

SERVICE LEVEL AGREEMENT

BETWEEN THE MS SOCIETY TISSUE BANK AND HOSPITAL MORTUARIES RETRIEVING TISSUE FROM REGISTERED DONORS FOR USE IN MEDICAL RESEARCH

RESPONSIBILITIES OF THE TISSUE BANK AND ITS REPRESENTATIVES

1. Ensure that all its activities are carried out in a manner already reviewed and approved by the Multicentre Research Ethics Committee (London Office 08/MRE09/31); these include:
 - Providing prospective donors with information on the procedure used for the retrieval, storage and use of tissue in research, and for the safe and respectful disposal of unusable samples
 - Seeking written consent from individuals wishing to donate their tissues for use in research in an appropriate manner
 - Confirming that those people who were close to a registered donor had not raised objections to the donation after the death of the donor
 - Seeking consent from those close to a deceased donor in cases where the donor had not registered with the Tissue Bank

A "deemed license" has already been issued to the Tissue Bank by the Human Tissue Authority, Designated Individual is Prof. Geraldine Thomas, Imperial College London, (geraldine.thomas@imperial.ac.uk)

2. Ensure that a "Medical Certificate of Cause of Death" has been issued and that the death is not going to be referred to HM Coroner
3. Where the death of a donor has been referred to HM Coroner, ensure that permission to retrieve and retain the brain and spinal cord and sample of cerebrospinal fluid has been obtained from the HM Coroner and the pathologist carrying out the post-mortem examination
4. Where necessary, liaise with the funeral directors and mortuary staff to arrange for the body of the deceased to be transported to and from the hospital mortuary
5. Provide mortuary staff with copies of all relevant consent forms and a copy of the death certificate if requested
6. Provide mortuary staff with precise details of the tissue that is required and how it should be stored prior to collection by authorised personnel

7. Provide mortuary staff with precise details for the collection of retrieved tissue and make them aware immediately of changes to arrangements
8. Remunerate mortuary staff for their services in a timely manner and meet any extra costs incurred in performing the retrieval
9. Confirm the safe receipt of tissue and acknowledge as widely as possible, the essential help provided by mortuary staff and hospital
10. Follow all Health and Safety Guidelines recommended for the transportation of human tissue and provide mortuary staff with all relevant forms and information


RESPONSIBILITIES OF ANATOMICAL PATHOLOGY TECHNOLOGISTS

1. Attempt to harvest bequeathed material as soon as possible after death (preferably within 24hours) to ensure that it will be suitable for use in the widest range of research techniques thus helping to fulfil the wishes of the donor
2. Liaise with the Tissue Bank regarding timings for the retrieval of tissues and collection by authorised personnel
3. Provide a service for the receipt and secure storage of the body of the deceased prior to tissue retrieval and secure storage of the body until it is collected by the funeral directors
4. Ensure that the retrieval of the brain and spinal cord is undertaken by suitably trained staff
5. The tissue retrieval is carried out in a manner that leaves the body in a state that is suitable to be viewed by those who were close to the deceased
6. Adhere to relevant local and national guidelines on ethical, legal and safety aspects when retrieving tissue on behalf of the Tissue Bank
7. Ensure that tissue is harvested on licensed premises
8. Ensure that harvested material is stored securely and optimally (at 4°C for unfixed tissue) on site prior to collection by authorised personnel
9. Complete on relevant forms to confirm tissues have been retrieved and collected by authorised personnel

Sign:

Date:

Name:.....
Hospital representative

Sign:.....


Date: 03 January 2017

Professor Richard Reynolds
Scientific Director
MS Society Tissue Bank

Tissue Bank 24hour emergency number 07 659 132 045