

Licence application assessment report on compliance with HTA licensing standards  
Site visit date: **8 May 2024 (remote) and 28 May 2024 (site visit)**



**University of Hull**  
Proposed HTA licensing number 12777

Application for a licence under the Human Tissue Act 2004

**Activities applied to be licensed**

Area	Storage of relevant material which has come from a human body for use for a scheduled purpose	Removal from the body of a deceased person (otherwise than in the course of an anatomical examination or post-mortem examination) of relevant material of which the body consists or which it contains, for use for a scheduled purpose other than transplantation
University of Hull	Applied to be licensed	Not applied to be licensed

**Summary of findings**

The HTA found the proposed Designated Individual (DI) and the proposed Licence Holder (LH) to be suitable in accordance with the requirements of the legislation.

University of Hull was found to have met all HTA standards.

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

## Compliance with HTA standards

All applicable HTA standards have been assessed as fully met.

## Advice

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

Number	Standard	Advice
1.	C1(a)	The establishment has a 'Participant Information sheet' template to guide researchers when developing information to support the consent process for their projects. Although it is clear that participants can withdraw their consent, the proposed DI is advised to include more information on how a participant is to withdraw should they change their mind.
2.	C1(a)	The establishment has an 'Informed Consent form' template to guide researchers when developing consent forms for their projects. The template is designed for documenting consent given for a specific project. To benefit possible future research, the proposed DI is advised to consider developing the template to also provide opportunities for obtaining broad or generic consent for future research.
3.	PFE2(c)	The establishment intends to upgrade the temperature monitoring system on the freezers. The proposed DI is advised to implement regular challenging of the temperature alarm callout system to ensure that alarms function as expected.

## Background

The University of Hull ('the establishment') intends to collect and store a variety of relevant material for use in future research by researchers at the University. The establishment has applied for a HTA licence for the storage of relevant material, which has come from a human body, for use for the scheduled purpose of 'research in connection with disorders, or the functioning, of the human body'.

### **Description of activities undertaken during assessment**

The HTA's regulatory requirements are set out in Appendix 1. The Regulation Manager covered the following areas during the assessment:

#### *Standards assessed*

46 of 47 HTA licensing standards were covered during the licence assessment (standards published 3 April 2017). PFE2(b) was not relevant as the establishment does not intend to store the deceased.

#### *Review of governance documentation*

Policies and procedural documents relating to all licensable activities including overarching policies, standard operating procedures and risk assessments were assessed. Documents detailing the plans for consent seeking, staff training, incident management, governance meetings and audits were reviewed. The establishment's sample traceability system was also assessed.

#### *Visual inspection*

The Regulation Manager undertook a visual inspection of the premises which included the laboratory and storage spaces. The security arrangements and the suitability of the storage areas were assessed. The plans for temperature monitoring, alarming, maintenance, contingency and cleaning of the storage units were reviewed.

#### *Meetings with establishment staff*

The Regulation Manager met with staff who will carry out activities under the licence, including the Head of Technical Services, the Human Tissue Act Compliance Officer, a Senior Lecturer in Anatomy, a Senior Postdoctoral researcher and a Senior Lecturer in Haematology and Honorary Consultant who is the proposed DI.

**Report sent to proposed DI for factual accuracy:** 11 June 2024

**Report returned from proposed DI:** No factual accuracy or request for redaction comments were made by the proposed DI

**Final report issued:** 25 June 2024

## **Appendix 1: The HTA's regulatory requirements**

Prior to the grant of a licence, the HTA must assure itself that the DI is a suitable person to supervise the activity authorised by the licence and that the premises are suitable for the activity.

The statutory duties of the DI are set down in Section 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.

Its programme of site visit inspections to assess compliance with HTA licensing standards is one of the assurance mechanisms used by the HTA.

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. They are grouped under four headings:

- consent;
- governance and quality systems;
- traceability, and;
- premises facilities and equipment.

This is an exception-based report: only those standards that have been assessed as not met are included. Where the HTA determines that there has been a shortfall against a standard, 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 provided.

HTA inspection reports are published on the HTA's website.

## **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 Human Tissue Act 2004 (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 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:

- A notice of proposal being issued to revoke the licence;
- 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;
- A notice of suspension of licensable activities;
- Additional conditions being proposed, or;
- 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 Codes of Practice, 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 review or at the time of the next 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 the final inspection report. Establishments 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, or;
- follow up at next routine site visit inspection.

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