

INFORMATION ON DONATING YOUR BODY FOR ANATOMICAL EXAMINATION

And instructions for the next of kin / executor

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A message from the Anatomy team

Thank you for your interest in bequeathing your body to us after your death; your generous action is greatly appreciated and could benefit a great many healthcare professionals.

Detailed instructions are enclosed. It is important that you understand all the information before signing and returning a bequest form. If you have any questions, please contact us on the above telephone number or email address.

This booklet has been designed using guidance given by the government regulatory body, The Human Tissue Authority (HTA). For more information on the HTA, you can visit the website:

www.hta.gov.uk and click on the "Guidance for the Public" link

May we also express our hope that it will be many years before your wishes have to be considered.

1. INTRODUCTION

We have a continuing need for generous individuals to bequeath their bodies for anatomical examination for the purposes of teaching, training and research in Medicine and Healthcare Sciences and are grateful to individuals who do so. Donations may be used for one or more of the following purposes:

Medical education

Your body will be used to study the structure and form of the human body. This benefits medical students, students studying healthcare science courses and healthcare professionals. Some disease processes and treatments although interesting will alter the normal anatomy, making it difficult to fulfil this.

Training

Your body will be used by healthcare professionals who gain great benefit from the opportunity to develop surgical skills and other clinical procedures on the body.

Research

Students undertaking research projects within the MBBS course or as an intercalated Masters in Clinical Research will use your body to develop new strategies and clinical or surgical procedures. In addition, your body may be used to develop new surgical techniques and procedures by healthcare professionals.

All activities carried out are supervised by a member of staff and in accordance with the Human Tissue Act (2004)

2. ANATOMICAL EXAMINATION

We have two streams of activity at Norwich Medical School and our donors are used slightly differently for each stream.

Our '**Taught Programmes**' refer to courses for UEA enrolled students on courses that we facilitate such as Medicine, Nursing, Physiotherapy, Occupational Therapy and Paramedic Sciences. Anatomical examination remains in high regard as an effective way for healthcare sciences students learning anatomy.

In order to provide this opportunity, our donors need to show relatively 'normal' anatomy. Some disease process and treatments can affect our ability to make use of a donation to teach anatomy effectively. Donors for taught programmes are used for an academic year (September – July) so the preservation process needs to be a little more robust.

Our acceptance criteria for this stream are therefore a little more exclusive.

Our '**Post Graduate Training**' stream refers to short courses that we host for registered healthcare professionals. These courses may involve senior professionals training junior professionals or senior professionals developing new surgical techniques. A donation that is not suitable for taught programmes may be suitable for our post graduate training programmes. These courses are much shorter in length and so do not require robust preservation. As these courses look at specific areas, disease process and treatments that are unsuitable for taught programmes may not cause an issue for post graduate training, making the criteria less exclusive.

These are facilitated or delivered on request. Therefore, the number of donations we are able to accept for these over an academic year is variable and we can only consider a donation offer if there is a scheduled course or activity.

Sadly, we cannot guarantee the donation offer will be accepted at the time you complete the form. The decision is made after an individual has passed away so that we have all the information we require.

If you think you may have a condition that makes you unsuitable, we will be happy to discuss this with you.

3. HOW WE MAKE THE DECISION

We will speak to healthcare professionals that have looked after you to ascertain whether there is anything medically or physically that would prevent us from accepting the donation offer, before making our final decision.

Initially, our criteria to assess the suitability of a donation offer for both taught programmes and post graduate training looks at:

Whether the donation poses a risk to our users (Infection control and manual handling)

- We are not able to accept donation offers from individuals who have active infectious diseases such as TB, HIV, Hepatitis B and Creutzfeldt-Jakob Disease.
- Sudden onset dementia can present in the same ways as Creutzfeldt-Jakob Disease and may not be considered.
- Some chemotherapeutic agents can cause a health risk to users.

Whether the donor will pose a manual handling risk to user.

- We do not have bariatric equipment in the facility; therefore, some individuals may be too large for us to handle safely.

Whether we can preserve and use the remains in a dignified manner.

Whether there has been (or is to be) a post-mortem or organ donation.

- **We are only able to accept whole body donations**

Some common issues that make a donation unsuitable for us to fulfil our teaching commitments are:

- Disease processes or treatment that have altered the anatomy to the point where 'normal' anatomy cannot be taught
- There is amputation of a major segment of one or more of the limbs
- The potential donor is very emaciated or malnourished
- There is extensive malignant disease (secondary malignant tumours and some primary malignant tumours)

In order to preserve the remains in a dignified manner (mainly but not exclusively) for our taught programmes, we may be unable to accept a donation offer if:

- There is damage to the skin e.g., the presence of bed sores or ulcers; a surgical wound that has not yet healed; an artificial stoma; the presence of severe oedema (swelling of the limbs due to fluid retention) or skin slip (often present after long term steroid use).
- Severe peripheral vascular disease
- Severe jaundice is present at the time of death
- There is evidence or history of a large aortic aneurysm

If a donor is unsuitable for our taught programmes, we would then consider them for our post graduate training, depending on what courses we have planned.

Please do not refuse treatment on the basis that it may affect your suitability as a donor.

We are sometimes not able to consider donation offers for logistical reasons (if we have staff shortage, equipment failure or no storage capacity). In this case, with the permission of the next of kin or executor, we will endeavor to offer the donation to a nearby institution to follow the wishes of the donor.

We will always try to accept a donation offer where possible.

If we are unable to accept an offer due to logistical reasons, we will attempt to identify another institution that is able to process your offer and pass all relevant information on to them with agreement of your next of kin or executor.

If we are unable to accept your donation offer on medical grounds it is highly unlikely that other institutions would be able to accept the offer. In this case we advise that a funeral be arranged by the next of kin or executor. UEA cannot offer any remuneration towards costs incurred for funeral arrangements.

If we accept the donation, the death must be certified and approved by the local Medical Examiners' office. UEA appointed undertakers will then be instructed to collect the remains and bring them to UEA.

4.FOLLOWING ANATOMICAL EXAMINATION

Our donors are cremated individually at a local crematorium and the ashes can either be collected from the crematorium or scattered on our designated plot at the crematorium.

Each year we hold a service of thanksgiving, which allows students and staff to express their gratitude to those that have generously donated their remains. We welcome up to two representatives of your family or friends to attend this service. Details of the service will be sent by post.

5. EXPRESSING YOUR WISH

In order for us to consider an offer of body donation, we must have evidence of informed, witnessed consent. The best way to do this is to complete and return our donation form (D3) so that we have a clear statement of your wishes.

If you decide to complete the donation form, please do so **in the presence of a witness** and return it to the address on the front of this booklet. We will keep a digital copy and return the original form for you to keep with your will or legal papers.

Please ensure that your signature is witnessed at the time you sign the form. The date of your witness signature must match the date of your signature.

Human bodies are not property and therefore legally cannot be “owned”. They cannot be bought or sold nor be given away by someone else following your death. If it is your wish for your remains to be used for medical education, training and research following your death you must express this wish whilst you are alive and of sound mind to do so.

We ask you to complete these forms in the presence of a witness to confirm that these are truly your wishes and that you can make this decision. Your witness should be able to verify that the details given are accurate and honest. This can be a friend or family member if they are able to and comfortable with witnessing the wish.

6.COMPLETING A DONATION FORM

Part A

Must be completed by the person wishing to bequest their body and in the presence of a witness.

Option 1 or 2 regarding how long we can use your remains

We use our donors for an academic year (September – July). After the academic year, remains are cremated and the ashes will be available for collection or can be scattered on our designated plot.

Sometimes we come across interesting or unusual anatomical features or may just find an excellent example for teaching. It is extremely useful for us to be able to retain these parts to use for teaching beyond the time of cremation.

Option 1 - It is rare for us retain whole bodies beyond our 3-year timescale, but this option allows us to do so should we need to. Ticking this box will also allow us to retain useful specimens.

Option 2 - Will place a restriction of 3 years on the length of time that your donation can be used by the medical school. If you are happy for the medical school to retain any useful parts following cremation of your body, please select option 2a. If you would prefer your whole body to be cremated and no parts retained, please select option 2b.

Option 3

Selecting this option allows us to retain images or 3D scans and models of parts of your body to use in the future. These are an incredibly useful resource for teaching or for use in presentations at scientific meetings and publications. They are particularly useful if you decide not to allow parts to be retained as this enables us to keep accurate records and use them for teaching following cremation of your body.

All images and models are anonymised and stored securely. If you would prefer for us not to retain images, scans or models please leave this box blank.

Option 4

This option informs us of your wishes following the end of your time within the medical school. We confirm these wishes with your next of kin / executor following acceptance of a donation. As part of our duty of care to the next of kin, we will ask them to confirm this wish. If they prefer an alternative arrangement, we will respect this.

We are unable to offer burial. If it is your wish to be buried, the cost (over and above the cost of our standard cremation) and organisation of this will fall to your estate.

If you select option 4a and would like us to contact someone to give them the opportunity to attend our service of thanksgiving, please fill in their name and contact details in the space provided.

If you select option 4b please fill in the contact details of the person you would like us to contact to arrange for release of the ashes. (We can arrange for ashes to be couriered to other areas within England and Wales at an additional cost to your estate.)

If you pass us someone else's details, please make sure that they are aware that their details will be held by us for this purpose and that they are happy for us to do so.

If you would prefer for your next of kin / executor to organise your cremation or a burial, please fill in the contact details of the person we need to contact to make these arrangements.

Part B

It is essential that your wish to bequeath your body is properly witnessed.

The witness must sign the form in your presence to confirm that they have witnessed that this is your wish.

If this section is completed incorrectly, we will not be able to consider your donation offer. If we identify an error on your form, we will return it to you with an explanation of the error and a means for you to correct the error and return the form to us.

Once we have received your replacement form, there is no requirement for you to contact the anatomy team again unless your address changes or you have any questions. We will notify you of any changes by post or email (depending on your preference) using the contact details you have provided

If you change your mind and would like to rescind your wish, please notify us in writing and destroy your donation form.

7. FAQs

Can I donate my organs and my body?

Organ donation will always take priority over whole body donation. Organ donation is not compatible with whole body donation, although we may be able to accept your bequest if only corneas (eyes) have been donated. We usually find, however, that most donations offered to us are within an age bracket that falls outside the acceptable criteria for organ donation.

Brain donation for research such as Parkinson's and Alzheimer's disease is not compatible with whole body donation. For information on donating your brain please contact The Parkinson's UK Brain Bank on 020 7594 9732 or email: brainbank@imperial.ac.uk or The Alzheimer's Society on 0300 2221 122.

What if I move?

If you move within our catchment area (Norfolk and North Suffolk), please inform us of your change of address. If you move out of our catchment area, let us know and we will identify your nearest institution. Bequest forms are transferrable between institutions. Therefore, with your permission, we can pass your donation form on.

Do I need to do anything else?

Please discuss your intention to donate your body with your nearest and dearest. Loved ones can find the process difficult, particularly as it can take up to 3 years for remains to be released following anatomical examination. You will need to have a discussion with your family regarding the possibility that your donation offer will not be accepted and what your wishes would be in this event.

Will my donation definitely be accepted?

For us to consider a donation offer, there must be appropriate evidence of informed consent from the potential donor. If no appropriate written evidence of consent is present, we will be unable to proceed with our enquiries.

When we receive your completed form, we will retain an electronic copy and return it to you. Please be aware that **this does not mean that we will guarantee to accept you once you have passed away.** The form is evidence of your consent to be considered for body donation. Sadly, there can be health issues that can make you unsuitable as a donor. If this is the case, we will advise your next of kin or executor to continue with normal funeral arrangements.

It is therefore important for you to think about your wishes should we be unable to accept your donation.

8. INSTRUCTIONS / INFORMATION FOR YOUR NEXT OF KIN / EXECUTOR

When the donor who has completed this form passes away, please contact us on **01603 591104** at your earliest convenience within office hours. If the donor passes at the weekend, please notify us on the next working day.

We have a seven-day window to make our enquiries and bring the donor's remains in for preservation and it can take several days to complete our enquiries. Therefore, we ask that the remains of the donor be moved either to a chapel of rest or hospital mortuary following their passing. If the person you are calling about has died in hospital, their remains will be moved to the mortuary. If they have died at home, in a nursing home or hospice, you will need to arrange for the remains to be taken to a chapel of rest by your preferred undertaker.

To process the donation offer we will require the following:

- Evidence of Donor's consent (if the person you are calling about has filled in a UEA bequest form, we should have an electronic copy)
- The donor's GP's name and telephone number
- The date of and place where the donor passed away
- Location of the remains of the deceased (or undertaker that they will be moved to)
- Contact details for the person with responsibility for the remains (next of kin / executor or appointee of the aforementioned). N.B. This person will be our single point of contact for future correspondence unless we are informed otherwise in writing. Other than interested third parties (such as undertakers, medical professionals and the like) we are unable to discuss details of a donation with anyone other than our single point of contact.

We will contact the deceased's GP (and hospital Doctors if they die in hospital) to establish a cause of death and medical history. A decision will be made on whether the donation is acceptable based on these.

You will be informed as soon as possible about the decision. We aim to do this within three working days.

Regrettably we are not able to accept every donation we are offered. If this is the case, we will advise you to proceed with your own funeral arrangements. In

this situation, UEA cannot offer any remuneration towards costs incurred for funeral arrangements.

If we are able to accept the donation offer:

The death must be certified and ratified by the medical examiners. We cannot bring the remains into the facility before this is complete.

Once the remains have been brought into the care of UEA, we will send correspondence to the single point of contact by post to confirm this. We are unable to discuss the donation or any further arrangements with other interested parties. Any enquiries we receive from other interested parties will be directed to the single point of contact.

You should register the death as usual with your local registry office as soon as possible. The registrar will issue you with a certified copy of the death certificate. Please photograph or scan this and send it to us at anatomy@uea.ac.uk for our files. Please also ask the registrar to **email the green form to us at: anatomy@uea.ac.uk**. It is important for us to have both of these to enable us to cremate the remains following anatomical examination. We will write to the registrar to confirm that the remains are in our care.

The Norwich Medical School will cover all costs from the point which our appointed undertakers collect the remains of the donor. Any costs incurred prior to this will need to be met by the estate of the deceased.

We would be grateful if you could inform us of any change in contact details of the single point of contact to enable continued correspondence.

The single point of contact will receive correspondence:

- When we take the remains into our care. This letter will be to confirm the arrangements for the remains following anatomical examination. These reflect what the donor has expressed on the donation form but can be altered if necessary. We will also ask whether the single point of contact would like any further contact from us regarding the date the ashes are to be scattered / available for collection.

- Two months prior to the date of the thanksgiving service (if requested to do so). This letter advises of the date of the service that the deceased is to be included in. We will also ask for the names of up to two representatives who would like to attend the service and, if appropriate, the name of the person collecting the ashes. (The Thanksgiving service includes all donors that have been cremated within the previous academic year. Therefore, numbers are limited so that family representatives for all our donors can attend).

If you have any questions about the information contained in this booklet, please contact the Anatomy Team on 01603 591104 or by email: anatomy@uea.ac.uk.

9. PRIVACY NOTICE

About this notice

The University operates an anatomy collection scheme to source cadavers for research and medical teaching. To operate this scheme requires processing the personal data of donors, their next-of-kin / executors, and medical professionals. The University of East Anglia is the data controller for the processing of this personal data.

Types of data collected during a recording

The following types of personal data may be captured for donors:

- Name, date of birth, address, contact details, health data

The following types of personal data may be captured for next of kin / executors:

- Name, contact details
- An address (if the return of remains or personal affects is required)

Lawful basis for using your data

In providing a body collection scheme, the University is using personal data in pursuit of our public task to provide programmes of study or academic instruction. That is in line with Articles 6(1)(e) and 9(2)(j) of the UK GDPR.

Where an individual withdraws from the scheme, we will destroy their next of kin data but retain some of the donor's data under legitimate interests.

Where an individual moves out of area, at the donor's request, the University may pass the information to another institution operating a similar scheme within that area. Such sharing will only happen with the explicit consent of the donor.

How long we keep your data

We will store personal data only as long as is necessary to fulfil our purposes. The length of retention is determined by the nature of processing and is documented in our Anatomy Retention Schedule.

Data processing

The University will securely store your personal data on our local IT servers and within locked filing systems. We may contact you via email; the University uses the Microsoft Corporation as our email provider.

The University will not transfer your personal data outside of the United Kingdom.

The University will not undertake automated decision-making or profiling with your data.

The University will not share personal data to any third party unless with your consent or where required to do so by law.

Your Rights

UK data protection law gives people a range of privacy rights. These are:

The right to be informed

The right of access

The right to rectification

The right to erasure

The right to restrict processing

The right to data portability

The right to object

Rights in relation to automated decision making and profiling

Click on the links to find out more or contact the University's Data Protection Officer by emailing DataProtection@UEA.ac.uk

Complaints or Concerns

You have a right to object to the University's processing of your data. Where your data has been used for direct marketing, this is an absolute right.

If you have any complaint or concern relating to how the University has handled your personal data, you can contact the Data Protection Officer in the first instance.

You can also contact the Information Commissioner's Office directly via their website:

<https://ico.org.uk/make-a-complaint/>

Further information

For more information about the processing of personal data by the University, you can contact our Data Protection by emailing DataProtection@UEA.ac.uk