

## Policy Title: Access to Anatomy Laboratory, Morgue and Museum – Protocol and Conduct

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input checked="" type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	May 23, 2024	Effective date:	May 23, 2024
Policy Sponsor:	Dean, Undergraduate & Graduate Education	Date last reviewed:	May 23, 2024
Date of Mandatory Review (expiry date):	May 2029	Date of last revision of Procedures:	May 23, 2024

### 1. POLICY

1. As required by the Anatomy Act (the Revised Statute of Ontario 1990, c.A. 21), the Canadian Memorial Chiropractic College (CMCC) Department of Anatomy ensures that human bodies, prosected teaching and museum specimens in the morgue, anatomy laboratory, preparation rooms and museum are secure against unlawful interference.
2. Access to CMCC's gross anatomy facilities is restricted to authorized CMCC employees, undergraduate, graduate, and continuing education students, CMCC-approved visitors, and security and emergency personnel as provided for in this policy.
3. Under no circumstances may a student or CMCC employee bring an unauthorized visitor or lend their CMCC identification to an unauthorized individual to access CMCC's gross anatomy facilities.
4. CMCC may permit access to students enrolled in external institutions with human anatomy curricular needs through a documented agreement or to other individuals as authorized by a member of the Executive Leadership Team (ELT).
5. No photographs or video recordings may be taken or created in CMCC's gross anatomy facilities unless written permission is granted from the CMCC's Department of Anatomy. Failure to comply with this policy is subject to discipline as outlined in the Discipline – Students and Discipline – Employees policies.

6. No human tissues or specimens may be removed from CMCC's gross anatomy facilities unless specifically authorized by CMCC's Department of Anatomy.
7. Transportation of human specimens outside of the CMCC campus for research or educational purposes is allowed only to the members of CMCC's Anatomy Department with an authorization letter from the Chief Coroner/Anatomy Inspector for the Province of Ontario.
8. Anatomical donors are to be treated with professionalism, dignity, and respect and are given the rights of privacy and confidentiality that patients are provided in a healthcare setting.
9. Human bodies and other anatomical specimens donated to CMCC will be received, processed and disposed of in conformance with the Anatomy Act and written instructions from the Chief or Regional Supervising Coroner of the Province of Ontario.

## **2. PURPOSE**

To regulate access to, and use of, the anatomy lab, morgue and museum as required by law and to promote safety, security and appropriate behaviour for students, employees and visitors in CMCC's gross anatomy facilities.

## **3. SCOPE**

CMCC students, employees and visitors.

## **4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)**

- Anatomy Act. Revised Statutes of Ontario, 1990, c A 21
- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada.
- Council on Chiropractic Education (CCE) Accreditation Standards.

## **5. RELATED POLICIES (not a comprehensive list)**

- Access to CMCC
- Code of Conduct
- Discipline – Students
- Discipline – Employees

## **6. DEFINITIONS**

Anatomical donor means a donated human body.

Anatomical specimens mean human tissue remains, such as organs, skeletal, fetal or pathological specimens.

Anatomy laboratory means the portion of the gross anatomy facility used for dissection and other instructional purposes by students and faculty.

Authorized access to CMCC's gross anatomy facilities is defined as follows:

- Members of the ELT, Directors of Education, Directors of Clinical Education and Patient Care, Anatomy Lab Coordinator and the Anatomy Department Chair have access to all gross anatomy facilities, as necessary.
- Emergency responders, members of the physical facilities, and general contractors performing required duties, maintenance or repairs may access all gross anatomy facilities under the supervision of the Anatomy Lab Coordinator or the Anatomy Department Chair.
- Access to the morgue and bone room is restricted to anatomy faculty, and anatomy lab monitors/CMCC students who work/supervise the lab.
- Access to the anatomy laboratory is provided to all graduate and undergraduate students, anatomy faculty, anatomy lab monitors/CMCC students who work/supervise the lab, and security personnel. Other visitors, such as health professional schools, must have authorization from the Anatomy Lab Coordinator for approved purposes, a signed agreement with CMCC, and all approved visitors must read, sign, and abide by the CMCC Gross Anatomy Laboratory Rules, Regulations & Procedures (attached to this policy).
- Access to the anatomy lab for faculty and clinicians teaching outside of anatomy-related curriculum requires authorization from the Anatomy Department Chair or shall be accompanied by Anatomy Faculty or the Anatomy Laboratory Coordinator.
- All CMCC faculty, students and approved visitors have access to the anatomy museum during posted hours.
- All employees who have access as outlined above and students who undergo an orientation to the Anatomage® virtual dissection table will have access to the Anatomage® virtual dissection table and must follow login procedures.

Gross Anatomy is the study of anatomical structures that can be seen by the naked eye, such as the external and internal bodily organs.

Gross anatomy facilities mean the collective spaces for gross anatomy purposes, including the morgue, anatomy laboratory, museum, bone room, preparation and storage areas.

Morgue means the portion of the gross anatomy facility designated for receiving, processing, preserving and cold storage of human remains prior to transfer to the anatomy laboratory or museum.

Museum means the portion of the gross anatomy facility used to display normal and pathological preserved specimens.

<b>New Policy Approved (date):</b>	December 2001
<b>Policy Revision History (dates):</b>	January 2018 May 23, 2024

-----**END OF POLICY**-----

## 7. PROCEDURES

In order to ensure a proper and effective learning environment and statutory compliance, the following procedures must be observed:

1. No unauthorized person is allowed in CMCC's gross anatomy facilities.
2. The anatomical donors are to be treated with the utmost respect at all times. Inappropriate or improper behaviour and/or comments within and outside the laboratory is/are unacceptable and will be dealt with in accordance with the CMCC Code of Conduct policy.
3. The articulated skeletons, skulls, isolated bones, and prosected specimens are to be afforded the same respect as cadavers.
4. Appropriate attire, as outlined in CMCC's Gross Anatomy Laboratory Rules, Regulations and Procedures, must be worn at all.
5. No food or drink is allowed in CMCC's gross anatomy facilities.
6. No personal effects, such as purses, backpacks, etc., will be permitted in the anatomy laboratory or morgue.
7. All dissection instruments are provided by CMCC. No instruments may be removed from the laboratory.
8. All issues, including injuries to students in the anatomy laboratory, must be reported immediately to an instructor. In case of medical emergency contact the CMCC Clinic or 911 as outline in the guidelines posted by the telephone in the anatomy laboratory. All injuries and incidences to anyone in the anatomy laboratory are to be reported on a CMCC Incident Report form by the supervising staff.
9. Chemicals used in the preservation of donated human bodies have a potentially harmful effect. Students and employees with chemical sensitivity, all pregnant or breastfeeding students or employees should consult with their personal physician, student services/human resources, and the anatomy department to discuss procedures to mitigate risk.

<b>New Procedure Approved (date):</b>	December 2001
<b>Procedure Revision History (dates):</b>	January 2018 January 2019 May 23, 2024

## 8. ATTACHMENTS

CMCC Gross Anatomy Laboratory Rules, Regulations & Procedures

## **CMCC GROSS ANATOMY LABORATORY RULES, REGULATIONS & PROCEDURES**

The bodies available for use in the gross anatomy laboratory were donated by individuals who wanted their remains to be used for education and research. As a chiropractic and healthcare professional student, you are privileged to have the opportunity to use this anatomical donation. The rules of the anatomy laboratory are based on PATIENT PRIVACY, RESPECT, SECURITY, and SAFETY. These rules must be observed in the CMCC gross anatomy laboratory AT ALL TIMES.

### **Respect**

1. The anatomical donors are to be treated with the utmost respect at all times. Inappropriate or improper behaviour and/or comments within and outside the laboratory is/are unacceptable.
2. The articulated skeletons, skulls, and isolated bones are to be afforded the same respect as cadavers.
3. Do not remove the numbered tag from your cadaver.
4. The right of privacy and confidentiality due to all medical patients is extended to our anatomical donors at all times.
5. Use of cameras, cell phone camera or other photographic or video recording equipment is not permitted in the laboratory at any time unless specifically authorized by the Department Chair or Course coordinator.
6. Cadavers will be appropriately draped at all times. All regions not being studied should be wrapped. Entirely cover the cadaver when leaving it for any period of time.

### **Security**

1. Only CMCC students, faculty and other authorized CMCC personnel are allowed in the gross anatomy lab. Under no circumstances may a student bring an unauthorized visitor into the lab. Permission to bring a visitor into the lab can be granted only by the Department Chair and is restricted to health care professionals or individuals with an approved academic or research purpose.
2. Students' access to the lab outside the regular laboratory sessions is from Monday to Friday, from 8:00 am to 8:00 pm. Study sessions should be planned around scheduled lab times and other events.
3. NOTHING leaves the lab without the permission of the Department Chair or the Course Coordinator. Students are not allowed to take any bone, wet specimens, or plastic models outside the lab.
4. Bone box sign-out is administered by the anatomy technician or anatomy monitor on duty. Signed-out boxes must be viewed in the anatomy laboratory and returned at the end of the study session.

5. Keep the doors of the laboratory closed AT ALL TIMES.
6. Do not allow any unauthorized person entry into the laboratory.

## **Safety**

The following safety procedures are in place to prevent injuries and limit exposure to chemicals:

1. Absolutely NO eating or drinking is permitted in the laboratory or museum area at any time.
2. Students must wear long pants and closed-toed shoes, lab coat, and all designated personal protective equipment whenever they are in the laboratory. You will be asked to leave the laboratory if you violate this dress code.
3. All injuries occurring in the gross anatomy laboratory, no matter how insignificant they may appear, must be reported immediately to an instructor. The instructor will administer first aid and determine whether the student should be directed to a facility for further treatment.
4. If an injury occurs in the anatomy lab after hours, students should first seek proper medical care and then report the injury to an instructor as soon as possible. Please note the first aid kit is located on the wall by the entrance to the wet lab.

In case of an EMERGENCY, please follow the instructions provided on the front wall by the emergency phone in the Anatomy Laboratory. Please call the CMCC Clinic by dialing (416) 482-2546 before calling 911.

## **Laboratory Maintenance**

1. Dissection tables should be kept clean and free of loose tissues or excessive fluid. The laboratory must be kept neat at all times and you are expected to clean your area after each lab. This includes wiping your cadaver bags down with paper towels after use and rinsing your dissections instruments in the sinks provided.
2. The cadavers are to be properly maintained. Drying of tissue can be prevented by wrapping specimens in wet cloth after each session. A special wetting solution with a mold inhibitor is provided for this purpose in labelled bottles at each table. Please wet the cloths and drape the specimens after each use. Any suspicion of mold or rot should be reported to the anatomy technician. The body bags must be properly closed after each session.
3. Proper waste disposal is as follows:
  - a. Anatomical (cadaver tissue) waste – All cadaver waste tissues are to be disposed of in the clear plastic bags provided at each table. Overflowing tissue bags shall be collected in the red anatomical buckets.
  - b. Paper towels, papers, gloves and cadaver-soaked paper towels – biohazardous waste collection (yellow bags or buckets).

- c. Blades – yellow/green sharps disposal boxes located on in the lab. Blades shall be replaced by the faculty ONLY! No blades disposal in biohazardous containers.
- 4. Models are to be examined only in the museum room. Using a pen or pencil to point out structures on a model is strictly prohibited. Blunt probes (pipe cleaners) are provided for this purpose.
- 5. Please store your lab coats in your designated locker. Storage of lab coats or other personal effects in the lab is strictly prohibited.

NOTE:

As stated in the CMCC Academic Policies and Procedures, a student who fails to comply fully with these rules and regulations is subject to discipline. CMCC retains the right to initiate disciplinary action for any breach of conduct involving academic integrity, morality, ethics or legality on or off CMCC property.

I have read the rules and regulations of the gross anatomy laboratory and understand that any violation thereof is a breach of professional conduct.

Name (please PRINT): \_\_\_\_\_

Student Number: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_