
- Chair of FREC (or nominee) from any faculty where HT work is undertaken
- Senior Research Laboratory Manager from HAS
- Senior management representative from each faculty where HT work is undertaken –nominated by the Dean
- UG/PG Biological Sciences Research Project Leader (HAS) or nominee
- 4 Senior Researchers engaged in Human Tissue research and teaching –nominated by the Chair
- External Member from UOB
- Co-opted Members as appropriate

- Secretary: RBI

Terms of Reference

1. To exercise, on behalf of the Research and Knowledge Exchange Committee, oversight of the development and implementation of the University's policies and procedures in relation to the storage and use of human tissue for research and teaching purposes.
2. Oversee the annual monitoring of human tissue holdings and their use for research and teaching purposes, in relation to compliance with formal requirements upon the university, including meeting the requirements of the Human Tissue Act.
3. To specify the requirements for, and receive, annual reports from Faculties using Human Tissue research, including the identification of good practice

and the promotion of excellence in the use of human tissue within the University, and monitoring of good governance.

4. To receive quarterly updates from Faculties on human tissue use to feed in to the annual monitoring exercise, and provide opportunities for ongoing consideration during the year.
5. Drawing upon the annual monitoring exercise and annual Faculty reports, to report annually to the Research and Knowledge Exchange Board on the implementation of the University's policies and procedures in relation to use of human tissue.
6. To establish a pool of expert advisers to provide advice on the use of human tissue to staff and postgraduate students.
7. To set minimum compulsory training requirements for staff and students in relation to working with human tissue, and to review the implementation of this as part of the annual monitoring exercise.
8. To oversee appropriate records management policy and procedures for work with human tissue.
9. To raise formally with Deans any breaches of compliance or research governance which have come to the Committee's attention.
10. To report formally to the Research and Knowledge Exchange committee any serious concerns which the Committee has been unable to resolve.
11. To promote effective partnerships with external organisations in pursuit of the University's human tissue research and teaching
12. To monitor the policies and practices of key external organisations ensuring that the university is alert to, and responds to, national and international developments in human tissue research and teaching, and to appropriately disseminate this information within the university.

Minimum number of members that must be present to constitute a valid meeting (Quorum):

One-third of the members eligible to attend

Frequency of meetings:

Five per year

For more information please contact:

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