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| 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: | January 18, 2018 | Effective date: | January 18, 2018 |
| Policy Sponsor: | Vice President, Academic | Date last reviewed: | January 2019 |
| Date of Mandatory Review (expiry date) | January 2024 | Date of last revision of Procedures | January 2019 |

1 POLICY

1. As required by the Government of Ontario, Anatomy Act, the Canadian Memorial Chiropractic College (CMCC) Department of Anatomy ensures that bodies, anatomical tissues and museum specimens in the morgue, anatomy laboratory and museum are secure against unlawful interference.
2. Access to the morgue, anatomy laboratory, and museum is restricted to authorized CMCC employees, undergraduate, graduate, and continuing education students or as provided for in this policy. Under no circumstances may a student bring an unauthorized visitor to the anatomy laboratory, morgue or museum. 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).
3. No photographs, videos or digital recordings may be taken or created in the morgue, anatomy laboratory or museum unless written permission has been granted by the Chair, Department of Anatomy.
4. No anatomical tissues or specimens may be removed from the laboratory unless specifically authorized by the Chair, Department of Anatomy.
5. Anatomical donors are to be treated with professionalism, dignity and respect and are extended the rights of privacy and confidentiality that patients are provided in a healthcare setting.
6. Bodies and other anatomical specimens received by CMCC will be received, processed and disposed in conformance with the Anatomy Act and written instructions from the Chief Coroner, and donation forms.

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 in the 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, Chapter 21
- Federation of Canadian Chiropractic Standards for Doctor of Chiropractic Programmes, Section III Criteria for Accreditation: Policies and Procedures, Standard C, 7 (Academic Resources)
- Human Tissue Gift Amendment Act (Trillium Gift of Life Network), 2000, S.O. 2000, c. 39 - Bill 142
- Regulated and reviewed by the Government of Ontario's Anatomy Act and the Chief Coroner, General Inspector for Anatomy for the province of Ontario.

5 RELATED POLICIES (not a comprehensive list)

- Access to CMCC

6 DEFINITIONS

Anatomical donor means a donated body or other human remains.

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 morgue, anatomy laboratory, and museum is defined as follows:

- Members of the ELT have access to the morgue, anatomy laboratory and museum, as necessary.
- Access to the morgue is restricted to anatomy faculty, anatomy lab coordinator, and anatomy lab monitors/CMCC students who work/supervise the lab, and emergency responders.
- Access to the anatomy laboratory is provided to all graduate and undergraduate students, anatomy faculty, directors of education, directors of clinical education and patient care (considered directors), anatomy lab monitors/CMCC students who work/supervise the lab, security personnel and emergency responders. All other CMCC employees, including Physical Facilities and contractors, require authorization from the Anatomy Department Chair. Other visitors, such as health professional related schools, must have authorization by the Chair for approved purposes, and a signed "Acknowledgment and Agreement" document.
- Access to the anatomy lab for faculty and clinicians teaching outside of anatomy related curriculum requires authorization by the Anatomy Department Chair, or shall be accompanied by Anatomy faculty or the Anatomy Laboratory Coordinator.
- All employees who have access as outlined above, students and approved visitors have access to the anatomy museum during posted hours.

- All employees who have access as outlined above and students will undergo an orientation to the Anatomage® virtual dissection table, and must follow login procedures.

Gross anatomy facilities means the collective spaces for gross anatomy purposes, including the morgue, anatomy laboratory, museum, and storage areas.

Morgue means the portion of the gross anatomy facility designated for processing, preserving and storing 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 human normal and pathological tissues and specimens.

School of Anatomy means one of the institutions authorized by the Anatomy Act to receive and manage donated bodies and anatomical specimens.

New Policy Approved (date):

December 2001

Policy Revision History (dates):

January 2018

-----**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 will be allowed in the morgue, anatomy laboratory, and museum.
2. The anatomical donors are to be treated with the utmost respect at all times. Inappropriate or improper behavior and/or comments within and outside the laboratory is/are unacceptable.
3. The articulated skeletons, skulls and isolated bones are to be afforded the same respect as cadavers.
4. Appropriate attire as outlined in the Gross Anatomy laboratory rules, regulations and procedures must be worn at all times.
5. No food or drink is allowed in the morgue, museum or anatomy laboratory.
6. No personal effects, such as purses, backpacks, etc., will be permitted in the laboratory.
7. All dissection instruments are provided by CMCC. No instruments may be removed from the laboratory.
8. Student use of the Anatomage virtual dissection table is by permission of the Anatomy Department. Students may not download, delete, upload or otherwise transfer digital information from that device.

9. All issues including injuries to students in the anatomy laboratory must be reported immediately to an instructor unless of such urgency to require emergency treatment. Injuries to anyone in the anatomy laboratory are to be reported on a CMCC Incident Report form.
10. Because of chemicals used in tissue preservation, students with chemical sensitivity and all pregnant or breast feeding students should consult with the Anatomy Department Chair and their personal physician about procedures to mitigate risk.

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8 ATTACHMENTS

None