

SHU HUMAN ANATOMY LABORATORY POLICIES

The bodies available for dissection were donated by individuals who wanted their remains to be used for education and research. As a student, you are *privileged* to have the opportunity to use this anatomical donation. The rules of the anatomy laboratory are based upon DONOR PRIVACY, RESPECT, SECURITY, SAFETY, and MAINTENANCE. These rules will be observed in the laboratory **AT ALL TIMES**:

Donor Privacy & Respect

The following procedures are in place to preserve the privacy and dignity of the anatomical donors:

1. **The anatomical donors are to be treated with the utmost respect at all times.** No action is to be made, in public or in private, which in any way will demean the body. Inappropriate comments and any other unprofessional or unethical conduct are strictly prohibited. The need for genuine and sincere respect for the dignity of the deceased human and obligation to treat the body in a responsible and professional manner is to be regarded as essential.
2. The articulated skeletons, skulls, and isolated bones are to be afforded the same respect as the donors.
3. Do not remove the numbered tag from your donor.
4. **The right of privacy and confidentiality due all medical patients is extended to our anatomical donors at all times.**
5. Use of cameras, cell phones, or other photographic or video equipment is not permitted in the laboratory at any time unless specifically authorized by the course administration.
6. The donors will be appropriately draped at all times. All regions not being studied should be draped. Entirely cover the donor when leaving it for any period of time.
 - Drapes should be kept as dry and clean as possible in order to remain respectful.
7. **The Human Anatomy Laboratory is considered a restricted area.** Access is limited to only students, faculty, and other SHU personnel who have read the laboratory regulations and have specifically been granted access. **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 Dr. Leeper and is restricted to healthcare professionals or individuals with an approved academic purpose.
8. **No human materials should be removed from the lab without the permission of Dr. Leeper.**

Security

1. Access to the anatomy lab is via electronic ID card key. Students have access to the Human Anatomy Laboratory while the building is open. Student access to the lab is recorded in the University ID card access database. **For safety and security after hours, students should only use the lab in the presence of another student - a “buddy system”.**

2. Keep the doors of the laboratory closed **AT ALL TIMES**. Be mindful of opening the door when entering or leaving while lab is in session or any time when body bags are open.

Safety

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

1. Food and/or drinks are not allowed in the laboratory. Do not chew gum while in the laboratory. This is for your own safety from contamination.
2. Students must wear long pants and closed shoes whenever they are in the laboratory. Open-toed or perforated shoes (e.g., sandals), shorts, and skirts are not to be worn in the anatomy lab. You will be asked to leave the laboratory if you are in violation of this dress code.
3. Students must wear a lab coat when in the lab. It is your responsibility to maintain your lab coat in a reasonably clean condition. The faculty will insist you wear your lab coat regardless of how dirty it is.
4. Nitrile gloves must be worn throughout the dissection period.
5. Long hair must be tied back.
6. Eye protection is recommended during dissection. Regular eyeglasses are sufficient eye protection. Wearing contact lenses is not advisable because they may trap irritants of the surface of the eye.
7. An eyewash station is located at the sinks in case of an eye emergency.
8. All used scalpel blades must be disposed of in the provided blade-remover containers. Never dispose of “sharps” in the tissue bin or with normal trash (see below for the disposal of other waste).
9. **All injuries incurred in the gross anatomy laboratory, no matter how insignificant they may appear, must be reported immediately to an instructor.**
10. 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.
11. **In case of an EMERGENCY, call Campus Security (724-830-4999) or 911.**
12. Students who are pregnant, or believe they may be pregnant, are responsible for discussing attendance in the anatomy lab with their physician.
13. Do not bring unnecessary items into the laboratory. Personal items not needed during lab are to be kept in a secure area outside of the laboratory.
14. Students are required to wash their hands before leaving the lab.

Maintenance

Proper maintenance of the donor will aid in preserving the body and extend its educational usage. Proper maintenance of the lab (your dissection table, tools, floors, etc.) helps to provide a clean and safe laboratory.

1. **Take good care of your donor.** The donors are to be properly maintained to prevent the drying of the tissues and the growth of mold.
 - Drying of tissue can be prevented by making sure the skin is in place and covering deeper tissues and by “wetting” the body after each dissection. A special **wetting solution** with a mold inhibitor is provided for this purpose in the labeled carboy; **do not use tap water.**
 - Any suspicion of mold or rot should be reported to Dr. Leeper immediately, since it can rapidly spread throughout body and to other donors in the room.
 - The plastic body bag should be closed and zipped after each dissection.
2. All waste tissues removed from the donors are to be disposed of in the labeled tan container near the cooler. No other waste (e.g. gloves or paper towels) is to be disposed of in this bin (see below for the disposal of other waste).
 - Note that ‘waste tissues’ are unidentifiable tissues (e.g. fat or fascia) removed from the bodies. These tissues will be cremated at the end of HGA II and returned to WVU.
 - All other identifiable tissues (e.g. skin and organs) remain in the body bag to be kept with the donor for final cremation and return to the family.
3. **Note that proper trash disposal is as follows:**
 - human tissues – tan container near cooler
 - gloves, paper towels, and regular trash –silver trash can near sinks
 - scalpel blades – blue blade-remover containers located in dissection table drawers
4. The laboratory must be kept neat at all times and **you are expected to clean your area after each day’s dissection.** This includes frequently emptying the bucket at the end of your table and wiping up any spills from the floor with Lysol. You are provided space for storing your dissection tools – please use it! You are responsible for cleaning all of your tools when you have completed your dissection.
5. Dissection tables should be kept clean and free of excessive tissue and any spills should be wiped with Lysol.
6. The black counters on either side of the laboratory are grease-free areas. Do not wear greasy gloves in these areas.
 - Anatomical models and bones are to be examined only in these areas. Do not move them to the dissection areas and do not touch them with dirty gloved hands. Do not use pens or pencils to point to structures on the models; you may use a clean blunt probe.

ANYONE FAILING TO COMPLY WITH THESE RULES AND REGULATIONS IS SUBJECT TO DISCIPLINARY ACTION OR REVOCATION OF PRIVILEGES TO UTILIZE HUMAN BODY DONOR MATERIAL AND WILL BE IMMEDIATELY EJECTED FROM THE ANATOMY FACILITIES.

These policies have been derived from the Higher Education Policy Commission
Policy Bulletin No. 58, West Virginia Anatomical Board, Appendix A: Rules And Regulations
SHU Anatomy Laboratory Policies
Written: January 2016
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I have read the rules and regulations of the SHU Human Anatomy Laboratory and understand that any violation thereof is a breach of professional conduct.

Printed Name

Signature

Date