

# ANATOMY FACILITY USE AND REVIEW POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 This policy and procedure has been developed to ensure compliance with the [Transplantation and Anatomy Act 1979](#) (Qld) and the [Transplantation and Anatomy Regulation 2017](#) (Qld) hereafter the Act.
- 1.2 The 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 Act.

## 2 SCOPE

- 2.1 This policy and procedure applies to CQUniversity employees and students conducting anatomical activities using human bodies/body parts, and members of review inspection teams.

## 3 POLICY STATEMENT

- 3.1 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.
- 3.2 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 to ensure compliance with the Act.

## 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 Act.

- 4.2 Students will be required to 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 and inspect all human bodies/body parts and related anatomical activities and facilities, to ensure compliance with the Act.
- 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 shall 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 shall 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 has the authority to delegate the authority to conduct inspections to other independent persons
  - e) the inspection team shall endeavour to cause the least possible intrusion into the conduct of anatomical activities
  - f) the inspection team shall submit a report of its findings and membership to the next scheduled Academic Board meeting, and
  - g) the School shall 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 shall monitor the review schedule and review reports, providing oversight of the University's anatomical activities.

### **Non-compliance with the Act**

- 4.8 Where an inspection detects activities of non-compliance with the 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 with the Act.
- 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 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 Act.
- 5.2 The Dean, School of Health, Medical and Applied Sciences, and Anatomy team are responsible for monitoring, reviewing and ensuring compliance with this policy and procedure and the Act.

## Reporting

- 5.3 Records of non-compliance and the subsequent actions taken will be kept by the School 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 University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

## 6 DEFINITIONS

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

## 7 RELATED LEGISLATION AND DOCUMENTS

[Anatomy Act 1977](#) (NSW)

Anatomy Facility Code of Conduct

[Human Tissue Act 1983](#) (NSW)

[Public Health Act 2010](#) (NSW)

[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](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

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