

Directions given under the Human Fertilisation and Embryology Act 1990 as amended

Satellite and transport IVF

Ref: 0010
Version: 1

These Directions are:	GENERAL DIRECTIONS
Sections of the Act providing for these Directions:	12 (1) (d), (f) and (g), 13 (2) (e) and (f), 14 (1) (d), 15 (2), 24 (3A)
These Directions come into force on:	1 October 2009
These Directions remain in force	Until revoked
This version issued on:	1 October 2009

1. Licensed centres (primary centres) must maintain a written agreement with any provider of satellite or transport IVF.
2. The written agreement should include:
 - (a) a definition of respective responsibilities; and
 - (b) the process by which the satellite or transport centre is carrying out the following:
 - (i) the various elements of treatment including monitoring of patients;
 - (ii) welfare of the child assessment;
 - (iii) offering and providing counselling;
 - (iv) producing and providing patient information to the patient;
 - (v) completion of HFEA and other consent forms; and
 - (vi) completion and submission of HFEA data forms.
3. These agreements together with related patient information should be submitted to the HFEA before the start of any new service.
4. The satellite or transport IVF centre should provide the primary centre with documentary evidence of activities it carries out.
5. The primary centre should keep this documentary evidence in patient records. It may take the form of a checklist signed by a key member of staff at the satellite or transport centre as evidence that the actions have been carried out according to the agreement.
6. The evidence should include the following:
 - (a) copies of the statutory consent forms and consent to disclosure form (where used);
 - (b) evidence that counselling has been offered;

- (c) a record of any information that has been provided; and
- (d) evidence that the welfare of the child assessment has been carried out, including the outcome of the assessment.

7. These Directions authorise the transfer of gametes for the purposes of transport IVF between licensed or unlicensed satellite centres and the primary centre at which the licensed activity is to be carried out, subject to the provision of the information required above before or at the time of transfer.
8. Satellite and transport IVF is defined as any arrangement in which part of an IVF cycle takes place outside the licensed (primary) centre. In particular:
 - (i) Satellite IVF is where the assessment, drug therapy and monitoring take place at the secondary (satellite) centre but the egg retrieval, embryology and embryo replacement are all carried out at the licensed (primary) centre;
 - (ii) Transport IVF is where the assessment, drug therapy, monitoring and egg retrieval take place at the transport centre but the embryology and embryo replacement take place at the licensed (primary) centre.
9. Licensed centres must be able to produce hard copies of the records referred to in paragraphs 1 and 4 upon request from an HFEA member of employee.

Ruth Fasht

Ruth Fasht OBE 1 July 2009

Chair of the Compliance Committee in accordance with delegated powers granted by the Human Fertilisation and Embryology Authority on 17 December 2008.

Version control	
Directions name:	Satellite and transport IVF
Reference number:	0010
Date version 1 issued:	1 October 2009
Date version 2 issued:	
Chair's letter reference:	

Schedule 1

Suggested checklist for satellite and transport IVF service users

Topic	Date of completion	Signature
HFEA and treatment consent forms completed		
Welfare of the child assessment completed		
Counselling provided		
Information provided		
Consent to disclosure obtained		
HFEA and treatment consent forms sent to primary centre		

I confirm that all the above have been completed in accordance with agreed written protocols.

Signed: _____

Key named person at Satellite or Transport centre

Print name: _____

Date: _____