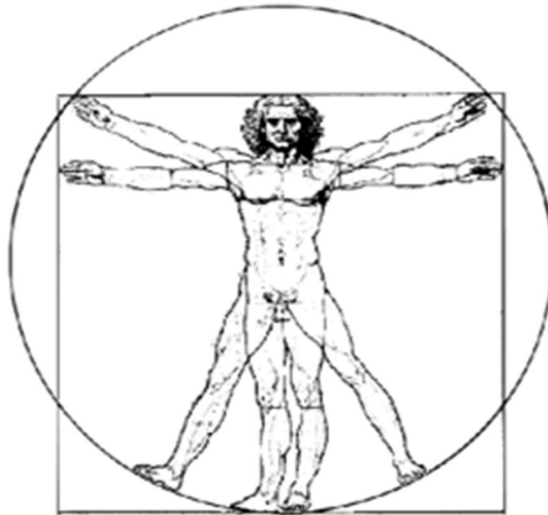


## **Centre for Learning Anatomical Sciences**



**Donation of your Body**

**For**

**Anatomical Examination, Education, Training and Research**

## Donating Your Body for Anatomical Examination, Education, Training and Research

Many people feel that they would like their body to have a use after their death and donating their body for medical science provides an opportunity to make a valuable gift to medical science and humanity.

There are two ways of donating your body when you die:

- You may donate your organs to someone in need of a transplant giving them the gift of life or health. Your own medical condition will determine whether your organs can be used at that time.
- You may donate your whole body for Anatomical Examination, Education, Training and Research. This gift will help medical students, doctors and other health professionals to learn about the body as an essential basis of their clinical practice and to advance medical and technological knowledge.

### Organ donation

If you wish your organs to be used after your death for transplantation, you should carry an organ donor card which you may obtain from your GP. If you choose to donate your body for anatomical examination, limited organ donation, e.g., corneas, skin and bone grafts may be possible. However, a body from which large organs have been removed is not suitable for anatomical examination and therefore it will not be accepted.

### Donation for anatomical examination

If you choose to donate your body after death for anatomical examination, you will do so under the Human Tissue Act (2004). We are only able to accept your body if you have given written and witnessed consent. At the time of your death your next-of-kin or executor will need to authorise the donation to proceed and therefore it is important that you discuss your wishes with them and with your relatives.

### Consent

The Human Tissue Act (2004) sets out the legal framework for the storage and use of human tissue ([www.hta.gov.uk](http://www.hta.gov.uk)). Under the Human Tissue Act consent can **only** be given by the individual wishing to donate their body.

For the consent to be valid, it must be in writing and:

- Signed by the donor in the presence of at least one witness – the witness may be next of kin, relative, GP, solicitor or friend, **or**
- Signed at the direction of the donor, in his/her presence and in the presence of at least one witness, **or**
- Contained in the donor's will, providing the will is lawful.

The consent is obtained for the following:

- Use of the body or body parts in relation to Anatomical Examination, Education, Training and Research.
- Use of the body or body parts for display and images. (*There is a section for this in the consent form*).
- Retention and storage of body or body parts. The Human Tissue Act does not specify how long the body or body parts may be kept. (*You have an opportunity to do so in the consent form*).

## **The Centre for Learning Anatomical Sciences (CLAS)**

The facilities in the Centre for Learning Anatomical Sciences (CLAS) are licensed and monitored by the Human Tissue Authority (HTA), under the Human Tissue Act (2004). Adherence to the regulations is the responsibility of the Designated Individual and the people named on the license. Failure to comply with the regulations has serious consequences. The facility is alarmed and is secured at all times and only authorised persons are allowed to enter who are required to adhere to a strict Code of Practice.

## **The role of anatomical examination in training doctors at the University of Southampton**

The main role of the Centre staff is to develop and provide anatomy teaching and learning for the 240 undergraduate Bachelor of Medicine students who join the Faculty of Medicine each year. We also contribute to courses for other undergraduate and postgraduate professionals including surgeons, anaesthetists and other health professionals.

We have adopted a student-centered approach of learning. Southampton students do not dissect but our facility provides students with a resource rich learning environment. They learn from museum specimens, bones, plastic models, imaging material and computer-based programs but their most valuable resources are the wide range of high quality dissections produced by the Centre staff such as:

- The distribution of nerves that regulate the functions of the body over which we have no voluntary control (heartbeat, digestion, sweating).
- The location of major organs within the body cavities and how they relate to the x-ray images and surgery (heart, lungs, intestines).
- The blood supply to the organs and how this may relate to disease (myocardial infarction [heart attack], the brain [stroke]).
- The structure of the limbs related to trauma and diseases such as arthritis.
- The structure of the central nervous system.

## **Anatomical Projects and Research at the University of Southampton**

During the time we hold the body, it may be used to support the projects and research undertaken by academic staff and medical students. Students may choose to do a project on the Anatomy of Clinical practice. Some of the topics previously studied include: the anatomy of liver transplantation; surgical resection for colorectal cancer; hip replacement surgery; and coronary artery bypass grafting. Some students undertake a BMedSc project with us and recent studies have included investigations into Carpal Tunnel Syndrome and Trigeminal Neuralgia. Some of the areas that have been studied by academic staff include causes of Alzheimer's disease, Multiple Sclerosis and the treatment of back and neck pain.

## **Management and use of the body**

On receipt of the donor's body, it is allocated a unique number (to maintain confidentiality). The body then undergoes an embalming process that, after 2-3 months, will preserve the tissues in a sterile condition making it suitable for anatomical examination.

The Manager of the Anatomical Sciences Laboratory will decide when and what the body is going to be used for. The dedicated laboratory staff will ensure that all procedures comply with the Human Tissue Authority - Code of Practice for Anatomical Examination and that the body is treated with due respect and consideration.

## **Burial and Cremation**

In the consent form you would have specified how long you wish your body to be kept for anatomical examination. When anatomical examination has been completed, three alternatives are available for final disposition of the remains. We advise you to confirm your choice of the options on page two of your consent form and discuss your preferences with your next-of kin/executor as they will need to re-confirm Funeral arrangements at the time at which your body is accepted.

Option 1 - The University of Southampton to arrange for cremation of the remains with the ashes to be returned to the next-of-kin or executor.

Option 2 - The University of Southampton to arrange for cremation of the remains and the ashes to be scattered in the Garden of Remembrance at Southampton Crematorium.

Option 3 - If the donor has made a wish for a private burial or cremation, the University will return the remains to the next-of-kin/executor.

No payment is made to donors or their relatives, but the Faculty of Medicine will pay for reasonable funeral director and cremation charges. However, if there is to be a private burial or cremation all expenses involved in such arrangements become the responsibility of the next-of kin/executor.

If you give permission for us to retain parts of your body after anatomical examination has been completed and your body has been cremated/buried, these parts will be carefully disposed of as clinical waste by incineration.

## Thanksgiving ceremony

Since the Southampton Faculty of Medicine was opened in 1971, hundreds of generous people, mainly from the South and South-East of England, have taken a decision to donate their body to the advancement of medical science. As a small gesture of our appreciation, we organise a simple thanksgiving ceremony every 2 or 3 years and your next-of-kin/executor will be offered information about this at the appropriate time.

The following comments were received from family and friends of donors following the last Thanksgiving ceremony:

*A wonderful ceremony – all credit to everyone involved. Mum would have been very touched. Thank you.*

*Thank you so much for a wonderful afternoon, and the opportunity to remember a lovely wife, mother and grandmother. It was lovely to meet some students and lecturers. Thank you for your care.*

*Thank you for giving this opportunity to remember a much loved husband, father, grandfather and great-grandfather.*

*We have enjoyed a truly uplifting afternoon – nice to remember and thank you for everything.*

*So affirming to speak to some of the students and hear their appreciation, very lovely thanksgiving ceremony.*

*It is for us the family and friends of the deceased to thank the University for carrying out their research and learning in such a caring manner, the thanksgiving ceremony was symbiotic and cathartic and very much appreciated.*

The Centre for Learning Anatomical Sciences recently underwent an audit by the Human Tissue Authority (HTA) and the following statement was reported by the HTA Inspector:

*The commitment of staff to the dignity of the deceased in their care, and the preservation of the integrity and traceability of anatomical specimens, was apparent throughout the inspection."*

## Information and instructions to donors

We make every effort to accept donations and there is no upper age limit for bequeathing a body. **However, we are unable to guarantee that a bequest will be accepted. If this is the case the next-of-kin/executors will be informed as soon as possible and the responsibility for arranging and funding the burial or cremation will then rest with them.**

We may have to decline a donation if the facility is closed for example, during the major public holidays or due to maintenance works. Sometimes, the cause or circumstances of the death may mean that the donation cannot be accepted as these may make the body unsuitable for anatomical examination (see Appendix 1).

### Instructions for donors

If, having read this pack, you wish to bequeath your body for Anatomical Examination, Education, Training and Research, you should:

#### Step 1

Complete and sign TWO copies of the consent form (yellow/Appendix 2), in the presence of a witness who should also sign and date the forms. There is provision on page two of the consent form for you to confirm your cremation wishes.

#### Step 2

Return ONE copy of the signed consent form to the address on the letter head and place ANOTHER copy of the signed form alongside this pack with your Will or legal/personal papers.

#### Step 3

Advise your relatives, executor and doctor of your intention and where to find the papers.

### What you can give consent for

- Length of time - there is no limit on the length of time a donated body can be used by the receiving institution. If you wish to restrict the time that your body is kept by us, you may do so in Part A1/2 of the consent form.
- Images- it may be useful for us to prepare images of parts of your body for teaching, training or research purposes. You will need to give us consent to do this in Part A3 of the consent form. You are assured that if consent is given to prepare images you will not be identifiable in these images.

## **Withdrawing consent**

If, for any reason, you wish to withdraw your consent you should contact us in writing so that we can take your name from our records. In addition, you should destroy your own copy of the consent form and advise your next-of-kin/executor that this is no longer your wish.

Please do not hesitate to call us if you have any queries (023 80 59 2630). You may leave a message, and someone will call you back.

## **Change of Address or Wishes Notification**

If you change your address, please contact us in writing with your name, date of Birth, old and new address. If the change puts you outside of our catchment area (BH, DT, PO, SO, and SP), we would advise you to register with an alternative bequeathal programme as we may not be able to facilitate transportation for the donation. Please do not hesitate to call us if you would like information on your nearest establishment.

If, for any reason, you wish to change your wishes e.g. change of retaining material or burial and cremation options. Please fill out a new consent form, keeping one copy with your Will or legal papers and return another to CLAS with written confirmation of your change. Please destroy the original copy from your records. Make sure you also inform your next-of-kin/executor that your wishes have changed.

## **Complaints procedure**

We aim to provide a high quality service to all those who come in contact with our department and welcome comments to help us achieve this. However, there may be occasions when we fail to meet expectations and you feel that a complaint is justified. If this is the case, please write to the Designated Individual at:

University of Southampton  
Centre for Learning Anatomical Sciences  
Faculty of Medicine  
Academic Unit Medical Education, Mailpoint 845  
Level B, South Academic Block  
Southampton General Hospital  
Tremona Road, Southampton, SO16 6YD

## Information and instructions to next-of-kin or executor

As the next-of kin or executor of someone who has consented to donate their body for Anatomical Examination, Education, Training and Research you will need to take the following steps to fulfill their wishes:

### Step 1

Contact the Centre for Learning Anatomical Sciences (023 80 59 2630) as soon as possible after the death occurs. On weekends, Bank Holidays and out of normal office hours, there will be a message detailing the course of action you need to take. If you have any difficulties contacting the Centre for Learning Anatomical Sciences directly on the telephone number above, please contact the University of Southampton switch board service on telephone 023 8059 5000.

You will need to provide the following information and you will then be advised of the next steps:

- the past medical history of the donor and the cause of death if known
- the contact details of the GP or hospital doctor in charge of the deceased in their last illness
- where the deceased is being held. If the deceased is:
  - in a hospital he/she should be held under refrigerated conditions in the hospital mortuary
  - at home or at a nursing home he/she should be removed to a Chapel of Rest by a funeral director of your choice, and held under refrigerated conditions if possible. ***Donors must be received into the care of CLAS within 5 days after death. If notification of death is received after this time the bequeathal would be declined. If no refrigeration is available this will limit the time we can accept a bequeathal to about two days after death.***

### Step 2

If the donation is accepted:

- Register the death with the Registrar as soon as possible and tell him/her of the wishes of the deceased
- You will need to give him/her the **Death Certificate** obtained from the doctor who had provided the recent care for the deceased
- The Registrar will issue you with:
  - a **Certificate of Burial or Cremation** (green form)
  - a certified **Death Certificate** (it is advisable to obtain a number of copies at this time).

### Step 3

We will arrange for the collection of the donor:

You will need to provide:

- the **Certificate of Burial or Cremation** (green form)
- a copy of the **Death Certificate**
- the **Human Tissue Act Consent Form** (if the University of Southampton does not have this on file).



We will help you complete the following forms:

- HTA (A)1 - **Authorisation for the use of a body for Anatomical Examination, Education, Training and Research**. In this form you will confirm the donor's wishes related to the cremation arrangements.
- The normal Southampton City Council **Notice of Cremation and Application for cremation of the body of a person who has died (Cremation 1)**.

The Faculty of Medicine will pay from the time a chosen funeral director takes charge of the deceased. This includes transport costs within our catchment area (Postal codes **BH, DT, PO, SO, and SP**). If the deceased has had to be collected from outside this area or maintained at a private funeral director's prior to acceptance the cost will normally be borne by their estate.

**Unfortunately, no guarantee can be given that a bequest will be accepted and some of the possible reasons are indicated on Appendix 1.**

If this is the case, you will need to proceed with normal arrangements for burial or cremation. It is regretted that the Faculty of Medicine cannot make any financial contribution to these private arrangements. We hope you will understand that this does not mean any ingratitude on our part.

## Appendix 1

Although not absolute, the following is a guide to some reasons that *may* prevent us from accepting a bequest:

|   |
|---|
| <b>Post mortem examination</b>  |
| <b>Transmissible disease:</b> For example, Hepatitis, HIV, Septicemia   |
| <b>Dementia/Alzheimer's disease:</b> Unless we are sure that Dementia has not been caused by prion diseases. If you wish to donate your brain for research into Dementia, please contact the South West Dementia Brain Bank on 0117 414 7821. |
| <b>Jaundice:</b> Of infective origin.   |
| <b>Multiple Sclerosis:</b> This depends upon the severity of the condition. If you wish to donate your brain for research into MS, please contact the MS Tissue Bank on 020 7594 9734.  |
| <b>Bedsore or varicose ulcers:</b> This depends upon the severity of the bedsores/ulcers. Small sores may be acceptable, but deep sores are not.  |
| <b>Peripheral vascular disease:</b> Severe vascular disease of the limbs and severe diabetes with evidence of vascular disease would be unacceptable.   |
| <b>Recent operations:</b> Where the wound has not healed.   |
| <b>Peripheral oedema</b>  |
| <b>Weight:</b> Excessively low or high body weight.<br><b>Height:</b> Height greater than 200 cms.<br>[Excessively low or high BMI.]  |
| <b>Muscular dystrophy:</b> End-stage or in cases where severe muscle wasting has occurred.  |
| <b>Arthritic deformity:</b> Severe deformity of joints and spine.   |
| <b>Widespread malignancy:</b> Where this causes major changes to normal anatomy   |
| <b>Organs donated for transplantation:</b> However, you can donate the corneas of your eyes and still donate your body for anatomical examination. For a donor card please contact your GP, or Moorfield's Eye Bank on 020 7253 1199.         |
| <b>Operational restrictions:</b><br>This may be related to scheduled or unexpected closure of the facility as a result of University holiday closure or maintenance works.  |

Tel. CLAS: 02380 592630

## **Human Tissue Act 2004 – Bequeaths Consent Form**

### **Part A: To be completed by the person making the donation.**

(Please complete in BLOCK CAPITALS)

Title: \_\_\_\_\_ Surname/family name: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel no.: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Religion/faith group (if applicable): \_\_\_\_\_

Email address (if applicable): \_\_\_\_\_

**I WISH TO DONATE MY BODY AFTER MY DEATH. I UNDERSTAND THAT IT MAY BE USED FOR:**

- **ANATOMICAL EXAMINATION, EDUCATION OR TRAINING RELATING TO MEDICAL EDUCATION**
- **RESEARCH IN CONNECTION WITH THE FUNCTIONING OF THE HUMAN BODY**

**Please tick either 1 or 2:**

1. ☐ I do not place a restriction on the length of time my body or body parts may be retained.
2. ☐ No part of my body may be kept for more than 3 years.

**Please tick 3, if appropriate:**

3. ☐ I consent to the use of images of my body or body parts. I understand that they will be used for the purposes of education, training, research and publication and that I will not be identifiable in these images.

I confirm that I have read and understood the information in the "Donation of Your Body to the Centre for Learning Anatomical Sciences" Information Pack. I give my permission for parts of my medical history to be obtained and reviewed to assist the donation process but am aware that there is no guarantee that my body will be accepted.

**Signature of the donor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### **Part B: To be completed by the witness to the above decision by the donor.**

I confirm I have witnessed \_\_\_\_\_ completing Part A of this form.

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel no.: \_\_\_\_\_

Relationship to donor: \_\_\_\_\_

**Signature of the witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SIGNATURES – TO BE SIGNED AND DATED BY BOTH DONOR AND WITNESS IN EACH OTHER'S PRESENCE ON THE SAME DATE**

**Part C: Preferences for burial or cremation after Anatomical Examination, Education, Training and Research is complete**

**Please tick either 1, 2 or 3:**

1. ☐ University of Southampton to arrange the cremation with the return of the ashes to the next of kin or executor
  2. ☐ University of Southampton to arrange the cremation and arrange for the ashes to be scattered in the garden of remembrance at Southampton crematorium
  3. ☐ Next of Kin or Executor to arrange private funeral arrangements. The University of Southampton will return the remains to the next of kin/executor.  
All expenses involved in such arrangements will become the responsibility of the next of kin/executor.
- 

The Centre for Learning Anatomical Science is unable to guarantee that a donation will be accepted. This can be for a number of reasons as detailed in Appendix 1 of the “Donation of Your Body to the Centre for Learning Anatomical Sciences” Information Pack.

A referral to another institution may be attempted should we be unable to accept. Any conveyancing costs\* involved in this arrangement will become the responsibility of the next of kin/executor and they will need to agree to this.

☐ Please tick this box if you **DO** want us to attempt a referral.

☐ Please tick this box if you **DO NOT** want us to attempt a referral.

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\*Conveyancing costs will be discussed and agreed with next of kin/executor should a referral be appropriate

**Complete TWO copies of the form in full (both sides).**

**Keep ONE copy of the form, with the “Donation of Your Body to the Centre for Learning Anatomical Sciences” Information Pack and your will/legal papers.**

**Return ONE copy to the Centre for Learning Anatomical Sciences using the address at the top of the form (Appendix 2).**

**By completing this form, you agree for your information to be retained on our secure database and agree to be contacted in the future in relation to the donation.**