

### SOP for Withdrawal of Consent for use of Waste Tissue for Research

- When a patient contacts the Hospital/School to withdraw consent for use of their waste tissue, the staff member concerned should immediately contact the DI responsible for governance of the HTA within the Dental School/Hospital.
- The DI will then deal with the issue from that point forwards. **At no point** should the laboratory be contacted directly and no laboratory staff should attempt to gain access to the Dental Hospital patient record systems. This will be regarded as a breach of the data protection act and will be considered as a potential disciplinary issue.
- The DI will contact the patient concerned and request that they place their request in writing, signed and dated for record purposes. The patient will be required to provide their hospital registration number, date of birth and indicate when the tissue was collected.
- Patients cannot withdraw consent for the use of extracted teeth, as no system exists to link any tooth collected as waste tissue to any patient.
- Upon receipt of the written request from the patient, the DI will access the hospital database to determine the exact date and time that the tissue was collected, with help from the hospital's "IT lead" as a witness.
- The DI will request the patient's medical records from the medical records team.
- The DI will determine the diagnosis and the clinician responsible for the tissue collection.
- The DI will then access the laboratory record-log of stored tissues to match the clinician, date and time of tissue collection and diagnosis to data in the patient's hospital record.
- The tissue will be identified and located by the DI, who will discard the tissue sensitively and according to hospital protocols.
- The DI will write to the patient concerned informing them that this has been completed, but reminding them that any research data obtained using that tissue may still be utilised anonymously.
- The DI will record the process in the laboratory log book.

Version number 5.0

I.L.C. Chapple – 24<sup>th</sup> April 2016

Checked by Dr D Attrill

24<sup>th</sup> April 2019

Review Date

March 2019