

Notes of a meeting of the Professional Guidelines and Practices (Anatomy) Committee held on 24th June 2010 in the Dunhill Room, Gordon Museum, King's College London.

Present:

Wendy Birch (WB); Ceri Davies (CD); Steve Franey (SF); Steve Gaze (SG); Mike Mahon (MM); Susan Standing (SS)

1. Apologies were received from Sam Cobb (SC), David Heylings (DH), John Morris, Louise Scheuer (LS).
2. Notes of the Meeting of the Professional Guidelines and Practices (Anatomy) Committee held on 8th December 2009 were approved.
3. **Tripartite meeting held at KCL on 9th April 2010.**

SS thanked SF and his team for their hard work in ensuring the smooth running of the meeting. It was agreed that the meeting had been well attended and that it had brought together a wide range of interested colleagues: further meetings should be arranged. The Committee identified actions required to deliver the outcomes from the panel sessions (a-e below), with an emphasis on disseminating good practice.

 - a. Generic body bequest donation form/paperwork. **MM** will ask all DIs for permission to include "their" information on body bequest donation in an information pack. **MM** will send his talk in Adobe format to the web masters of the three societies and request that the material is uploaded to each of the sites. **MM** will add a new "HTA audited" box to the matrix he has produced.
 - b. Promotion of body donation scheme to the general public. **WB** reported that a recent UCL meeting (with Vishy Mahadevan) had attracted an interested audience: she has been invited to talk at other meetings. **SS** agreed to raise the need to encourage body donation as a possible topic for inclusion at the RCSEng anatomy seminar scheduled for 12th October 2010. Potential conduits for raising awareness of the need to maintain/increase donations included: approaching DoH; preparing a generic information pack for the general public; placing a short statement on the three websites; inviting local press to annual services of thanksgiving (possibility of alerting the Evening Standard in London). **WB** agreed to organise a network of bequeathal secretaries.
 - c. ASGBI anatomy training programme. **SS** advised that information about the training programme due to start in the new academic year had just appeared on the ASGBI website.
 - d. Rationalisation/collation of SOPs. **SS** to write to **DH** to ask for an update on his progress in compiling material (lists of SOPs used and users). **SS** would also establish if **DH** was including risk assessments in his list: if not, then **SG** would prepare a list of risk assessments, Training Checklists, Maintenance spreadsheets.
 - e. Proposed EU reduction in allowed levels of formaldehyde. **SG** would ask Dave Adams to write a letter to HSE by 12th July (on behalf of ASGBI, BACA and IAS) saying that a level of 1ppm was acceptable for cumulative exposure, which allowed for spikes of >1ppm.
4. It was agreed to raise the following issues with the HTA at the next face to face meeting (see 8 below): the role of medical examiners as potential

obstacles in the registration of a death; our work with formaldehyde levels; a request that “our” informal auditors could accompany HTA inspectors on formal audits. Other topics would be added as they arose.

5. Informal audits - network of DI/PDs. It was agreed that a letter would be sent to DI/PDs to establish the level of interest in taking part in informal audits. **SG** would write to Chris Birkett (HTA) to obtain addresses of DI/PDs. As far as possible, exchanges of informal auditors would be local; it was hoped that the visiting auditors would be able to join in an internal process if one was in place. Establishing a programme of national informal audits would be the major topic of the second tripartite meeting (date early 2011, venue outside London). The programme would be rolled out in summer 2011. The network of bequeathal secretaries should be invited to participate in this meeting.
6. Rotation of Chair of PGPAC SS advised that she was standing down as Chair with immediate effect after two years in post. It had been agreed when the Professional Guidelines and Practices (Anatomy) Committee was established that the Chair of the Committee should rotate between ASGBI, BACA and IAS every two years. **SG** advised that he would be the next chair of the group.
7. AOB SS advised that SC and LS would also be standing down with immediate effect and that new representatives from ASGBI and BACA would be sought.
8. Date of next meetings of Committee and with HTA: TBA (action **SG**)