

**Notes of an informal meeting** held between Ceri Davies, Steve Gaze, Louise Scheuer and Susan Standring in the Dunhill Room, Gordon Museum, Guy's campus, King's College London, 25<sup>th</sup> June 2008.

**Present:**

Ceri Davies (CD) Anatomy representative on the HTA  
Steve Gaze (SG) Chairman, Institute of Anatomical Sciences  
Susan Standring (SS) President, Anatomical Society of Great Britain and Ireland  
Louise Scheuer (LS) President, British Association of Clinical Anatomists

**Purpose of meeting:** To agree guidelines for publication re areas 1-10 identified at the meeting held on May 6<sup>th</sup> 2008 (Notes of that meeting refer).

**It was agreed:**

1. What constitutes "reasonable belief"?

It will be acceptable to start preparing a body for future use in order to prevent further decay, having received verbal confirmation of the cause of death from the issuing doctor and having reasonable belief that the 'person with legal responsibility for the body' has arranged to register the death and that the green disposal form and the form of consent will follow shortly.\* **Anatomical examination or any other licensed activity cannot begin until all documentation is in place.**

It was felt to be reasonable to expect Registrars to register a death within 24 hours when it was known that the deceased had given informed consent that their body was to be used for medical research, teaching or education. The group suggested that HTA should be asked to write to the Registrars' Association asking that this request be put in place.

*\* To be discussed – what to do if the papers do not arrive, what time scale should be allowed? – speak to HTA – need a scenario*

2. What constitutes a "part"?

At the 3 year limit, 2/3 of the body mass of the individual should be disposed of using the green form. Guidance on the amount to be retained can be found out.

In future, consent should be given only to donate the body as in option 1 of the HTA model consent form – with no restriction placed on how long it or its parts may be retained. Parts will be disposed of when the institution deems they are no longer of use and The green form will be used with the first part to be disposed of.

3. How should parts be disposed of (e.g., separate bagging and incineration; segregation of ashes, etc etc)?

The Incinerator should be cleaned out the previous night and the parts should be incorporated in the first burn of the day. Subsequent burns could be of mixed waste. The disposal of parts in this manner should be accompanied by an SoP which

should state the frequency of Duty of Care Visits to the Incinerator. Deliveries to commercial Incinerators should be attended by the D.I or a Designated Person. The suitability of packaging will be determined by the distance the parts are to be transported, e.g. bagged or bagged inside drums. All consignments should include bag number, name of deceased and list of contents.

*SG to take a straw poll of IAS members for their opinion as to what constitutes suitable packaging. **Action SG***

4. Need to establish a national network for DIs to audit other licenced establishments to facilitate compliance with HTA standards for internal audits;

*To be discussed at a later date – not a guideline*

5. What sort of images may be obtained in the DR?

Best practice is to obtain consent for the use of images for education/training or research. In general, the electronic copy of an image should be retained in the DR, and only hard copies released to the user. Where images are manipulated, e.g. in Photoshop, typesetting must be undertaken on a computer in the DR. **Images may be uploaded onto a password protected intranet but may not be uploaded onto the internet.**

*To be discussed at a later date – copyright*

6. Who, other than medical, dental and science students and their teachers and DR staff, uses a DR? Guidance on accessibility;

**All visitors need a reason for entering a DR.** 16-18year old school pupils would normally only be admitted if they were considering applying to Medical or Dental School in the next two or three years. They would need to apply in advance and should always be accompanied by teachers; DR staff should be on hand at all times during the visit. **No visitor should be allowed to remain in a DR unattended.**

7. How should protected material be handled when transporting parts around DRs for classes and how should this material be stored?

Best practice to follow Health and Safety advice, e.g. on lifting heavy material.

Tagged wet specimens should not be allowed to lie in contact with each other on a table. Human and animal parts should not be allowed to lie in contact with each other but may be placed on the same table for comparative purposes. Animal and human

parts must be stored separately and clearly labelled. Human parts may be in contact whilst stored and during transport to the

area where they are to be used/displayed. While being transported, they must not be visible, must be covered and secure; public corridors should be avoided, especially at busy times.

8. Model consent form – advice about the process of Bequeathing should not be included on the form – a separate information pack should be issued to inform the public of procedure.
9. Issues associated with the use of fresh frozen material (e.g. transport, return, disposal);

*To be discussed at a later date- SS to ask Kirsty Thomson to contact SG re protocols. **Action SS***

10. Use of animal and human tissue in close proximity – see point 7
11. Wording of forms so that medical research/training are included

People who do not use consent forms should be encouraged to include reference to training and education as well as medical research in their Wills when referring to leaving their bodies. It was suggested that the group should ask the HTA to write to the Law Society asking the Society to send a general instruction to solicitors.

Note added after the meeting: SS took advice from a legal colleague who suggested that a more appropriate route would be to approach the major five Banks, given that Banks are responsible for drawing up the majority of Wills. The suggested form of words would be along the lines of ...“ Would you consider including the following words, if customers so wish.....? “

**Nominations for additional members** to represent ASGBI, BACA and IAS (one nominee to act as designated deputy).

BACA: David Heylings (Deputy) and Peter Dangerfield

IAS: Wendy Birch (Deputy), Steve Franey

ASGBI: to be decided at next meeting of Council on 2<sup>nd</sup> July 2008.

The next meeting of the expanded group will be held in the week beginning 8<sup>th</sup> September 2008 on the Guy's campus. Venue and date TBA. The 8<sup>th</sup>, 9<sup>th</sup> and 12<sup>th</sup> September are suitable dates