

ATTACHMENT 2 - Metro South Health Research Biorepository Governance Framework

The Metro South Health Research Biorepository Governance Framework is intended to support economic efficiency, sustainable growth and financial stability of research biorepositories in Metro South Health.

Metro South Health Research Biorepositories Policy (PL2017/53)								
Governance and Compliance Procedures			Operations Procedures			Quality Procedures		
1.1 Governance, Oversight and Management Procedure (PR2017/98) <ul style="list-style-type: none"> International, national and state regulation, accountability and best practice principles Metro South Health Research Biorepository Compliance Matrix Governance Oversight Management 			2.1 Acquisition, Attainment and Recruitment Procedure (PR2017/102) <ul style="list-style-type: none"> Organisational considerations Determination of services to be provided Models Tissue attainment service Tissue banking service Population-based collections Virtual repositories Research project specific collections Recruitment Acquisition Use of diagnostic samples/pathology archives surplus to clinical requirements 			3.1 Emergency Preparedness and Work Health and Safety Procedure (PR2017/108) <ul style="list-style-type: none"> Emergency preparedness Work Health and Safety (WHS) considerations 		
1.2 Strategic Oversight Committee and Compliance Procedure (PR2017/99) <ul style="list-style-type: none"> Governance Auditing Annual reporting Breaches, complaints and research misconduct 			2.2 Facility, Equipment, Storage and Security Procedure (PR2017/103) <ul style="list-style-type: none"> Facility Equipment and storage conditions Equipment maintenance, repair and replacement Security 			3.2 Databases, Tracking, Records and Documentation Procedure (PR2017/109) <ul style="list-style-type: none"> Privacy and confidentiality Records management Databases & systems Biospecimen tracking Obtaining confidentiality disclosure agreements 		
1.3 Establishment of a Research Biorepository Procedure (PR2017/100) <ul style="list-style-type: none"> Business planning considerations Consultation Scientific and financial feasibility Resourcing Plan Legacy Plan Research Biorepository Internal Governance Structure Metro South Health Human Research Ethics Committee Information and education 			2.3 Collection, Processing, Handling and Retrieval Procedure (PR2017/104) <ul style="list-style-type: none"> General considerations Collection Processing & handling Storage Biospecimen stability Retrieval 			3.3 Quality Management System (Assurance and Control) Procedure (PR2017/110) <ul style="list-style-type: none"> Quality Management System (QMS) Quality standards Auditing Quality control Records management 		
1.4 Operational Arrangements Procedure (PR2017/101) <ul style="list-style-type: none"> Ownership, custodianship and the gift relationship Management and staffing Qualifications and training Infrastructure and facilities Cost management Commercial research/working with industry Intellectual Property and resource sharing Acknowledgement and publication Registration on Metro South Health Research internet site 			2.4 Disposal, Lab/Fridge Merge and Closure Procedure (PR2017/105) <ul style="list-style-type: none"> Disposal Culling of collections Research biorepository closure, merger or change of ownership 			3.4 Standard Operating Procedures (SOPs) Procedure (PR2017/111) <ul style="list-style-type: none"> Compliance with internal documentation Quality management system Requirement for evidence-based SOPs 		
2.5 Access and Applications for Samples Procedure (PR2017/106) <ul style="list-style-type: none"> Biospecimens access and accessibility Application process Review of biospecimen use requests and applications Release and transfer Recording access to research biorepository resources 			2.6 Material Transfer Agreements, Packaging and Shipping Procedure (PR2017/107) <ul style="list-style-type: none"> Material Transfer Agreement (MTA) Packaging Transport Shipping Invoicing 					
Metro South Health Research Biorepository Internal Governance Structure								
Cancer Collaborative Biobank <ul style="list-style-type: none"> Research Protocol SOPs PICF (if not using MSH Consent) RB Mgmt & Scientific Review Committee TOR 	Head and Neck Cancers <ul style="list-style-type: none"> Research Protocol SOPs PICF (if not using MSH Consent) RB Mgmt & Scientific Review Committee TOR 	Skin Cancer and Melanoma Research <ul style="list-style-type: none"> Research Protocol SOPs PICF (if not using MSH Consent) RB Mgmt & Scientific Review Committee TOR 	Oesophageal, Gastric and Gastrointestinal Stromal Tumour (GIST) Biomarkers Tissue/Blood Banking and Melanoma and Soft Tissue Biobank <ul style="list-style-type: none"> Research Protocol SOPs PICF (if not using MSH Consent) RB Mgmt & Scientific Review Committee TOR 	Queensland Brain Tumour Bank <ul style="list-style-type: none"> Research Protocol SOPs PICF (if not using MSH Consent) RB Mgmt & Scientific Review Committee TOR 	Functional Gastrointestinal Disorders Biobank <ul style="list-style-type: none"> Research Protocol SOPs PICF (if not using MSH Consent) RB Mgmt & Scientific Review Committee TOR 	Kidney Cancer Biobank <ul style="list-style-type: none"> Research Protocol SOPs PICF (if not using MSH Consent) RB Mgmt & Scientific Review Committee TOR 	Lymphoma Biomarkers Research <ul style="list-style-type: none"> Research Protocol SOPs PICF (if not using MSH Consent) RB Mgmt & Scientific Review Committee TOR 	MaCh R <ul style="list-style-type: none"> Research Protocol SOPs PICF (if not using MSH Consent) RB Mgmt & Scientific Review Committee TOR