

Document Data:

Document Type: Policy

Administering entity: School of Rural Medicine

Records management system number: D08/30387

Date board endorsement:

Date Approved: 21 April 2008

Approved by: Vice Chancellor

Indicative time for review: 1 year from approval

University of New England Human Anatomy Policy

Section 1: Rationale and Scope

1. The University of New England (UNE) as part of a Joint Medical Program (JMP) in association with Hunter New England Area Health (HNEAH) and the University of Newcastle (UNcle) run teaching and research activities in the fields of medicine and health sciences, some of which require anatomical examinations. The conduct of these examinations is subject primarily to the provisions of the Anatomy Act, 1977 and the Human Tissue Act, 1983, with which the University of New England is obligated to comply.
2. At UNE, anatomical examinations are carried out in the School of Rural Medicine's Anatomy Laboratory, using bodies that have been donated specifically for medical or scientific purposes.
3. This document outlines management and utilisation of the University's anatomy laboratory as well as UNE's requirements in respect to the receipt, handling, storage and disposal of donated bodies. This policy is inclusive of bodies and parts of bodies that have been donated directly to the University of New England and those procured by UNE from other universities. It applies to all University staff, students and visitors.

Section 2: Principles

1. The University recognises the magnitude and solemnity of the contribution that is made by those who donate their bodies for medical or scientific purposes and is committed to treating the human remains entrusted to its care with the utmost respect and professionalism. In keeping with this commitment the University requires its employees and students to obey and uphold all legal, public health and ethical standards associated with the handling of bodies and human tissues.
2. The University will not tolerate any activity that undermines its ability to meet its legislative obligations or that devalues the contribution made by those who donate their body for medical or scientific purposes.

Section 3: Definitions

1. For the purpose of this policy:
 - a. Anatomical examination: refers to the examination of a body or section, including the dissection of a body or section, for medical or scientific purposes. This excludes post mortem examination.
 - b. Anatomy employee: refers to a UNE or JMP employee who:
 - i. Requires access to human bodies, sections, and/or tissues for teaching and/or research purposes;
 - ii. Requires access to human bodies, sections, and/or tissues to provide essential support for teaching and/or research activities.
 - c. Anatomy Register - refers to the official register which is maintained in the anatomy mortuary

in accordance with prevailing legislation and which details:

- i. Receipt of bodies into the University;
 - ii. Dissections performed on bodies in preparation for prosection; and
 - iii. Disposal of bodies from the University.
- d. Body Transfer Register - refers to the individual register at the UNE anatomy facility that is used to track the transfer of human bodies, sections and tissues between UNE and other anatomy facilities such as universities.
 - e. Body/bodies - refers to a dead human body, may also be referred to as cadaver or decedent.
 - f. Confidential - means that information will only be released to those who have a legitimate 'need to know' and not for general consumption.
 - g. Human tissue - refers to an organ or other part of a human body.
 - h. Receiving officer - refers to the UNE Anatomy Laboratory Manager or Anatomy Laboratory Technician who has completed induction training on receipt of bodies into the UNE anatomy mortuary.
 - i. Section – refers to a separated portion of a human body.
 - j. Senior next of kin - is defined as per the Anatomy Act, 1977.

Section 4: Policy Statement

Part A: License to Conduct Anatomical Examinations:

1. Licenses to conduct anatomical examinations are issued by the Director-General of the Department of Health in accordance with the Anatomy Act, 1977. The Director-General may also revoke a license to conduct anatomical examinations. The University of New England may only conduct anatomical examinations when in possession of a valid and current license.
2. University anatomy facilities covered by a license to conduct anatomical examinations (e.g. mortuaries, laboratories, museums) must comply with the standards set out in the following Acts and Regulations:
 - a. Anatomy Act, 1977
 - b. Human Tissue Act, 1983
 - c. Public Health (Disposal of Bodies) Regulation, 2002
 - d. Human Tissue and Anatomy Amendment Legislation Act (2003)
 - e. Department of Health New South Wales relevant policies and guidelines
 - f. Local Government Regulation
 - g. Anatomy Facilities, Standards, Maintenance and Operation, refer to Section 5.
3. The Head of the School of Rural Medicine is responsible for monitoring the University's compliance with these licensing provisions and ensuring that the University retains or, where necessary, updates its license to conduct anatomical examinations. In fulfilling this responsibility the relevant Head of School may seek whatever advice or assistance they deem necessary.
4. The Director, Facilities Management Services (FMS), is expected to support the Head of School of Rural Medicine in meeting compliance requirements with respect to the maintenance of the University's anatomy facilities. In this respect the Director, Facilities Management Services is responsible for:
 - a. Ensuring all the University's anatomy facilities are maintained in a state that is compliant with the mortuary standards set out in the Acts and Regulations noted under section 6 part A;
 - b. Reporting anatomy facility compliance issues, including potential issues, to the Head of School as soon as practicable to enable any necessary remedial action to be taken; and

- c. Assisting the Head of School in addressing any anatomy facility non-compliance issues.
5. The University of New England expects employees, students and visitors to cooperate with any reasonable request or instruction issued by the Head of School of Rural Medicine, or their nominees, to enable the University to fulfil its obligations with respect to these licensing requirements.

Part B: Access

1. Access to Anatomy Facilities

- a. The University's anatomy facilities are to be secured at all times. Keys/cards (physical or electronic) to these facilities will only be provided on completion of the mandatory induction as detailed in Part C below, and then only to:
 - i. Anatomy Employees;
 - ii. UNE Safety and Security Officers or approved contractor;
 - iii. Employees of UNE contracted cleaning agency;
 - 1. Access will be limited to specific designated times for general cleaning.
 - iv. Employees of UNE Facilities Management Services or approved contactors.
- b. Once they have been issued with keys/card access to the UNE anatomy facility, individuals are responsible for ensuring the facility remains secure. Employees who have been issued with keys/card access will be responsible for admitting all other non-key holding users of the facility and will restrict access to:
 - i. Joint Medical Program Employees;
 - ii. Students who require access for teaching and/or research purposes;
 - iii. Conjoint lecturers;
 - iv. Participants in other approved short courses, demonstrations, or tours;
 - v. University contractors for repair, general maintenance, or safety checks within the facility;
 - vi. Other users as needs require (i.e. emergency services or repairs);
 - vii. Other users who are authorised under legislation to gain access in order to perform the official duties of their position.
- c. Students, contractors (other than contracted cleaners) and other authorised users must be supervised by an anatomy or inducted University employee at all times when in the anatomy facility. University employees controlling access to these facilities must ensure appropriate supervision is available prior to granting admittance to these parties.
- d. Under no circumstances are unauthorised persons to be granted access to the University's anatomy facilities at any time. Any attempt to gain unauthorised access to the University's anatomy facilities, whether the attempt is successful or not, will be considered to be in breach of this policy and may be subject to disciplinary action.
- e. While in a University anatomy facility all individuals are required to comply with the relevant 'Anatomy Facility Code of Conduct'. The Code will be clearly displayed in the facility. Individuals are responsible for reading the Code and conducting themselves accordingly. Failure to comply with the requirements set out in the Anatomy Facility Code of Conduct may be considered a breach of this policy.
- f. Swipe Card access will be managed on site by the Anatomy Lab Manager.

2. Access to Human Body, Section, and Tissue Storage Equipment

- a. Equipment used to store bodies and/or human tissues (e.g. fridges, specimen tanks, human tissue bins) are only to be accessed by anatomy employees; under their immediate supervision; or given authorisation. Under no circumstances is any other individual to touch or otherwise access this equipment. Any attempt to gain unauthorised access to body and/or human tissue storage equipment, whether the attempt is successful or not, will be considered to be in breach of this policy and may be subject to disciplinary action.

3. Mobile Phones are not permitted in the Anatomy Lab at any time.

Part C: Induction

1. All individuals, who will in the lab unsupervised, must complete a formal induction prior to being admitted to the UNE anatomy facility. At a minimum, this induction will cover:
 - a. Relevant safety issues (including chemical hazards) and procedural requirements for the facility
 - b. Applicable University and legislative requirements relating to utilisation of the UNE anatomy facility and/or mistreatment of bodies/human tissues and the consequences of breaching these requirements (refer to Part G, below).
2. In addition to clause 1, above, individuals who are likely to see and/or handle bodies or human tissues while in a UNE anatomy facility must, prior to entering the facility, complete a formal induction covering:
 - a. Professional standards expected in respect to the handling and treatment of bodies and/or human tissues.
 - b. Potential problems that might be experienced in relation to the facilities and bodies/specimens that will be seen in these facilities, how to identify these problems and what to do if they arise (refer to Part E - Duty of Care).
3. The Head of School of Rural Medicine will be responsible for ensuring processes are in place to provide all anatomy facility users with the necessary induction. With respect to students this means ensuring that all relevant induction requirements, including those listed above, are built into the appropriate introductory unit for the relevant program.

Part D: Receipt, Storage, Handling, Tracking and Disposal of Bodies/Human Tissues

1. Staff and students are required to familiarise themselves with legislative requirements and related University procedures (see Section 5 part C) pertaining to the receipt, storage, handling, tracking and disposal of bodies and human tissues and to ensure they conduct all their activities in strict adherence with these requirements. To assist students, the University will provide information regarding applicable legislative and procedural requirements.
2. In the event that the University wishes to retain a body or human tissues beyond the approved retention date, the University must obtain approval to do so in accordance with the Anatomy Act, 1977. Requests for extended retention of bodies or human tissues must be lodged well in advance to ensure approval is obtained prior to the expiration of the initial approved retention date.
3. The University will conduct audits into the management and handling of bodies and human tissues to ensure that it is complying with legislative requirements at all times. These audits will be conducted by or on behalf of the Risk and Audit Office. Staff and students are expected to comply with all reasonable requests and instructions of Risk and Audit Office staff in relation to the conduct of these audits.

Part E: Duty of Care

1. Students and authorised lab users may feel distressed when first encountering human bodies, sections or tissues, and/or they may raise issues of grief. There is also a slight possibility that a student may recognise a body as a person they may have known prior to that person's death (e.g. a relative, friend or neighbour). School staff members are aware of these potential problems and are expected to respond sympathetically and appropriately.
2. Students and authorised lab users will have access to University Counsellors to help resolve these issues.
3. To enable staff to provide assistance and take steps to rectify the situation, students and authorised lab users are encouraged to inform staff as soon as possible if the person feels:
 - a. There may be a potential problem

- b. They are experiencing any anxiety or grief
 - c. They may have known a donor
4. All student and authorised lab users concerns will be treated confidentially.

Part F: Photographs and Images of Human Bodies, Sections, or Tissues

1. Students are not to take cameras, videos, mobile phones and other devices used to record images into the UNE anatomy facility without the explicit written permission their supervisor.
2. In the event that a student wishes to record an image of a body or human tissue for teaching or research purposes they must obtain written approval in accordance with the procedures set out in Section 5. Anatomical sketches, such as those used for course notes, are exempt from this requirement on the proviso that they do not identify the donor.
3. Permission to record an image of a body or human tissue may be granted, but only where the approving officer is satisfied:
 - a. That the necessary consent has been provided (Section 5 Part C - Obtaining Consent); and
 - b. That the recording fulfils a valid teaching or research need.
4. Where permission to record an image is granted the image must be used solely for the approved purpose. Under no circumstances is the image to be used in any manner that goes beyond the scope of the approval.

Part G: Disciplinary Proceedings

1. Participation in any activity that directly or indirectly breaches any part of this policy or its underlying principles may result in participants being subject to internal disciplinary proceedings. The University of New England reserves the right to instruct individuals (including staff, students and visitors) to vacate its facilities and/or premises and will enforce this right through legal means (i.e. the police) where necessary.
2. Failure to follow the reasonable directions of supervisors or other authorised University employees (e.g. UNE Safety and Security Officers, any employee acting in relation to the performance of their duties as a University employee) is considered to be a breach of this policy as is any subsequent action that directly or indirectly undermines the intent of those directions.
3. Internal disciplinary action will be managed as stated in the UNE Workplace Agreement.
4. Participation in any activity that directly or indirectly breaches State or Federal law may be subject to internal and/or external disciplinary proceedings. Where observed, the University of New England will report illegal activity to the appropriate authorities (e.g. the police). The Campus Services Manager, UNE Safety and Security must be informed in all cases of potential offences under the NSW Crimes Act, 1900 and will be responsible for liaison with external bodies including law enforcement agencies, should an event arise.
5. Per the official UNE Handbook, staff members are required to report any disciplinary or conduct breach to the appropriate authority.

Section 5: Procedures

Part A: Admitting Users to the UNE Anatomy Facility

1. Anatomy employees will only grant entry to the UNE anatomy facility where they are able to confirm:
 - a. The identity of the individual seeking access;
 - b. That individual's authority to gain access; and
 - c. That appropriate supervision is in place, where required.
2. Admitting Students
 - a. Prior to granting access to the anatomy facility, anatomy employees will:

- i. Confirm each student's formal enrolment in a relevant unit;
 - ii. Verify each student's identity against the student's identification card; and
 - iii. Ensure an anatomy employee is present to supervise the students.
 - b. To be considered formally enrolled for the purposes of admittance to the UNE anatomy facility, enrolment in a relevant unit must be recorded on the student's record in the University's student record system. Students who are not formally enrolled in a relevant unit or who fail to produce a valid student identification card will not be granted access to an anatomy facility. No other form of identification will be accepted.
3. Admitting UNE Staff (eg. FMS or Science Lecturers)
- a. Confirm the staff member's identity by sighting their UNE Staff ID;
 - b. Verify the need to access the lab;
 - c. Complete Lab induction if necessary;
 - d. Ensure that the anatomy facility's visitor logbook entry is made;
 - e. Ensure that appropriate supervision is in place to monitor staff, if needed, while they are in the anatomy facility.
4. Admitting Contractors
- a. Repairs and general maintenance of the anatomy facility requiring internal access must be booked through Facilities Management Services. When booking contractors to conduct repairs and general maintenance of the anatomy facility FMS will advise that contractors will be required to:
 - i. Report to FMS or UNE Safety and Security in the first instance, prior to attending the building to commence work;
 - ii. Complete an induction in order to be granted access to the anatomy facility or be directly supervised by an inducted staff member/authorised member;
 - iii. Carry formal photographic identification (eg. UNE ID or NSW Driver's License) with them at all times during the course of the repairs or maintenance; and
 - iv. Present their formal photographic identification on each entry to the anatomy facility and/or upon request by an anatomy employee or campus security officer.
 - b. Once arrangements for repairs or general maintenance have been confirmed, the Office of Facilities Management Services will notify UNE Safety and Security (if necessary) and the relevant Anatomy Laboratory Manager, advising:
 - i. The name of the company contracted to perform the repairs/maintenance;
 - ii. The time for which the repairs are scheduled to commence; and
 - iii. Where possible, the expected duration of the work.
 - c. Upon arrival, Facilities Management Services or UNE Safety and Security will provide contractors with any necessary instructions and escort the contractor to the relevant anatomy facility and/or arrange for an anatomy employee to be ready to meet the contractor on arrival at the building. In the event that anatomy employees will be unable to provide adequate supervision for the duration of the work, the Anatomy Laboratory Manager or nominee will make arrangements for supervision to be provided by UNE Safety and Security.
 - d. In respect of contractors (other than contracted cleaners), prior to granting access to an anatomy facility, an anatomy employee or campus security officer will:
 - i. Confirm the identity of the contractor by sighting their formal photographic identification;
 - ii. Verify the contract to conduct the repairs/maintenance against the notification from the Office of Facilities Management Services;

- iii. Ensure that the anatomy facility's visitor logbook entry is made.
 - iv. Ensure that appropriate supervision is in place to monitor all contractors while they are in the anatomy facility.
- 5. Admitting Auditors/Inspectors
 - a. In respect of internal auditors and external inspectors, prior to granting access to an anatomy facility, an anatomy employee will:
 - i. Confirm the identity of the auditor/inspector by sighting their staff identification card and/or UNE Visitor Card; and
 - ii. Ensure that appropriate supervision is in place to monitor and assist the auditor/inspector while they are in the anatomy facility.
 - iii. Ensure that the anatomy facility's visitor logbook entry is made.
 - b. In respect of internal auditors, anatomy employees must also ensure each auditor has completed the necessary induction prior to granting access to the facility.
- 6. Departure of Admitted Parties
 - a. Certain users of the UNE anatomy facility must be supervised at all times when in an anatomy facility. Appropriate supervision will be determined prior to admittance. The assigned supervisor/s will remain responsible for these users until such time as the supervisor/s:
 - i. Personally hand over supervisory responsibility to another anatomy employee; or
 - ii. Confirm that all these users have departed the facility and that the facility is secured following the departure.
 - iii. Ensure that visitor departure is noted in the logbook.

Part B: Receipt and Storage of Bodies

1. Bodies must be delivered to the UNE mortuary for verification and receipting purposes. Bodies may only be accepted into the mortuary by authorised receiving officers.
2. Deliveries must be coordinated between the University's contracted funeral director and the UNE Anatomy Laboratory Manager. Delivery must be scheduled to ensure an authorised receiving officer is present at the time of delivery.
3. Prior to accepting a body, the receiving officer must ensure that there is sufficient refrigerated storage capacity to take the body and that the body:
 - a. Has been delivered by the University's contracted funeral director in accordance with the Anatomy Act, 1977;
 - b. Is accompanied by all necessary documentation pertaining to the authority to conduct an anatomical examination, including consent forms;
 - c. Is, so far as can be determined by visual inspection, the correct body as stipulated in the accompanying paperwork; and
4. Adequate precautions must be taken to ensure that members of the University community or general public do not witness the transfer of a body into the UNE mortuary.
5. On accepting a body, the receiving officer must:
 - a. Record all details pertaining to receipt of the body, including the body's identification number, into the Anatomy Register; and
 - b. Complete a numbered identification tag and affix this tag to the body;
 - c. Arrange for the body to be embalmed, where this process has not already been completed; and/or
 - d. Close the body bag and place the body on an empty body tray within the refrigerated storage, where the body is to remain until required (Section 5, Part D).

6. Acceptance of a body into the body donor program is not guaranteed and may be excluded for the following reasons:
 - a. Lack of storage;
 - b. Size of the body (emaciated or obese);
 - c. Condition of the Body;
 - d. Widespread Cancer;
 - e. Amputation or recent major surgery;
 - f. Certain notifiable or contagious diseases such as
 - i. Tuberculosis
 - ii. HIV
 - iii. Hepatitis B
 - g. Other reasons that may be apparent in a given situation.

Part C: Obtaining Consent

1. Prior to using a donated body for any teaching or research purposes, the University must establish clear consent for the procedures that may be applied to that body. This consent will be established using:
 - a. An UNE Body Donation Consent Form; or
 - b. An equivalent form, which is to be obtained from the university from which the body has been procured.
 - i. A photocopy, witnessed by the Anatomy Lab Manager from both universities will be acceptable.
2. Consent is to be given by the donor and supported by the senior next of kin (as defined in the Anatomy Act, 1977) prior to the body being accepted into the programme.
3. Consent should be verified prior to receipt of the body and will be verified before its acceptance and use in the program.
4. In the event that the original consent is unclear, the University shall seek clarification of consent from:
 - a. The donor, where the donor is arranging to bequeath their body to the University for medical or scientific purposes; or
 - b. The senior available next of kin of the deceased (as defined in the Anatomy Act, 1977).
5. Clarification of consent will be sought in writing by the receiving officer or relevant Anatomy Laboratory Manager and will be obtained on a UNE Body Donation Consent Form. When seeking consent, the donor or senior available next of kin will be provided with:
 - a. The necessary consent form;
 - b. Other information pertinent to the provision of consent.
6. If informed consent cannot be established, the body will not be accepted into the donor program and will be returned to the next of kin.
7. In the event that a new area of consent arises, for example where it is believed that a teaching or research activity will go beyond the established boundaries of consent covered on the UNE Body Donation Consent Form, the matter must be referred to the UNE Human Research Ethics Committee (HREC) for investigation and advice.
8. If the UNE Human Research Ethics Committee (HREC) finds the activity acceptable, but deems it is not covered by the existing consent, the necessary consent must be obtained before conduct of the activity commences.
9. In reaching its decision, the UNE HREC will determine whether it is appropriate to seek additional

consent for an existing body in respect of the activity. As the University wishes to limit anxiety and inconvenience for next of kin, the UNE HREC will only approve the seeking of additional consent for an existing donor body where:

- a. The UNE Body Donation Consent Form originally issued in respect of the body did not incorporate coverage of the necessary consent; and
 - b. Exceptional circumstances can be clearly established to warrant the establishment of additional consent for an existing donor body (e.g. a rare genetic trait has been found in existing donor body).
10. In all other cases the University will address a lack of consent for a particular activity by updating the UNE Body Donation Consent Form for application in respect of new donor bodies.
11. Where it is deemed appropriate to seek additional consent, this shall be done in accordance with Section 4, Part C, clause 3 and 4, after any necessary amendment has been made to the UNE Body Donation Consent Form.
12. Updating the UNE Body Consent Form
- a. The University of New England's Human Research Ethics Committee (HREC) shall, in consultation with anatomy employees, conduct an ongoing review of the UNE Body Donation Consent Form. This review will aim to ensure that the form:
 - i. Provides for appropriate consent for all procedures conducted at the University; and
 - ii. Addresses all statutory requirements.

Part D: Retrieving and Handling Human Bodies, Sections, or Tissues from Storage Equipment

1. Bodies and human tissues are only to be removed from storage equipment:
 - a. When required for teaching or research purposes, subject to the expiration of the safe waiting time post embalming;
 - b. To enable repairs, maintenance or upgrade of facilities;
 - c. In preparation for disposal;
 - d. To satisfy requirements of an internal audit;
 - e. To satisfy requirements of an external inspection conducted by an official representative of the NSW Department of Health; or
 - f. As otherwise required by legislation.
2. An anatomy employee must retrieve or supervise retrieval of human bodies, sections, or tissues from storage equipment.
3. When retrieving human bodies, sections or tissues from storage, the anatomy employee must ensure that they adhere to all applicable safety procedures and conduct themselves in accordance with the Anatomy Facility Code of Conduct. The Anatomy Facility Code of Conduct will be clearly displayed:
 - a. Outside the entry to the mortuary and inside the mortuary;
 - b. Outside the entry to the anatomy laboratory and inside the anatomy laboratory; and
4. On retrieving a body, section or tissue from storage equipment, prior to handling any other body, section or tissue, the anatomy employee must ensure that the identification number is firmly affixed to the body (via the identification tag), section or is correctly displayed on the human tissue bin or specimen tank.

Part E: Transporting Human Bodies, Sections, or Tissues between Anatomy Facilities

1. Bodies, sections or tissues may only be transferred between anatomy facilities under the supervision of the Anatomy Lab Manager or nominated employee. In supervising transfer, this person or persons are responsible for ensuring that:
 - a. The transfer is conducted quickly;
 - b. The bodies, section or tissues are transported directly between the two anatomy facilities, using appropriate equipment;
 - c. The bodies/human tissues are shielded in such a manner as to prevent viewing by members of the University community or general public; and
 - d. The body, section or tissue is secured in such a manner as to prevent unauthorised access.
2. Each University anatomy facility will have its own body transfer register. When a body or human tissue is moved from one university anatomy facility to another:
 - a. The relevant Anatomy Laboratory Manager, or nominee, must record the transfer 'out' in the body transfer register for the facility from which the body/human tissue is being removed; and
 - b. The relevant Anatomy Laboratory Manager, or nominee, must record the transfer 'in' in the body transfer register for the facility to which the body/human tissue is being taken.
3. Each facility's body transfer register is to be updated as transfers occur. Under no circumstances should bodies/human tissues be removed from or introduced to an anatomy facility without concurrent update of the relevant body transfer register.
4. Depending on the purpose of the transfer, upon updating the body transfer register, the transfer supervisor must ensure that the body/human tissue is secured, either by placing it in appropriate storage or delivering it to an appropriate anatomy employee.

Part F: Tracking Bodies / Human Tissues during Anatomical Examination

1. At the point of receipt into the UNE mortuary each body is allocated an identification number. The purpose of this number is to enable the University to identify all tissue belonging to a body at any given point in time and to re-unite all tissue belonging to a body, prior to disposal.
2. Staff members are required to tag each body part with the body's identification number as the body is dissected. Tags are to be firmly affixed to each body part. Immediately following the dissection, staff must update the Anatomy Register with details of the dissection.
3. Each body will be allocated a specific human tissue bin. The bin will be clearly marked with the body's identification number. Staff members are required to place all human tissue that is removed from a body during an anatomical examination into the body's allocated human tissue bin.
4. In the case of Human bodies or tissues received from another University, the original identification number allocated by the original institution will remain with the body or tissue.

Part G: Applying to Record Images of Human Bodies, Sections or Tissues

1. Staff and students must submit a written application and obtain written approval before they record an image of a body or human tissue. The written application must specify:
 - a. The identification number of the body/human tissue they wish to record an image of;
 - b. The purpose for which the image is required;
 - c. The specific details of what is to be recorded in the image;
 - d. The type of image to be recorded (e.g. photograph, video, drawing, etc);
 - e. The format in which the image will be recorded (film, electronic, drawing, etc);

- f. Where the image will be used/published and in what format; and
 - g. Whether the image is likely to disclose the identity of the donor.
- 2. Each Image must be a separate reference on the application.
- 3. Applications to record an image of a body/human tissue are to be lodged with the relevant Anatomy Laboratory Manager.
- 4. On receiving an application to record an image of a body/human tissue the Anatomy Laboratory Manager will check:
 - a. The application is complete and clearly addresses each of the requirements stipulated in Section 5, Part G, Clause 1; then
 - i. Return the application to the applicant for completion/clarification; or
 - ii. Forward the application to the appropriate approving officer, normally the senior anatomy academic and head of school.
- 5. On receiving an application to record an image of a body/human tissue the approving officer will consider the application and, having sought whatever assistance they deem necessary, make a determination in accordance with Section 4, Part F, Number 3. The approving officer will notify the applicant of their decision in writing. In the event that the approving officer wishes to approve the recording of the image subject to additional requirements not specified in the original application, these additional requirements will be included in the notification to the applicant. Images may only be recorded after written approval has been received.
- 6. Having notified the applicant, the approving officer will then forward the application along with a copy of their written determination, to the relevant Anatomy Laboratory Manager for filing.
- 7. All images obtained are subject to inspection and approval by senior anatomy staff prior to release and copies may be retained for teaching purposes.

Part H: Storage of Human Bodies, Sections, or Tissues

- 1. On completion of anatomical examinations an anatomy employee must place bodies, sections or tissues in appropriate storage equipment. Bodies, sections, or tissues are to remain in storage until required (Section 5, Part D).

Part I: Disposal of Bodies and Human Tissues

- 1. Applications for Extended Retention of Bodies/Human Tissues
 - a. All requests to defer disposal of a body or human tissue must be lodged at least six months in advance of the approved retention date to ensure the University is in receipt of a decision before the approved retention date lapses.
- 2. Deferring Disposal of a Body
 - a. Bodies are normally retained for a maximum period of four years from death. Where need arises and consent is available, a request may be submitted to the NSW Department of Health to extend the approved retention period.
 - b. All requests to extend the approved retention period for a body are to be submitted to the NSW Department of Health via the Head of Anatomy or nominee.
 - c. Approval to extend the retention date must be obtained in writing from the NSW Department of Health. On receipt of written approval, the Anatomy Register must be updated to reflect the amended details regarding retention.
 - d. In the event that the Department of Health refuses to grant the extension, disposal of the body is to be arranged in accordance with the procedures set out below.

3. Deferring Disposal of Tissue

- a. All human tissue from a body must normally be re-united in preparation for disposal, except where:
 - i. The University has obtained written consent to permanently retain the human tissue;
 - ii. The human tissue being retained is a small sample of human tissue, in the form of tissue slides or tissue blocks that enable microscopic examination of the tissue; or
 - iii. The University obtains approval to retain the human tissue as follows:
 1. Where need arises a request may be submitted to the NSW Department of Health to retain a percentage of human tissue from a body for an extended or unspecified period.
 2. All requests to retain human tissue must be submitted to the NSW Department of Health via the Professor of Anatomy or nominee.
 3. Approval to retain human tissue for an extended or unspecified period must be obtained in writing from the NSW Department of Health. On receipt of written approval, the Anatomy Register must be updated to reflect the details of the approval. Preparation for disposal of the rest of the body's remains should then commence.
 4. In the event that the NSW Department of Health refuses to grant the approval to retain the human tissue, disposal of the body is to be arranged in accordance with the procedures set out below.

4. Disposal

- a. At least two months before a body's approved retention date is due to lapse, the relevant Anatomy Laboratory Manager will arrange for the body and all human tissue dissected from it, excluding any human tissue that is exempted from disposal in accordance with the Anatomy Act, 1977, to be re-united and placed in a coffin.
- b. The relevant Anatomy Laboratory Manager will then commence arrangements for the disposal of the body. Such disposal is to be conducted in accordance with the Anatomy Act, 1977 and, so far as possible, is to comply with the wishes of the deceased.
- c. In respect of cremation, the relevant Anatomy Laboratory Manager must provide the Funeral Director with a copy of the:
 - i. Certificate of registration of death;
 - ii. Statutory declaration for cremation;
 - iii. Cremation certificate by attending practitioner; and
 - iv. Medical referees report.
- d. In respect of burial, the relevant Anatomy Laboratory Manager must provide the Funeral Director with a copy of the:
 - i. Certificate of registration of death; and
 - ii. Medical certificate of cause of death.
- e. At least one month prior to the arranged disposal date, the relevant Anatomy Laboratory Manager must notify the senior available next of kin of the arrangements that have been made in respect of the disposal of the body, including:
 - i. The date on which the burial/cremation is to occur; and
 - ii. The Funeral Director who will be responsible for performing the burial/cremation; their location and contact details.

5. Collection of Bodies for Disposal

- a. Collection of bodies must be coordinated between the funeral director and the relevant Anatomy Laboratory Manager. Collection must be scheduled to ensure an Anatomy

Laboratory Manager is present at the time of collection.

- b. At the time of collection of a body the relevant Anatomy Laboratory Manager will provide the Funeral Director with:
 - i. All documentation relating to the burial/cremation of the body; and
 - ii. Any additional documentation relevant to the wishes of the deceased.
- c. Immediately following collection of the body the relevant Anatomy Laboratory Manager will:
 - i. Update the Anatomy Register, ensuring that details of any retained human tissues are clearly described; and
 - ii. Where applicable, notify the University from which the body was procured of the actions that have been taken in disposing of the body.

Section 6: Guidelines

1. Legislation pertaining to the management and utilisation of anatomy facilities and the receipt, handling, storage, tracking and disposal of bodies has developed over a period of time. It is envisaged that legislation will continue to evolve as new areas of scientific and medical interest emerge. Due to the emergent nature of science and medicine, individuals involved in these fields have an inherent responsibility not only to comply with existing legislation, but also to recognise when their are likely to transcend existing legislation and exercise due caution.

Part A: Anatomy Facilities, Standards, Maintenance and Operation

1. The following information is provided to assist individuals to identify some valuable sources of related information. It should be noted that the information contained in those documents is only a summary and individuals need to read the legislation to get the full story.
2. NSW Department of Health (2007) "Deceased Persons in Health Facility Mortuaries & Management of Health Facility Mortuaries"
 - a. This document clarifies the requirements of the Public Health (Disposal of Bodies) Regulation 2002 for hospital and health facility staff when managing the bodies of deceased patients within their facility. This document also provides guidance to the management of mortuaries and mortuary services.
 - b. The document stresses the importance of consulting relevant standards and guidelines for standards and procedures; the use of labelled body bags during transport, in addition to the use of labels on bodies; and the use of ongoing internal audits and monitoring against the relevant legislation, standards and guidelines.
3. NSW Department of Health (2004) "Guidelines for the Funeral Industry"
 - a. These guidelines aim to assist the funeral industry and key people to understand and comply with the detail of the Public Health (Disposal of Bodies) Regulation 2002. The guidelines are not intended to be a manual on how to manage and dispose of a body, but rather to assist in deciding what is legal/illegal and what approvals may be required for the safe and hygienic handling and management of bodies.
 - b. Coverage includes topics such as:
 - i. Facilities for handling bodies;
 - ii. Retention of bodies;
 - iii. Embalming of bodies;
 - iv. Handling of bodies;
 - v. Burials/cremations;
 - vi. Infectious diseases;

- vii. Mortuary registers; and
 - viii. Other issues not included in the regulation.
4. National Pathology Accreditation Advisory Council, NPAAC (2004) "Guidelines for the facilities and operation of hospital and forensic mortuaries" National Pathology Accreditation Advisory Council, NPAAC (2004)"
 - a. This document provides guidance on mortuary facilities and operation as to the minimum standards considered acceptable for good laboratory practice.
 - b. Coverage includes topics such as:
 - i. Building design;
 - ii. Personal protective equipment;
 - iii. Occupational health and safety standards;
 - iv. Training;
 - v. Professional and ethical conduct; and
 - vi. Other issues more pertinent to hospitals and forensic mortuaries.
 5. NSW Department of Health (2006) "Human Tissue - Requirements of the Human Tissue Act 1983 in relation to research and use of tissue"
 - a. This document provides guidance for Human Research Ethic Committees when reviewing research proposals involving human tissue. It updates and replaces earlier documents to take into account amendments to the Human Tissue Act, which came into effect in January 2006.
 6. National Statement Requirements
 - a. The National Statement on Ethical Conduct in Human Research, 2007, contains a variety of information relevant to the management and utilisation of bodies that have been donated for medical and scientific purposes. For example, it contains information related to prohibited actions (e.g. trade in human bodies or tissue) as well as options, requirements and considerations that should be addressed in obtaining consent, such as the types of consent that can be obtained.
 7. Record Management
 - a. Prior to destroying any records the University must ensure that the destruction is compliant with the provisions of the State Records Act and any other applicable legislation. In some instances it may prove prudent to adopt the retention requirements that have been applied to equivalent records, even if those requirements do not apply directly to the University. For example, it may be appropriate to adopt the "General Disposal Authority - Public Health Services: Patient/Client Records (GDA17 - entry 4.3.5)" which requires human tissue records, including registers, to be retained for 20 years. If there is any uncertainty about the appropriate retention of records, advice must be obtained prior to arranging the destruction of those records.

Approved.....

*Professor Alan Pettigrew
Vice-Chancellor & CEO*

Date.....