

HSA Biobank Research Access Committee: Terms of Reference

1. Purpose

The purpose of the HSA Biobank Research Access Committee (RAC) is to approve requests from researchers seeking to access specimens and/or data held by the HSA Biobank based on the scientific merit of the research, and the types and quantity of specimens and/or data requested. Any unresolved specimen or data access issues will be referred to the HSA Management Committee.

2. Objective

To provide scientific review and oversight, allowing for efficient use of limited biological specimen resources.

3. Membership

The RAC will consist of up to eleven (11) members with diverse and extensive clinical and scientific expertise. The membership includes:

- A/Prof Winston Liauw, Director, Cancer Services, SESLHD/SGH/SGPH
- Prof Phil Crowe, Head, Department of Surgery, POWH/POWP
- Prof Susan Ramus, Adult Cancer Program, UNSW Sydney
- Prof David Goldstein, TCRN Director
- Dr Katrina Tang, NSW Health Pathology South East Sydney
- A/Prof Ewan Millar, NSW Health Pathology South East Sydney
- Dr Tim Lockett, UTS Health
- Dr Philip Haywood, Centre for Health Economics Research & Evaluation (CHERE), UTS
- Dr David Gallego-Ortega, Garvan Institute
- Dr Sarah Hancock, School of Medical Sciences, UNSW Sydney
- Mrs Sue McCullough (consumer representative)

Each member of the RAC:

- is expected to provide the time and personal engagement necessary to deliver the RAC objective
- is expected to declare any potential conflicts of interest prior to review or discussion of relevant requests

Research requests will not be reviewed by all RAC members: requests will be allocated to individual RAC members according to the nature of each research request and the technical expertise required for review.

The RAC will have access to an Expert Clinical Review (ECR) panel including clinical experts that contribute to the biobank. The RAC reviewers will confer with one or more members of the ECR panel if a research request concerns a disease of interest to one or more members of the ECR.

Membership of the ECR includes:

- Dr Koroush Haghighi, upper gastrointestinal surgeon, POWH/POWP
- Dr Greg Robertson, gynaecological oncologist, SGH/SGPH/RHW
- Dr Rhonda Farrell, gynaecological oncologist, RHW/SGH/POWP

Research requests concerning upper gastrointestinal specimens will be referred to Dr Koroush Haghighi. Requests concerning gynaecological specimens will be referred to Dr Greg Robertson or Dr Rhonda Farrell. The ECR may expand to include additional members with divergent expertise.

4. Term of membership

The term of membership shall be twelve (12) months with the option to renew.

5. Chair

The Chair will be nominated from the membership on a rotating annual basis.

6. Reporting to stakeholders

Summaries of research request outcomes will be reported to the HSA Management Committee, who will inform the Senior Leadership Group of the TCRN, and provide updates to the SESLHD via the Cancer Services Clinical Stream Advisory Committee.

7. Review of research requests

Research proposals will be reviewed as they are received. Generally, reviews will be conducted via email, with the aim of reaching consensus within 2 weeks. Issues requiring discussion will be resolved by ad hoc teleconference or meetings. If agreement cannot be reached regarding approval of a research request, this can be referred to the HSA Management Committee for resolution.

8. Conflict of interest

RAC members must declare any potential conflicts of interest prior to review of relevant access requests.

9. Confidentiality

Research requests reviewed by members of the RAC should be treated as confidential and any materials distributed to RAC members should not be circulated outside of the group unless stated. RAC members should recognise that intellectual property for each individual project remains with the investigator team involved.

10. Schedule of meetings

The RAC will meet twice each year, a face-to-face meeting early in the calendar year and a later teleconference meeting.

11. Quorum

Quorum is six members.

12. Secretariat

Secretariat support will be provided by the Translational Cancer Research Network (TCRN).

13. Review of Terms of Reference

These Terms of Reference, the committee purpose and membership will be reviewed annually.