

Human Anatomy Procedures

Section 1 - Overview and scope

(1) These procedures:

- a. operationalise the UNE [Human Anatomy Policy](#) and provide instruction regarding the management and utilisation of the University of New England (UNE) Anatomy Facility (hereafter referred to as the Anatomy Facility); and
- b. outline the university's requirements in respect to the reception, 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.

(2) These procedures apply to all University Representatives, Students, and visitors to the Anatomy Facility and those using the facility's resources for any purpose.

Section 2 - 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 and that individual's authority to gain access;
- b. that appropriate supervision is in place, where required; and
- c. 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 UNE 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 students have completed the Anatomy Facility Induction and check appropriate up-to-date immunisation records if the student is expected to touch the cadaveric specimens;
- d. ensure an Anatomy employee is present to supervise the students; and
- e. ensure entry into the anatomy lab is recorded in either a recognised UNE sign-in sheet or the Anatomy Visitor logbook.

(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 UNE student identification card, will not be granted access to the Anatomy Facility. No other form of identification will be accepted.

Admitting UNE Staff

(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 card;
- b. verify the need to access the Anatomy Facility;
- c. complete Anatomy Facility induction;
- d. ensure that an entry into the Anatomy Facility's Visitor Logbook 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 the Estate and Built Environment (EBE) 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 (e.g. 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, EBE will notify Safety, Security and Information (SSAI) (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, EBE, or Safety, Security and Information (SSAI), 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 and Security officer.

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

- a. confirm the identity of the contractor by sighting their formal photographic identification;
- b. verify the contract to conduct the repairs/maintenance against the notification from the Office of Facilities Management Services;
- c. ensure that an entry into the Anatomy Facility's Visitor Logbook 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 their 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 they are within the Anatomy Facility; and
- c. ensure that an entry into the Anatomy Facility's Visitor Logbook is made.

(12) With respect to internal auditors, an Anatomy Office employee, 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 to the Anatomy Facility

(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 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 and Security officer; or they
- b. confirm 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 Anatomy Facility's Visitor Logbook.

Enquiries and Obtaining Consent

(14) 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. Form 1 - Offer of Remains for Anatomical Examination;
- b. Form 2 - Form of Information for Anatomical Examination as Required by Births, Deaths and Marriages; and
- c. Form 3 - Excess Transportation Cost Agreement

(15) Enquiries are fielded and these forms are registered into the UNE body donor program as per the Body Donor Registration Procedure Manual Sections 1, 2 and 3.

(16) 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.

(17) In the event that the original consent from the donor or their next of kin is unclear, the Body Donor program must seek clarification from the relevant person needing to consent; whether it be the bequeathing donor, their enduring power of attorney, or their executor or next of kin.

(18) If informed consent cannot be established, the body will not be accepted into the Body Donor Program.

(19) 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 three Body Donor Program registration forms, the matter must be referred to the Human Research Ethics Committee for investigation and advice.

(20) 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.

(21) 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 three Body Donor Program registration forms 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).

(22) In all other cases the University will address a lack of consent for a particular activity by updating the three Body Donor Program registration forms for application in respect of new donor bodies.

(23) 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 three Body Donor Program registration forms.

Updating the UNE Body Donor Program Registration Forms

(24) The Human Research Ethics Committee shall, in consultation with the Head of School or their delegate, conduct an ongoing review of the three Body Donor Program registration forms. 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.

Receipt and Storage of Bodies

(25) Delivery of a body must be coordinated between the University's contracted funeral director and the UNE anatomy license holder(s) or authorised UNE receiving 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.

(26) Prior to accepting a body, the Body Donor Program staff member must ensure that UNE has the capacity and capability to accept the body donor. This includes:

- a. there is sufficient cool room storage to facilitate the body;
- b. there is sufficient need for the body donor (i.e. if an imposed quota has not been reached); and
- c. there is adequate staff availability.

(27) If the UNE Body Donor Program has reached full cool room capacity, has reached its annual quota, or there is a scheduled staff unavailability, the Pausing the Body Donor Program Procedure must be followed. In addition to this process, or if the UNE Body Donor Program is unable to accept for any other reason, respectfully inform the caller that UNE is unable to accept, gather their details and send a condolence letter and remove all records from the system.

(28) If the UNE Body Donor program has the capacity to accept, continue to the next point.

(29) To determine whether to accept the body donor, the body donor program staff must:

- a. first check the donor is registered by referring to their forms; then
- b. gather details as per Form 4 – Screening Form Checklist at Time of Death. All screening questions must be answered. The donor may be rejected for any of those reasons or by an educated judgement from an anatomy staff member.

(30) Prior to accepting a body into the UNE 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.

(31) Approved bodies must be delivered to the UNE Mortuary and for verification and receipting purposes.

(32) Bodies will only be accepted into the UNE Mortuary by the UNE anatomy license holder(s) or authorised UNE receiving officer.

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

- a. follow points as per Form 5 – Upon Delivery of Cadaver Checklist, which includes recording of the following into the UNE Anatomy register:
 - i. signed (undertaker and receiving officer) receipt of the body into the University Anatomy Facility;
 - ii. the body's UNE cadaver number; and
 - 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;
- c. conduct the embalming processes including 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; The embalming process must take place AFTER:
 - i. the blood sample has been returned and ONLY after the results have been verified as non-reactive, as per the Form 6 – Pre-embalming Checklist.
 - ii. if the results return a reactive/positive result for any of the blood tests, follow the procedure to notify all relevant parties as per Form 6 – Pre-embalming Checklist, and ensure information is kept confidential from all other parties, including next of kin;
 - iii. conduct the embalming process as per the Body Donor Registration Procedure manual – Sections 6, 7, 8 and 9. This includes shaving, washing, embalming, tagging and securely storing. Record embalming details on Form 7 – Embalming Report Form.
- d. deliver the cadaver-numbered blood sample to the NSW Health Pathology facility at Armidale Regional Referral Hospital, or, place the labelled and bagged cadaver blood sample in the mortuary refrigerator to await its delivery to the hospital's pathology department: OR
- e. 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).

(34) Acceptance of a body into the UNE Body Donor Program is not guaranteed and may be excluded for the following reasons:

- a. bodies with incompatible conditions including arterial blockages, certain blood-borne diseases, certain neurodegenerative conditions, various contagious viruses and diseases, and infections and infectious diseases;
- b. chemotherapy or radiotherapy treatment within 6 weeks of death;
- c. resided in the United Kingdom for 6 or more months between 1980 and 1996;
- d. over or underweight (obese or emaciated);
- e. coroner's case;
- f. organ removal/ donation (or unhealed surgery);

- g. late notification of death;
- h. retraction of consent by next of kin;
- i. full storage capacity at UNE;
- j. unavailable staff; and
- k. excessive distance from UNE.

Tracking Bodies / Human Tissues during Anatomical Examination

(35) 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.

(36) Anatomy staff members are required to firmly affix each dissected specimen with two (2) UNE cadaver identification tags, labelled with the specimen's unique UNE cadaver identification number.

(37) Each UNE tagged body will be allocated its own cadaveric tissue collection bucket. The bucket 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. The majority of off-cut cadaveric tissue should be collected in this manner, although small amounts of anatomical waste may be disposed of as clinical waste.

(38) 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.

Storage of Human Bodies, Sections, or Tissues

(39) 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.

(40) 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).

(41) 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.

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

(42) 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;
- 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; and/or
- f. as otherwise required by legislation.

(43) An Anatomy employee must retrieve, or supervise retrieval of human bodies, body parts, sections, or tissues from

storage equipment.

(44) When retrieving human bodies, body parts, sections or tissues from storage, the Anatomy employee must ensure that they adhere to all applicable safety procedures, and conducts themselves in accordance with the Human Anatomy Laboratory Safety Induction and Rules.

(45) 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

(46) Before transferring body donors between universities, the necessity and capability of transferring must be discussed and agreed upon between each university's anatomy license holders.

(47) A Body transfer Agreement must be signed by a UNE anatomy license holder and an anatomy from the receiving/sending institution.

(48) Anatomy lab staff of both universities should organise the transfer with the help of the UNE Transfer Checklist.

(49) 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.

(50) 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, 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, recording details of the despatching institution/university from which the body/human tissue has been received.

(51) 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.

(52) 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.

Applying to Record Images of Human Bodies, Sections or Tissues

(53) 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 (e.g. 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).

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

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

(56) 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. They will then either:
 - i. advise the applicant in writing that their 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.
- c. upon receiving an application to record an image of a body/body part/section/human tissue, the Head of School or their 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 UNE Human Anatomy Policy. They may also seek advice from the UNE Human Research Ethics Committee (HREC) should they deem it necessary, when considering specific image/s for the purposes of teaching and/or research. The Head of School or their delegate will notify the applicant of their decision in writing. In the event that the Head of School or their 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;
- d. having notified the applicant, the Head of School or their delegate will then forward the application, attached to a copy of their written determination, to the relevant Anatomy Facility office staff member for filing;
- e. All images obtained shall be submitted to the Head of School or their 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;

Disposal of Bodies and Human Tissues

Applications for Extended Retention of Bodies/Human Tissues

(57) 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; and

(58) Details of all body donors' time to cremate and a reminder to extend their retention where necessary/possible should be clearly accessible to Anatomy Facility staff in order for deadlines to be met. Such details should be presented on a notice such as those found in the Reminder to Cremate and extension Retention Checklist.

Extended Retention of a Body

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

(60) 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.

(61) 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.

(62) 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.

(63) 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 in "(61) Disposal".

Extended Retention of Tissue

(64) 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 Chief Anatomist, 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, School of Rural Medicine at UNE.

Disposal

(65) 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.

(66) 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.

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

- a. Certificate of Registration of Death; and
- b. Medical Certificate of Cause of Death; and
- c. Cremation Risk Advice; and
- d. Application for Permission for Cremation; and
- e. Medical Referee's Cremation Permit

(68) With respect to burial, the UNE Anatomy Body Donor Program no longer offers the option to release body donors to bury.

(69) At least one month prior to the arranged disposal date the Head of School or their 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 their designated senior available next of kin, or executor, be notified, or not notified, of the pending cremation in Armidale.
- b. The donor requested that disposal of their 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.
- c. Collection of Bodies for Disposal
 - i. Collection of bodies must be coordinated between the UNE-contracted Funeral Director, the Head of School or their delegate and the designated Anatomy Facility Office staff member. Collection must be scheduled to ensure the Head of School (or their delegate) and a designated member of the Anatomy staff are present at the time of collection.
 - ii. At the time of collection of a body, the Head of School (or their delegate) and the designated member of the Anatomy staff, will provide the Funeral Director with:
 - All documentation relating to the cremation of the body; and
 - Any additional documentation relevant to the wishes of the deceased.
- d. Immediately following collection of the body. The Head of School (or their delegate), the designated member of the Anatomy staff and the UNE-contracted Funeral Director will:
 - i. Update the Anatomy Register,
 - ii. Update the Retained Body Part Register ensuring that details of donor whose remains were released for cremation are clearly documented.
 - iii. Ensure all updates are securely recorded and filed within the University's corporate records management system (TRIM).

Section 3 - Definitions

(70) For the purpose of this policy:

(71) Anatomical examination - refers to 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.

(72) Anatomy employee - refers to a 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.

(73) Anatomy Facility - refers to and is limited to rooms 118, 120, 122, 123, 124, 125 and 126 of the C013 Patricia O'Shane Building at the UNE Academic Campus in Armidale, NSW. These are the only places where UNE Body Donor Program cadaveric specimens may be stored and used whilst at UNE. The facility also encompasses records stored in room 121, and on the official UNE secure online record keeping system - Content Manager (TRIM). The anatomy facility is facilitated by rooms 111, 113, 115 and 117 though no cadaveric specimens are allowed in nor beyond these rooms.

(74) 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. Prolonged/permanent retention of body;
 - ii. Retention of body part/s;
 - iii. Transfer of the body to another institution;
 - iv. Access to medical/surgical records/investigation results, and imaging records;
 - v. Notification of executor, designated senior next of kin and/or relatives;
 - vi. Use of the body; and
 - vii. Preferences on who or where the body donor is released to upon completion of use at UNE.

(75) Anatomical waste - refers to a discarded biologic product, such as blood or other bodily fluid, fat, skin or other small amounts of human tissue removed from a cadaver that is undergoing preparation or dissection for anatomical examination. This waste material may be disposed of as clinical waste according to relevant requirements.

(76) Body - refers to a dead human body, which may also be referred to as a cadaver.

(77) Body part (sectioned part) - refers to a separated portion of a human body.

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

(79) Human tissue - refers to an organ, or other part of a human body.

(80) Receiving officer - refers 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 Mortuary.

(81) 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.

(82) Senior next of kin - means the most senior next-of-kin in the hierarchy of next of kin within the Anatomy Act 1977. If there is any confusion to this meaning, discuss this with an anatomy license holder or the body donor's solicitor.

Status and Details

Status	Current
Effective Date	21st November 2023
Review Date	21st November 2025
Approval Authority	Dean Faculty of Medicine and Health
Approval Date	21st November 2023
Expiry Date	Not applicable
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Glossary Terms and Definitions

"University Representative" - means a University staff member, contractor, agent, affiliate, residential staff member, UNE Council member, Council committee member, employee of a controlled entity, director of a controlled entity and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations, affiliated organisations and other bodies falling into one or more of these categories.