



Site visit inspection report on compliance with HTA minimum standards

Kingston University

HTA licensing number 12419

Licensed under the Human Tissue Act 2004 for the

- **storage of relevant material which has come from a human body for use for a scheduled purpose**

25 Oct 2012

Summary of inspection findings

The HTA found the Designated Individual, the Licence Holder, the premises and the practices to be suitable in accordance with the requirements of the legislation.

Kingston University (the establishment) was found to have met all HTA standards.

- Brief detail of shortfalls and if there are underlying trends (ie lack of staff training)
- Recurring trends since last inspection
- Improvement or decline in meeting standards since last inspection
- Other factors that have affected the establishment (e.g. change of DI)

Particular examples of strengths and good practice are included in the concluding comments section of the report.

The HTA's regulatory requirements

The HTA must assure itself that the Designated Individual, Licence Holder, premises and practices are suitable.

The statutory duties of the Designated Individual are set down in Paragraph 18 of the Human Tissue Act 2004. They are to secure that:

- the other persons to whom the licence applies are suitable persons to participate in the carrying-on of the licensed activity;
- suitable practices are used in the course of carrying on that activity; and
- the conditions of the licence are complied with.

The HTA developed its licensing standards with input from its stakeholders. They are designed to ensure the safe and ethical use of human tissue and the dignified and respectful treatment of the deceased. The HTA inspects the establishments it licences against four groups of standards:

- consent
- governance and quality systems
- premises facilities and equipment
- disposal.

This is an exception-based report: only those standards that have been assessed as not met are included. Where the HTA determines that a standard is not met, the level of the shortfall is classified as 'Critical', 'Major' or 'Minor' (see Appendix 2: Classification of the level of shortfall). Where HTA standards are fully met, but the HTA has identified an area of practice that could be further improved, advice is given to the DI.

Reports of HTA inspections carried out from 1 November 2010 are published on the HTA's website.

Background to the establishment and description of inspection activities undertaken

A routine site-visit inspection was carried out at the establishment; this was the establishment's first HTA inspection. The establishment stores placental tissue, bone and a small number of slides (histological and blood smears) for research.

Placental tissue is collected from the living with consent by a local NHS hospital on behalf of the establishment. Consent for use of the tissue in the specific REC-approved research project is taken by staff at the NHS hospital by the consultant physician. The placental tissue is stored in a locked dedicated freezer within an access controlled laboratory. University staff and specific postgraduate students have access to the laboratory. The key to the freezer is kept by technical staff and must be signed out when access to the freezer is required and back in afterwards. Each tissue sample is assigned a unique identification code, which is used to identify the sample on an internal Human Tissue Record Form, which also contains information about when consent was taken and other traceability details. During the audit of placental tissue, the tissue was traced from its location in the freezer to the Human Tissue Record Form using the unique ID. Signed consent forms were also sighted for each of the three samples audited. No anomalies were found.

The bone collection in place at the establishment is used for teaching undergraduate forensics practical classes. The bone samples are classed as existing holdings, and therefore consent provisions of the Act do not apply. Before each practical class, bone samples are laid out in the classroom at defined stations and catalogued by location by the instructor. The students move from station to station during the class, and the material stays with its designated station. After the class, the instructor checks that all material is accounted for and

replaced into normal storage area using a standard checklist; the present instructor has never encountered any anomalies. All bone samples are assigned a barcode and individually labelled. The bone collection is kept in a locked cabinet in the access-controlled practical classroom. Bone samples were audited by tracing three samples using barcode IDs on samples themselves to barcodes on the outside of storage boxes and further to paper records. No anomalies were found.

A small collection of slides is kept in a locked safe within the access-controlled laboratory. Slides are classed as existing holdings, therefore the consent provisions of the Act do not apply. Slides were audited by tracing IDs on all of the slides themselves to paper records, and no anomalies were found.

Inspection findings

The HTA found the Designated Individual and the Licence Holder to be suitable in accordance with the requirements of the legislation.

Compliance with HTA standards

All applicable HTA standards have been assessed as fully met.

Advice

The HTA advises the DI to consider the following to further improve practices:

No.	Standard	Advice
1.	C1	At the time the establishment was building their placental sample collection, a third party agreement was not in place with the local NHS hospital where consent was taken. As the establishment is no longer gathering new placental samples, it is not necessary to put such an agreement in place at this stage. The DI is advised to ensure that an agreement is put in place with any third party taking consent on behalf of the establishment in the future.
2.	GQ6	A unique ID is given to each placental sample. These IDs are present on the stored samples themselves as well as Human Tissue Records Forms used to record traceability by the establishment. The unique ID number does not appear on patient consent forms, and the only way to link the consent form to the sample is by using the date on which consent was given which appears on the consent forms and the Human Tissue Record Form. The Human Tissue Record Form does not contain the patient's name, so if >1 patient consented on the same day it would not be possible to accurately link individual placental samples with corresponding consent forms. For future projects, the DI is advised to ensure that consent forms and human tissue samples can be reliably linked.
3.	PFE1	The premises were fit for purpose. Security and confidentiality of patient samples had been carefully considered and appropriate provisions were in place. The DI is advised to formally record risk assessments of the premises, especially if new types of samples are to be stored.
4.	D1	The DI is advised to continue with plans to formalise a disposal policy for the bone collection.

Concluding comments

During the inspection, good practice was observed in several areas. Establishment staff have taken care to ensure the security of samples, including locking the freezer, using a safe to store slides and implementing pre- and post-teaching checklists for maintaining traceability of the bone collection. The establishment developed a Human Tissue Working Group to keep track of their diverse range of human tissue samples, demonstrating a commitment to upholding HTA standards. Positive comments were made by each member of staff interviewed about communication and management of human tissue activity at the establishment.

The HTA has given advice to the Designated Individual in several areas.

The HTA has assessed the establishment as suitable to be licensed for the activities specified.

Report sent to DI for factual accuracy: 19 November 2012

Report returned from DI: 23 November 2012

Final report issued: 07 December 2012

Appendix 1: HTA standards

The HTA standards applicable to this establishment are shown below; those not assessed during the inspection are shown in grey text. Individual standards which are not applicable to this establishment have been excluded.

Consent standards
C1 Consent is obtained in accordance with the requirements of the Human Tissue Act 2004 (HT Act) and as set out in the code of practice
<ul style="list-style-type: none">• Consent forms comply with the HTA's Code of Practice• Consent forms are in records and are made accessible to those using or releasing relevant material for a scheduled purpose• If the establishment obtains consent, a process is in place for acquiring consent in accordance with the requirements of the HT Act 2004 and the HTA's Codes of Practice• Where applicable, there are agreements with third parties to ensure that consent is obtained in accordance with the requirements of the HT Act 2004 and the HTA's Codes of Practice• Consent procedures have been ethically approved
C2 Information about the consent process is provided and in a variety of formats
<ul style="list-style-type: none">• Standard operating procedures (SOPs) detail the procedure for providing information on consent• Agreements with third parties contain appropriate information• Independent interpreters are available when appropriate• Information is available in suitable formats, appropriate to the situation• Consent procedures have been ethically approved
C3 Staff involved in seeking consent receive training and support in the implications and essential requirements of taking consent
<ul style="list-style-type: none">• Standard operating procedures (SOPs) detail the consent process• Evidence of suitable training of staff involved in seeking consent• Records demonstrate up-to-date staff training• Competency is assessed and maintained
Governance and quality system standards
GQ1 All aspects of the establishments work are supported by ratified documented policies and procedures as part of the overall governance process
<ul style="list-style-type: none">• Policies and procedures in place are in place, covering all activities related to the storage of relevant material for research in connection with disorders, or the functioning, of the human body• Appropriate risk management systems are in place• Regular governance meetings are held; for example, health and safety and risk management

<p>committees, agendas and minutes</p> <ul style="list-style-type: none"> • Complaints system
GQ2 There is a documented system of quality management and audit
<ul style="list-style-type: none"> • A document control system, covering all documented policies and standard operating procedures (SOPs). • Schedule of audits • Change control mechanisms for the implementation of new operational procedures
GQ3 Staff are appropriately qualified and trained in techniques relevant to their work and are continuously updating their skills
<ul style="list-style-type: none"> • Qualifications of staff and training are recorded, records showing attendance at training • Orientation and induction programmes • Documented training programme, (e.g. health and safety, fire, risk management, infection control), including developmental training • Training and reference manuals • Staff appraisal / review records and personal development plans are in place
GQ4 There is a systematic and planned approach to the management of records
<ul style="list-style-type: none"> • Documented procedures for the creation, amendment, retention and destruction of records • Regular audit of record content to check for completeness, legibility and accuracy • Back-up / recovery facility in the event of loss of records • Systems ensure data protection, confidentiality and public disclosure (whistle-blowing)
GQ5 There are documented procedures for distribution of body parts, tissues or cells
<ul style="list-style-type: none"> • A process is in place to review the release of relevant material to other organisations • An agreement is in place between the establishment and the organisation to whom relevant material is supplied regarding the tracking and use of material and eventual disposal or return
GQ6 A coding and records system facilitates traceability of bodies, body parts, tissues and cells, ensuring a robust audit trail
<ul style="list-style-type: none"> • There is an identification system which assigns a unique code to each donation and to each of the products associated with it • An audit trail is maintained, which includes details of when and where the relevant material was acquired, the consent obtained, the uses to which the material was put, when the material was transferred and to whom

GQ7 There are systems to ensure that all adverse events are investigated promptly
<ul style="list-style-type: none"> • Corrective and preventive actions are taken where necessary and improvements in practice are made • System to receive and distribute national and local information (e.g. HTA communications)
GQ8 Risk assessments of the establishment's practices and processes are completed regularly and are recorded and monitored appropriately
<ul style="list-style-type: none"> • Documented risk assessments for all practices and processes • Risk assessments are reviewed when appropriate • Staff can access risk assessments and are made aware of local hazards at training

Premises, facilities and equipment standards
PFE1 The premises are fit for purpose
<ul style="list-style-type: none"> • A risk assessment has been carried out of the premises to ensure that they are appropriate for the purpose • Policies in place to review and maintain the safety of staff, authorised visitors and students • The premises have sufficient space for procedures to be carried out safely and efficiently • Policies are in place to ensure that the premises are secure and confidentiality is maintained
PFE 2 Environmental controls are in place to avoid potential contamination
<ul style="list-style-type: none"> • Documented cleaning and decontamination procedures • Staff are provided with appropriate protective equipment and facilities that minimise risks from contamination • Appropriate health and safety controls are in place
PFE3 There are appropriate facilities for the storage of bodies, body parts, tissues and cells, consumables and records.
<ul style="list-style-type: none"> • Relevant material, consumables and records are stored in suitable secure environments and precautions are taken to minimise risk of damage, theft or contamination • Contingency plans are in place in case of failure in storage area • Critical storage conditions are monitored and recorded • System to deal with emergencies on 24 hour basis • Records indicating where the material is stored in the premises

PFE 4 Systems are in place to protect the quality and integrity of bodies, body parts, tissues and cells during transport and delivery to a destination

- Documented policies and procedures for the appropriate transport of relevant material, including a risk assessment of transportation
- A system is in place to ensure that traceability of relevant material is maintained during transport
- Records of transportation and delivery
- Records are kept of any agreements with recipients of relevant material
- Records are kept of any agreements with courier or transport companies

PFE5 Equipment is appropriate for use, maintained, quality assured, validated and where appropriate monitored

- Records of calibration, validation and maintenance, including any agreements with maintenance companies
- Users have access to instructions for equipment and receive training in use and maintenance where appropriate
- Staff aware of how to report an equipment problem
- Contingency plan for equipment failure

Disposal Standards

D1 There is a clear and sensitive policy for disposing of human organs and tissue

- Documented disposal policy
- Policy is made available to the public
- Compliance with health and safety recommendations

D2 The reason for disposal and the methods used are carefully documented

- Standard operating procedures (SOPs) for tracking the disposal of relevant material detail the method and reason for disposal
- Where applicable, disposal arrangements reflect specified wishes

Appendix 2: Classification of the level of shortfall

Where the HTA determines that a licensing standard is not met, the improvements required will be stated and the level of the shortfall will be classified as 'Critical', 'Major' or 'Minor'. Where the HTA is not presented with evidence that an establishment meets the requirements of an expected standard, it works on the premise that a lack of evidence indicates a shortfall.

The action an establishment will be required to make following the identification of a shortfall is based on the HTA's assessment of risk of harm and/or a breach of the HT Act or associated Directions.

1. Critical shortfall:

A shortfall which poses a significant risk to human safety and/or dignity or is a breach of the Human Tissue Act 2004 (HT Act) or associated Directions

or

A combination of several major shortfalls, none of which is critical on its own, but which together could constitute a critical shortfall and should be explained and reported as such.

A critical shortfall may result in one or more of the following:

- (1) A notice of proposal being issued to revoke the licence
- (2) Some or all of the licensable activity at the establishment ceasing with immediate effect until a corrective action plan is developed, agreed by the HTA and implemented.
- (3) A notice of suspension of licensable activities
- (4) Additional conditions being proposed
- (5) Directions being issued requiring specific action to be taken straightaway

2. Major shortfall:

A non-critical shortfall that:

- poses a risk to human safety and/or dignity, or
- indicates a failure to carry out satisfactory procedures, or
- indicates a breach of the relevant CoPs, the HT Act and other relevant professional and statutory guidelines, or
- has the potential to become a critical shortfall unless addressed

or

A combination of several minor shortfalls, none of which is major on its own, but which, together, could constitute a major shortfall and should be explained and reported as such.

In response to a major shortfall, an establishment is expected to implement corrective and preventative actions within 1-2 months of the issue of the final inspection report. Major shortfalls pose a higher level of risk and therefore a shorter deadline is given, compared to minor shortfalls, to ensure the level of risk is reduced in an appropriate timeframe.

3. Minor shortfall:

A shortfall which cannot be classified as either critical or major, but which indicates a departure from expected standards.

This category of shortfall requires the development of a corrective action plan, the results of which will usually be assessed by the HTA either by desk based or site visit.

In response to a minor shortfall, an establishment is expected to implement corrective and preventative actions within 3-4 months of the issue of the final inspection report.

Follow up actions

A template corrective and preventative action plan will be sent as a separate Word document with both the draft and final inspection report. You must complete this template and return it to the HTA within 14 days of the issue of the final report.

Based on the level of the shortfall, the HTA will consider the most suitable type of follow-up of the completion of the corrective and preventative action plan. This may include a combination of

- a follow-up site-visit inspection
- a request for information that shows completion of actions
- monitoring of the action plan completion
- follow up at next desk-based or site-visit inspection.

After an assessment of your proposed action plan you will be notified of the follow-up approach the HTA will take.