

Human Anatomy Procedures

Section 1 - Overview

(1) These Procedures are intended to operationalise the associated [Human Anatomy Policy](#) and provide instruction regarding the management and utilization of the University of New England Anatomy Facility. The Procedures also outline UNE's requirements in respect to the receipt, handling, storage and disposal of donated Bodies. This includes bodies and parts of Bodies, donated directly to UNE as well as those procured by UNE from other universities.

Section 2 - Scope

(2) These Procedures apply to the [Human Anatomy Policy](#) and are to be referred to and used by all University staff within the School of Rural Medicine, Students of the School as well as visitors to the Anatomy Facility and those using the facility's resources for any purpose.

Section 3 - Procedures

Admitting Users to the UNE Anatomy Facility

- (3) Anatomy Employees will only grant entry to the Anatomy Facility where they are able to confirm:
- a. The identity of the individual seeking access;
 - b. That individual's authority to gain access;
 - c. That appropriate supervision is in place, where required; and
 - d. That the individual has provided evidence via the appropriate form or record, to indicate that they are currently immunized against the infectious diseases outlined in the [Human Anatomy Policy](#).

Admitting Students

- (4) Prior to granting access to the Anatomy Facility, Anatomy Employees will:
- a. Confirm each student's formal enrolment in a relevant unit;
 - b. Verify each student's identity against the student's identification card;
 - c. Confirm that the student has signed the appropriate immunization form/record to indicate their immunization schedule is up to date; and
 - d. Ensure an Anatomy Employee is present to supervise the students.
- (5) To be considered formally enrolled for the purposes of admittance to the UNE Anatomy Facility, enrolment in a relevant unit must be recorded upon the student's record in the University's student record system. Students who are not formally enrolled in a relevant unit at the time of seeking access, or who fail to produce a valid student identification card, will not be granted access to the Anatomy Facility. No other form of identification will be accepted.

Admitting UNE Staff (eg. FMS)

(6) Prior to granting access to the Anatomy Facility, Anatomy Employees will:

- a. Confirm the staff member's identity by sighting their UNE Staff ID;
- b. Verify the need to access the Anatomy Facility;
- c. Complete Anatomy Facility induction if necessary;
- d. Ensure that the Anatomy Facility's Visitor Logbook entry is made; and
- e. Ensure that appropriate supervision is in place to monitor staff, if needed, while they are in the Anatomy Facility.

Admitting Contractors

(7) Repairs and general maintenance of the Anatomy Facility requiring internal access must be booked through Estate and Built Environment and the Anatomy Facility office. When booking contractors to conduct repairs and general maintenance of the Anatomy Facility, EBE will advise the contractors that they will be required to:

- a. Report to EBE or UNE Safety and Security in the first instance, prior to attending the Anatomy Facility building to commence work
- b. Complete an induction, in order to be granted access to the Anatomy Facility, or be directly supervised by an inducted staff member/authorised member;
- c. 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
- d. Present their formal photographic identification upon each entry to the Anatomy Facility and/or upon request by an anatomy employee, or campus security officer.

(8) Once arrangements for repairs or general maintenance have been confirmed, the Estate and Built Environment will notify UNE Safety, Security and Information (if necessary) and the Anatomy Facility office advising:

- a. the name of the company contracted to perform the repairs/maintenance;
- b. the proposed time for which the repairs are scheduled to commence; and
- c. where possible, the expected duration of the work.

(9) Upon arrival Estate and Built Environment, or UNE Safety, Security and Information, will provide contractors with any necessary instructions and escort the contractor to the relevant area in the Anatomy Facility and/or arrange for a designated member of staff to be ready to meet the contractor upon arrival at the building. In the event that an Anatomy Employee will be unable to provide adequate supervision for the duration of the work, the designated staff member or nominee, will make arrangements for supervision to be provided by a UNE Safety, Security and Information Officer.

(10) Prior to an Anatomy Employee (or UNE Safety and Security Officer) granting a contractor access to the Facility, the employee will:

- a. Confirm the identity of the contractor by sighting his/her formal photographic identification;
- b. Verify the contract to conduct the repairs/maintenance against the notification from the Estate and Built Environment;
- c. Ensure that the Anatomy Facility's visitor logbook entry is made: and
- d. Ensure that appropriate supervision is in place to monitor all contractors while they are in the Anatomy Facility.

Admitting Auditors/Inspectors

(11) With respect to internal auditors, and external inspectors, prior to granting access to the Anatomy Facility, a designated Anatomy Employee, will:

- a. Confirm the identity of the auditor/inspector by sighting his/her staff identification card and/or UNE Visitor Card; and
- b. Ensure that appropriate supervision is in place to monitor and assist the auditor/inspector while he/she is within the Anatomy Facility.
- c. Ensure that the Anatomy Facility's visitor logbook entry is made.

(12) With respect to internal auditors, an Anatomy Office staff member, or a designated anatomy employee must also ensure that each auditor has completed the necessary induction prior to granting access to the Anatomy Facility.

Departure of Admitted Parties

(13) Certain users of the UNE Anatomy Facility must be supervised at all times when in an Anatomy Facility. Appropriate supervision will be determined by the Head of School or his/her delegate, prior to admittance. The designated person will remain responsible for those users until they can:

- a. Personally hand over supervisory responsibility to another Anatomy Employee, or UNE Safety, Security and Information Officer; or he/she
- b. Confirms that all the users have departed the Anatomy Facility, and the Anatomy Facility is secured following the departure.
- c. Ensure that departure of all visitors is noted in the logbook.

Receipt and Storage of Bodies

(14) Bodies must be delivered to the UNE mortuary. For verification and receipting purposes, Bodies will only be accepted into the mortuary by the authorised Anatomy Facility officer.

(15) Delivery of a Body must be coordinated between the University's contracted funeral director and the authorised Anatomy Facility officer. Delivery must be scheduled to a time which ensures that at least one of the aforementioned inducted Anatomy Facility authorised staff is present at the time of delivery.

(16) Prior to accepting a body, the designated Anatomy Facility staff member must ensure that there is sufficient cool room refrigerated storage capacity to accommodate the body, and that:

- a. The body as been delivered by the University's contracted funeral director in accordance with the [Anatomy Act, 1977](#) (NSW).
- b. The body is accompanied by a Medical Certificate of Cause of Death, and;
- c. The completed UNE Body Donor Program Consent documents (giving the UNE Body Donor Program authority to conduct an anatomical examination upon that specific body) accompany the body, or;
- d. Is, so far as can be determined by visual inspection, the correct body as stipulated in the accompanying paperwork; and
- e. All necessary documentation pertaining to the specific body - UNE Body Donor Program Consent document (giving UNE authority to conduct an anatomical examination) related to that specific body, is maintained in a secure space and filed with high level security status as a UNE corporate record within the University's corporate records management system (TRIM).

(17) Prior to accepting a body into the Anatomy Facility' Mortuary, the designated Anatomy Facility staff member must

ensure that adequate precautions have been taken to ensure that members of the University community, or general public do not witness the transfer of the body from the funeral director's vehicle, into the UNE mortuary.

(18) Upon accepting a body, the designated UNE Anatomy staff member must:

- a. In the UNE Anatomy Register, record:
 - i. Signed (undertaker and receiving officer) receipt of the body into the Anatomy Facility;
 - ii. The body's UNE cadaver number;
 - iii. The Full Name; Date of Birth; Date of Death; Death Certificate 'Cause of Death';
- b. Complete a numbered identification tag and affix this tag to the body bag; and
- c. Conduct the embalming processes including:
 - i. Shaving; washing; blood collection for viral screening; embalming; body identification number tagging; placement of the tagged, embalmed cadaver into its tagged body bag and upon its body tray in the secure cadaver-storage area.
 - ii. Deliver the cadaver-numbered blood sample to the Armidale Regional Referral Hospital's Pathology Department, or, place the labelled and bagged cadaver blood sample in the mortuary refrigerator to await its delivery to the hospital's pathology department, or;
- d. Close the body bag and place the body within its bag, upon a body tray within the refrigerated storage room, where the body is to remain until it is embalmed or, should the body be designated for fresh-frozen preparation, it will be stored until it is sectioned, its parts tagged and separately bagged and frozen, should it be destined for fresh-frozen cadaver medical/surgical teaching and/or medical/surgical research purposes (see Section 4 of these procedures).

(19) Acceptance of a body into the UNE 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; or any other disease that affects the vascular system such that embalming is unlikely to succeed.
- e. Amputation or recent major surgery;
- f. Certain notifiable or contagious diseases as listed by the School;
- g. Other reasons which may be apparent in a given situation.

Obtaining Consent

(20) Prior to accepting a body for donation, for medical/surgical/scientific teaching and/or medical/surgical/scientific research purposes, the University must establish clear consent for the procedures which may be applied to that body. This consent will be established using:

- a. A 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.

(21) A photocopy, witnessed by the designated Anatomy staff members from both universities will be acceptable.

(22) Consent is to be given by the donor, and supported by the donor's designated executor or designated Senior Next of Kin (as defined in the [Anatomy Act, 1977](#) (NSW)), prior to the body being accepted into the Program.

(23) Consent should be verified prior to receipt of the body, and it will be verified before the body's acceptance and use in the Program.

(24) 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 his/her body to the University for the purposes of the teaching of anatomy to medical students and medical/surgical/scientific postgraduate students, and/or medical/surgical/ scientific anatomy research; or
- b. the senior available next of kin of the deceased (as defined in the [Anatomy Act, 1977](#)).

(25) Clarification of consent will be sought, in writing, by the designated Anatomy staff member, and it will be obtained upon a UNE Body Donation Consent Form. When seeking consent, the donor, or senior available next of kin, will be provided with:

- a. the necessary UNE consent form;
- b. other information pertinent to the UNE's provision of consent.

(26) If informed consent cannot be established, the body will not be accepted into the donor program.

(27) In the event that a new area of consent arises, for example where it is believed that a medical/surgical teaching or research activity will go beyond the established boundaries of consent covered upon the UNE Body Donation Consent Form, the matter must be referred to the Human Research Ethics Committee for investigation and advice.

(28) If the Human Research Ethics Committee 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.

(29) In reaching its decision, the Human Research Ethics Committee will determine whether it is appropriate to seek additional consent for an existing body with respect to the activity. As the University wishes to limit anxiety and inconvenience for next of kin, the Human Research Ethics Committee will only approve the seeking of additional consent for an existing donor body where:

- a. the UNE Body Donation Consent Form originally issued with respect to 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 anatomical feature has been found in existing donor body).

(30) 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.

(31) Where it is deemed appropriate to seek additional consent, this shall be done in accordance with the [Human Anatomy Policy](#), after any necessary amendment has been made to the UNE Body Donation Consent Form.

Updating the UNE Body Consent Form

(32) The Human Research Ethics Committee shall, in consultation with the Head of School or his/her delegate, conduct an ongoing review of the UNE Body Donation Consent Form. This review will aim to ensure that the form:

- a. provides for appropriate consent for all procedures conducted at the University; and
- b. addresses all statutory requirements.

Storage, Retrieval and Handling of Human Bodies, Body Parts, Sections or Tissues

(33) Bodies and human tissues are only to be removed from storage equipment:

- a. When required for the purposes of the teaching of Anatomy to students within medical/surgical/scientific disciplines, where anatomical examination is required (and where Anatomical Examination includes the use of cadavers for medical or scientific purposes and educational purposes connected with medicine or science) following receipt from the pathology laboratory, of virus-negative screening results for the specific UNE identified embalmed cadaver and/or fresh-frozen cadaver body part.
- 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.

(34) An Anatomy Employee must retrieve, or supervise retrieval of human bodies, body parts, sections, or tissues from storage equipment.

(35) When retrieving human bodies, body parts, sections or tissues from storage, the Anatomy employee must ensure that he/she adheres to all applicable safety procedures, and conducts himself/herself 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; and
- b. outside the entry to the Anatomy dissection room, and inside the Anatomy dissection room;

(36) Upon retrieving a body, body part, section or tissue from storage equipment, prior to handling any other body, section or tissue, the Anatomy Employee must ensure that the UNE cadaver identification number is firmly affixed to the body, body part, or section, or UNE cadaver identification number is correctly displayed upon the human tissue bin or specimen tank.

Transporting Human Bodies, Sections, or Tissues between Anatomy Facilities

(37) Bodies, body parts, sections or tissues may only be released to a UNE contracted certified undertaker, or other designated certified undertaker, for transfer between facilities where Anatomy teaching and research is conducted. Such transfer must only occur under the supervision of a nominated Anatomy Facility employee. In supervising such transfer, the person/persons, are responsible for ensuring that:

- a. there is correct identification of the body and correct document/s accompanying the body;
- b. the UNE Anatomy Register, or Retained Body Part Register, is signed and dated by the designated undertaker and the UNE Anatomy Facility Technical Officer and/or designated, inducted UNE Anatomy Facility employee;
- c. the transfer is conducted quickly;
- d. the body/ies, body part/s, section/s, or tissues are transported directly between the two facilities, using appropriate equipment;
- e. the body/ies, body part/s, section/s, human tissues are shielded in such a manner as to prevent viewing by members of the University community or general public; and
- f. the body/ies, body part/s, section/s, human tissues is/are secured in such a manner as to prevent unauthorised access; and
- g. all appropriate Occupational Health and Safety procedures will be followed by the relevant parties.

(38) Each facility will have its own body transfer register. When a body or human tissue is moved from one facility to another:

- a. the relevant despatching Anatomy staff member, must record the "transfer out of the facility", of the body/body

part/section/human tissue, in the facility's Anatomy Body Register and Body Transfer Register, recording details of the institution/university to which the body/body part/section/human tissue is/are being released; and

- b. the relevant receiving Anatomy staff member must record the "transfer into the facility", of the body/body part/section/human tissue received, in that facility's Anatomy Body Register and Body Transfer Register, recording details of the despatching institution/university from which the body/human tissue has been received.

(39) Each facility's body transfer register is to be updated as transfers occur. Under no circumstances should bodies/body parts/sections/human tissues, be removed from, or introduced to, an anatomy facility without concurrent update of the relevant body transfer register.

(40) Depending upon 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.

Tracking Bodies / Human Tissues during Anatomical Examination

(41) At the point of receipt into the UNE mortuary each body is allocated a unique UNE cadaver identification number. The purpose of this number is to enable the University to identify all tissue belonging to that body at any given point in time and to re-unite all tissue belonging to that body, prior to disposal.

(42) Anatomy staff members are required to tag each body part with the body's UNE cadaver identification number as the body is dissected. Tags are to be firmly affixed to each body part.

(43) Each UNE tagged body will be allocated its specific human tissue bin. That bin will be clearly marked with the body's UNE cadaver identification number. During anatomical dissection, staff and students are required to place all human tissue removed from each specifically tagged cadaver, into that cadaver's allocated and specifically identified, human tissue bin.

(44) In the case of human bodies, or tissues, received from another university, that university's originally allocated cadaver identification number will be used to identify that body and/or tissue.

Applying to Record Images of Human Bodies, Sections or Tissues

(45) 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/body part/section/human tissue, of which they wish to record an image;
- b. the purpose for which the image is required;
- c. specific details as to what body region/part/section/tissue 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. Any image that discloses the identity of the donor (eg. specific tattoos, defining features) should be considered in accordance with the [Health Records and Information Privacy Act, 2002 \(NSW\)](#) and the [Privacy Act, 1988](#) (Cwth), [Privacy and Personal Information Protection Act, 1998](#)(NSW).

(46) Each Image must be separately referenced upon the application.

(47) Applications to record image/s of a body/body part/section/human tissue are to be lodged with the Head of School or his/her delegate within the Anatomy Facility.

(48) Upon receiving an application to record image/s of a body/body part/section/human tissue the UNE authorised Anatomy staff member will check that:

- a. the application is complete, and it clearly addresses each of the requirements stipulated in this section; and
- b. the body donor's consent form, to clarify the form of consent given by the body donor, so as to determine whether the necessary consent for such imaging has been provided. She/he will then either:
 - i. advise the applicant in writing that her/his application has been rejected upon the basis that consent is not available;
 - ii. return the application to the applicant for completion/clarification; or
 - iii. clearly annotate the availability of consent on the application.

(49) Upon receiving an application to record an image of a body/body part/section/human tissue, the Head of School or his/her delegate will approve, and document approval of the image-taking make a determination in accordance with Photographs and Images of Human Bodies, Sections or Tissue section of the [Human Anatomy Policy](#). He/she may also seek advice from the Human Research Ethics Committee should she/he deem it necessary, when considering specific image/s for the purposes of teaching and/or research. The Head of School or his/her delegate will notify the applicant of her/his decision in writing. In the event that the Head of School or his/her delegate wishes to approve the recording of the image (subject to additional requirements not specified in the original application) those additional requirements will be included in the notification to the applicant. Images may only be recorded after written approval has been received.

(50) Having notified the applicant, the Head of School or his/her delegate will then forward the application, attached to a copy of her/his written determination, to the relevant Anatomy Facility office staff member for filing.

(51) All images obtained shall be submitted to the Head of School or his/her delegate for inspection and approval prior to any release of images. Copies of all images made, will be submitted to the relevant Anatomy Facility Office staff member, to be filed and retained, and/or to be used for teaching purposes.

Storage of Human Bodies, Sections, or Tissues

(52) Upon completion of anatomical dissection, each body will be enclosed within its specific body bag and any tissue removed from it, placed into its associated, specifically identified (UNE cadaver number), tissue bin, under the supervision of the designated Anatomy Facility employee. Upon completion of teaching sessions using cadavers, body parts, sections and/or human tissues, the designated Anatomy Facility employees must place body parts, sections or human tissues in appropriate storage bags, bins or tanks. All cadavers within their body bags, body parts, sections, and/or human tissues must be retained in the locked (security swipe card accessed) Anatomy Facility's dissection room, or storage room, until required (in accordance with Section (Storage, Retrieval and Handling of Human Bodies, Body Parts, Sections or Tissues) of these procedures).

Disposal of Bodies and Human Tissues

Applications for Extended Retention of Bodies/Human Tissues

(53) All requests to defer disposal of a body, or human tissue, must be lodged at least six months in advance of the approved final date for retention, so as to ensure that the University is in receipt of a decision before the approved retention date lapses.

Deferring Disposal of a Body

(54) Bodies are normally retained for a maximum period of four years from death. At the time a donor signed his/her consent to donate his/her body, consent for prolonged retention (to eight years) may have been granted.

(55) Where the need arises and consent is available, a request to extend the period of retention (beyond four years) may be submitted to the NSW Department of Health to seek approval to extend the approved retention period.

(56) All requests to extend the approved retention period for a body are to be submitted to the NSW Department of Health via the Head, School of Rural Medicine at UNE.

(57) Approval to extend the retention date for a body must be obtained in writing from the NSW Department of Health. Upon receipt of written approval, the UNE Anatomy Register must be updated to reflect the amended details regarding retention.

(58) 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 as cited at clause 60-65 Disposal.

Deferring Disposal of Tissue

(59) Normally, all human tissue from a body must be re-united in preparation for disposal, except where:

- a. The University has obtained written consent to permanently retain the human body part, section or tissue; or,
- b. The human tissue being retained is a small sample of human tissue, in the form of tissue slides or tissue blocks which enable microscopic examination of the tissue; or
- c. The University has obtained approval to retain the human tissue as follows:
 - i. Where need arises, a written request may be submitted by the UNE Professor of Anatomy, to the NSW Department of Health, seeking permission to retain a percentage of human tissue from a body for an extended, or unspecified period.
 - ii. Approval to retain human tissue beyond four years, for an extended or unspecified period, must be obtained in writing from the NSW Department of Health. Upon 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.
 - iii. In the event that the NSW Department of Health refuses to grant the approval to retain the percentage of human tissue, disposal of the body is to be arranged in accordance with the procedures set out below.
 - iv. All requests to retain human tissue must be submitted to the NSW Department of Health via the Head of School, School of Rural Medicine at UNE.

Disposal

(60) At least two months before a body's approved retention date is due to lapse, the appropriate member of the Anatomy Facility will arrange for the body and all of its 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.

(61) The UNE designated Anatomy Facility Office staff member will then commence arrangements for the disposal of the body. Such disposal is to be conducted in accordance with the [Anatomy Act, 1977](#) and associated legislation and, so far as possible, is to comply with the wishes of the deceased.

(62) With respect to cremation, at the time of release from the Anatomy Facility the designated Anatomy Facility staff member(s) must provide the Funeral Director with a copy of the:

- a. Certificate of Registration of Death; and
- b. Medical Certificate of Cause of Death; and
- c. Statutory Declaration for Cremation; and
- d. Cremation Certificate by Attending Medical Practitioner;
- e. Medical Referee's Report.

(63) With respect to burial, the designated Anatomy Facility staff member(s) must provide the Funeral Director with a copy of the:

- a. Certificate of Registration of Death; and
- b. Medical Certificate of Cause of Death.

(64) At least one month prior to the arranged disposal date the Head of School or his/her delegate must instruct the designated Anatomy Facility Office staff member to confirm each body donor's wishes as to whether:

- a. the donor requested that his/her designated senior available next of kin, or executor, be notified, or not notified, of the pending cremation in Armidale; or
- b. the donor requested that disposal of his/her ashes be:
 - i. returned to senior next of kin; or
 - ii. returned to executor; or
 - iii. scattered in the crematorium's memorial garden in Armidale.

(65) With respect to a burial, the donor at the time of enrolment to the UNE Body Donor Program, or the donor's estate, or the donor's family, must own a burial plot.

- a. The donor's designated senior available next of kin, or executor, must be notified, at least one month before, as to the pending release of the body donor's remains.
- b. The coffin containing the body donor's remains will be released to the UNE-contracted Funeral Director who will make arrangements for the burial.
- c. It is to be noted that with respect to a request for burial, the donor, and donor's senior available next of kin, or executor, were informed at the time of the donor's enrolment to the UNE Body Donor Program, that donor's estate and/or the donor's senior available next of kin, or executor, agree to accept responsibility for all costs incurred in the burial.

Collection of Bodies for Disposal

(66) Collection of bodies must be coordinated between the UNE-contracted Funeral Director, the Head of School or his/her delegate and the designated Anatomy Facility Office staff member. Collection must be scheduled to ensure the Head of School (or his/her delegate) and a designated member of the Anatomy staff are present at the time of collection.

(67) At the of collection of a body, the Head of School (or delegate) and the designated member of the Anatomy staff, will provide the Funeral Director with:

- a. all documentation relating to the burial/cremation of the body; and
- b. any additional documentation relevant to the wishes of the deceased.

(68) Immediately following collection of the body. The Head of School (or delegate), the designated member of the Anatomy staff and the UNE-contracted Funeral Director will:

- a. update the Anatomy Register;
- b. Update the Retained Body Part Register ensuring that details of donor whose remains were released for cremation/burial are clearly documented; and
- c. ensure all updates are securely recorded and filed within the University's corporate records management system (TRIM).

Section 4 - Definitions

For the purpose of this policy the following definitions apply.

(69) Anatomical Examination means the examination of a body, body part, or section, including the dissection of a body, body part, or section, for the purposes of medical or scientific education. This excludes a formal forensic medical post mortem examination.

(70) Anatomy Employee means the UNE employee who requires access to human bodies, body parts, sections, and/or tissue for the purposes of teaching anatomy for medical education purposes connected with medicine or science.

(71) Anatomy Register refers to the official register recorded within the University's corporate record keeping system (TRIM). The register is kept and maintained in accordance with prevailing legislation, which details:

- a. Receipt of the body into the University (and, to that body, the assignment of a unique UNE cadaver number).
- b. Full Name; Date of Birth; Date of Death; Death Certificate 'Cause of Death';
- c. Consent related to:
 - i. Release of the body from the University.
 - ii. Use of the body
 - iii. Disposal of ashes.
 - iv. Disposal - Burial or Cremation;
 - v. Notification of executor, designated senior next of kin and/or relatives;
 - vi. Mode of disposal of the body;
 - vii. Access to medical/surgical records/investigation results, and imaging records;
 - viii. Transfer of the body to another institution;
 - ix. Retention of body part/s;
 - x. Prolonged/permanent retention of body;

(72) Body means a dead human body, which may also be referred to as a cadaver.

(73) Body part (sectioned part) means a separated portion of a human body.

(74) Confidential - relates to the non-disclosure of "personal information" as described within the NSW [Health Records and Information Privacy Act, 2002](#).

(75) Human tissue means an organ, or other part of an human body.

(76) Receiving Officer means to the UNE Anatomy Technical Officer, or designated support staff member, who has completed induction training in relation to the receipt of a body into the UNE anatomy mortuary.

(77) Retained Body Part Register - refers to the most current version of the official register, filed within the University's corporate record keeping system (TRIM) in accordance with prevailing legislation. The register details:

- a. By unique UNE cadaver identification number, the body part(s) retained for the purposes of the teaching of anatomy to medical students and medical/surgical postgraduate students, and/or medical/surgical anatomy research.
- b. Date of entry of the part to the collection of UNE Body Parts.
- c. Date of release/disposal of the UNE cadaver identification numbered body part(s) from the University.

(78) Senior next of kin - is defined as per the [Anatomy Act, 1977](#).

Status and Details

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Glossary Terms and Definitions

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.