

ANATOMY FACILITY USE AND REVIEW POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure outlines how CQUniversity will ensure compliance with the [Transplantation and Anatomy Act 1979](#) (Qld) and the [Transplantation and Anatomy Regulation 2017](#) (Qld) when conducting teaching activities using human bodies/body parts.

2 SCOPE

- 2.1 This policy and procedure applies to conducting teaching activities using human bodies/body parts.

3 POLICY STATEMENT

- 3.1 The *Transplantation and Anatomy Act* requires that all anatomical activities involving the use of human bodies/body parts be subject to ethical review and approval by an appropriate ethics committee. Inspections of all anatomy facilities must be conducted regularly to ensure compliance with the *Transplantation and Anatomy Act*.
- 3.2 All human bodies/body parts used in teaching activities will be treated ethically and with the highest respect at all times. Under no circumstances will the University tolerate degrading or disrespectful behaviour.
- 3.3 An annual review will be conducted on the University's use of human bodies/body parts and anatomy facilities, and the outcomes reported to Academic Board. The review will consider whether human bodies/body parts are used ethically in teaching activities, and will include an inspection of all anatomy facilities.

4 PROCEDURE

Use of anatomy facilities

- 4.1 The University's anatomy facilities will be established and maintained in accordance with the requirements of the *Transplantation and Anatomy Act*.

- 4.2 Students will undertake an induction and sign an Anatomy Facility Code of Conduct for the use of anatomy facilities prior to entering and using the facilities.
- 4.3 The University will remove and/or take disciplinary action against users who fail to comply with the Anatomy Facility Code of Conduct.

Review of anatomy facilities

- 4.4 The School of Health, Medical and Applied Sciences will arrange annually for an independent inspection team to conduct a review of the use of human bodies/body parts in teaching activities, and inspect all human bodies/body parts and related anatomical activities and facilities.
- 4.5 Inspections must meet the following requirements:
 - a) inspections of human bodies/body parts and related anatomical activities and facilities must be conducted at least annually
 - b) the inspection team must maintain records to verify that the human bodies/body parts and related anatomical facilities and activities have been monitored
 - c) notice will be given to the Technical Services Manager and other relevant employees of an intended inspection, with up to 48 hours' notice given where practicable
 - d) the inspection team will be formed by the School of Health, Medical and Applied Sciences and comprise at least one employee external to the School and one employee from the School. Academic Board may delegate the authority to conduct inspections to other independent persons
 - e) the inspection team will endeavour to cause the least possible intrusion into the conduct of anatomical activities
 - f) the inspection team will submit a report of its findings and membership to the next scheduled Academic Board meeting, and
 - g) the School will maintain a register of inspection visits and reports.
- 4.6 Notwithstanding 4.5c, Academic Board reserves the right to carry out random unannounced inspections.
- 4.7 Academic Board will monitor the review schedule and review reports, providing oversight of the University's anatomical activities.

Non-compliance with the Transplantation and Anatomy Act

- 4.8 Where an inspection detects activities of non-compliance with the *Transplantation and Anatomy Act*, the inspection team must report this immediately to the President, Academic Board and the Dean School of Health, Medical and Applied Sciences.
- 4.9 The Dean will consult with any other members of the Academic Board and any other parties to seek advice and assistance in addressing matters arising from any report of non-compliance.
- 4.10 The President, on behalf of Academic Board, may withdraw approval for the conduct of anatomical activities involving bodies/body parts, and will advise this in writing to the Dean and any other relevant parties.
- 4.11 Upon receipt of a report from the School of Health, Medical and Applied Sciences detailing rectification actions, Academic Board may restore approval for the conduct of anatomical activities involving bodies/body parts, if it is satisfied that appropriate action has been taken to ensure no further adverse occurrence or similar event occurs.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Technical Services Manager is responsible for:
 - a) the day-to-day monitoring of human bodies/body parts and related anatomical facilities and activities

- b) maintaining records to verify that the human bodies/body parts and related anatomical facilities and activities have been monitored, and
 - c) notifying Academic Board of any potential breaches of the *Transplantation and Anatomy Act*.
- 5.2 The Dean School of Health, Medical and Applied Sciences, and Anatomy team are responsible for implanting, monitoring, reviewing and ensuring compliance with this policy and procedure and the *Transplantation and Anatomy Act*.

Reporting

- 5.3 Records of non-compliance and the subsequent actions taken will be kept by the School of Health, Medical and Applied Sciences for reporting to the respective State Governments.
- 5.4 Reports received will form part of Academic Board's records and will be retained permanently.

Records management

- 5.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.6 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

7 RELATED LEGISLATION AND DOCUMENTS

Anatomy Facility Code of Conduct

[Transplantation and Anatomy Act 1979](#) (Qld)

[Transplantation and Anatomy Regulation 2017](#) (Qld)

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Administrator	Dean School of Health, Medical and Applied Sciences
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Notes	