

Cancer Collaborative Biobank Scientific Review Panel Terms of Reference

Context

The Cancer Collaborative Biobank has been established within Metro South Health, to provide a research biobank service – collecting, storing and providing access to human tissue samples for approved research.

Function of the Cancer Collaborative Biobank Scientific Review Panel

The function of the Cancer Collaborative Biobank Scientific Review Panel is to assess requests from researchers seeking to obtain biospecimens from the Cancer Collaborative Biobank and provide the Cancer Collaborative Biobank Management Committee (CCBMC) with advice relevant to such requests.

Reporting Arrangements

The Cancer Collaborative Biobank Scientific Review Panel reports to the Cancer Collaborative Biobank Management Committee.

Role of Individual Panel Members

The role of the individual members of the CCB Scientific Review Panel member includes:

- Providing the Chair with recommendations to either endorse or not endorse applications for biospecimens utilising an evidence-based approach, based on experience which reflects medical and scientific knowledge and current clinical practice;
- Knowledge of issues related to the health care system;
- Ability to comply with the Metro South Health Conflict of Interest Policy and Procedure;
- Ability to act with integrity and independence of specific interests;
- Ability to review and synthesise considerable amounts of information;
- Availability to commit to the time necessary to participate fully; and
- Experience or familiarity with Metro South Health Policies and decision-making processes.

Membership

The Cancer Collaborative Biobank Scientific Review Panel shall be comprised of:

- Deputy Director Haematology, Head Leukaemia & Lymphoma (A/Prof Paula Marlton) – Chair.

The Scientific Review Panel Chair will extend an invitation to other CCB MC members, and/or co-opt external members with appropriate expertise to participate for specific applications. This is done via an invitation letter.

Panel membership may be extended to include members from interstate and/or from other institutions outside of Queensland Health.

Convenor/Chair

The Chair shall be responsible for identifying a panel of suitably qualified personnel to consider requests or applications at hand. The Manager, CCB or delegate will convene the panel.

It is anticipated that the majority of the Scientific Review Panel's business would be undertaken via electronic correspondence as required.

If the designated Chair is unavailable, then a member of the Cancer Collaborative Biobank Management Committee nominated by the Chair (referred to as the Acting Chair) will be responsible for identifying the Scientific Review Panel and assuming the responsibilities of the Scientific Review Panel Chair position. The Acting Scientific Review Panel Chair is then responsible for informing the Chair, on their return, as to the salient points/decisions raised or agreed to for each relevant application. In the absence of a designated Chair/Acting Chair, the Manager, CCB is to assume Acting Scientific Review Panel Chair responsibilities.

Frequency of meetings

The Scientific Review Panel shall electronically convene on an ad hoc basis, as required. The duration of deliberation process should not normally exceed fourteen (14) consecutive calendar days.

It is anticipated that the majority of the Scientific Review Panel business will be undertaken via email correspondence.

Consideration of Applications

Applications for samples and relevant documents will be circulated to selected members of the Cancer Collaborative Biobank Scientific Review Panel as directed by the Chair.

Scientific Review Panel members will review documentation and advise the Chair of any actual, perceived, or potential conflicts of interest.

Scientific Review Panel members undertake a scientific review of the application/s and provide advice in relation to the scientific quality of an application and a recommendation to supply samples or not supply samples.

Responses from Scientific Review Panel members will be collated and provided to the Cancer Collaborative Biobank Management Committee for consideration.

Quorum Requirements

The list of registered Scientific Review Panel members will be kept updated by the Manager, CCB along with a record of the applications reviewed by each member. The Scientific Review Panel Chair will review the application and inform the Manager, CCB which suitably qualified Panel members should receive specific researcher sample application/s for review.

Panel member will receive the research sample application electronically along with all relevant documents. Panel members must advise by return email if they are participating in the scientific review of the request. Three (3) Scientific Review Panel members will be sent the application which may include the Chair.

Voting

At least two (2) Scientific Review Panel/Group members, must agree to endorse the application before the recommendation is able to be provided to the Research Biorepository Management Committee.

Where there is non-consensus, the Chair may request for further review to occur with other senior clinicians/researchers to enable a decision.

Conflicts of Interest

From time to time general members, who are involved in the Cancer Collaborative Biobank Scientific Review Panel, may experience a conflict of interest that is directly or indirectly related to their personal, private and/or professional associations (e.g. University institutions). It is understood that at times a general member's personal, private and/or professional associations may come into conflict with Cancer Collaborative Biobank Scientific Review Panel responsibilities.

It is important that members declare any actual, potential, or perceived conflict of interest in accordance with Metro South Health Conflict of Interest policy and procedures. All declared conflicts of interest will be documented and recorded. Where a conflict has been disclosed which may impact on a decision being made, the Cancer Collaborative Biobank Management Committee will determine if a discussion may proceed and/or if the general member with the conflict must abstain from the decision-making process.

To remove any doubt, Cancer Collaborative Biobank Scientific Panel general member responsibilities are to serve the public interest.

Scientific Review Panel meetings

It is anticipated that the majority of the Scientific Review Panel's business would be undertaken via electronic correspondence.

The Chair may convene a face to face meeting or teleconference if required:

Attendance at meetings

Cancer Collaborative Biobank Scientific Panel members rarely may be requested to attend face to face meeting or teleconference meetings, or provide an authorised proxy.

Proxies to Meetings

General members of the Cancer Collaborative Biobank Scientific Review Panel shall nominate a proxy to attend a meeting if the general member is unable to attend. Proxies should be suitably briefed prior to the meeting. The Chair will be informed of the substitution as soon as practical and preferably at least two (2) working days prior to the scheduled nominated meeting. The nominated proxy shall have voting rights at the attended meeting. The nominated proxy shall provide relevant comments/feedback, of the Cancer Collaborative Biobank Management Review Panel general member they are representing, to the attended meeting.

Secretariat

A Secretariat may be appointed for the purposes of recording and assisting in the preparation of minutes, agendas, correspondence and other relevant administrative tasks. In the absence of a designated Secretariat, the Manager, CCB is to assume Secretariat responsibilities.

Agenda Items

Where a face to face meeting or teleconference is required, all Cancer Collaborative Biobank Scientific Review Panel agenda items must be forwarded to Panel members prior to the scheduled meeting.

Review of Terms of Reference

These Terms of Reference will be reviewed during the initial Cancer Collaborative Biobank Scientific Review Panel meeting and annually thereafter.

Dispute Resolution

A dispute resulting from a decision, action item or Cancer Collaborative Biobank Scientific Review Panel matter will be escalated to the Cancer Collaborative Biobank Management Committee for resolution.

Endorsed:



(Signature)

Paul Dall'Alba
(Name)

Director Research Development
Research
Metro South Health

Dated: 18 Feb 2011.