

Authorisation for donation of body for anatomical examination, education or training relating to human health and research in connection with disorders or the functioning of the human body,

And instructions for next of kin and executor.

Anatomy and Surgical Skills

School of Medicine

Framlington Place

Newcastle University

Newcastle upon Tyne

NE2 4HH

Contact: Bequeathal Secretary

Tel: 0191 208 6616

Email: anatomy.bequests@newcastle.ac.uk

Thank you for expressing your wish to donate your body for anatomical examination, education, training, and research purposes after death; your generous action is greatly appreciated. Each bequest will be directed to the best advantage of education, training, and research.

Detailed instructions are enclosed in this document. It is most important that you understand the information contained in this information pack before signing the forms. If you need any further information, please contact us on the above telephone number.

May I express the hope that it will be many years before your wishes have to be considered.



Mrs Pamela White

Director of Anatomy, Human Tissue Authority Designated Individual
Anatomy & Surgical Skills
School of Medicine
Newcastle University

Information on the activities for which your body may be used

Our licence from the Human Tissue Authority allows us to perform Anatomical Examinations on donated bodies, and store and use them for the purposes of education, training, and research at Newcastle University Medical School. The licences also permit surgical training at Newcastle Surgical Training Centre at the Freeman Hospital.

Activities at Newcastle University, the University of Sunderland and other HTA licensed Premises

If you choose to donate, your body will be used to educate and train the following individuals:

- Medical and dental students, allied health care students, science students (e.g. bioengineering students who design surgical implants) and history of medicine students.
- External visitors* to the University who are qualified healthcare and allied healthcare professionals wishing to study anatomy or carry out surgical training.
- External visitors* to the University who are not healthcare professionals, such as therapists who work with or treat the human body (e.g. for massage treatments) and other individuals whose professional practice requires an understanding of human anatomy (e.g. artists studying human anatomy).

Anatomical examination, education, training and research at these HTA licensed Premises may take up to 3 years to be completed.

Occasionally the opportunity to study anatomy is made available to appropriate individuals* (as described above). A fee may be charged to these individuals, but this fee is solely to cover the costs incurred by the University or industry partners to deliver such approved sessions. This is done in strict compliance with the Human Tissue Act (2004).

By completing this form, and in line with the General Data Protection Regulations, you agree to your details being stored by Newcastle University and only shared with the necessary parties who act on behalf of the Licensed Premises to whom the deceased has been accepted. All data will be stored in accordance with the General Data Protection Regulations.

Activities at Newcastle Surgical Training Centre at the Freeman Hospital.

Your body may also be used for surgical training, education and/or research at the Newcastle Surgical Training Centre at the Freeman Hospital. Training is often conducted in collaboration with industry and this work is in strict compliance with the Human Tissue Act (2004). This may take up to 12 months to be completed at the Newcastle Surgical Training Centre.

A fee may be charged to participants attending training courses, but this fee is strictly limited to covering the costs incurred by these training centres or industry partners to deliver such approved sessions.

The decision on whether your body will be used for anatomical examination or for surgical training and research will be made at the time of your death and will be influenced by your medical history and other factors.

If you would like to discuss how a donation may be used or require clarification about any of the information mentioned above, please contact us on 0191 208 6616.

To register on our Body Donation Programme

If you wish to donate your body for anatomical examination, education and training relating to the structure and function of the human body, including research into human health and health disorders, **you should sign the enclosed forms in duplicate, in the presence of a witness.**

It is advisable to inform your relatives, executor, and doctor of your intention to donate.

Please complete both forms, keep one copy with your will or personal papers and **return the other copy to the address outlined on the front of this pack.**

There is no upper age limit for bequeathing a body, but you must be over seventeen years old.

Instructions to your executor or next of kin at the time of your death

1. Contact the University

Your executor or next of kin should telephone the Bequeathal Secretary (0191 208 6616) as soon as possible after the death occurs.

Please note that the Newcastle Medical School Anatomy and Surgical Skills office is closed on Saturdays, Sundays and Bank Holidays. There is a voicemail system at the office and relatives should follow the recorded instructions. The offer of the bequest will be considered immediately when the office reopens.

If at the time of your death your body lies in a hospital, your body should be held under refrigerated conditions in the hospital mortuary until the office can deal with the donation.

The maximum time for holding is dependent on the refrigeration.

If your body is at home or at a nursing home, it should be removed to a Chapel of Rest by an undertaker within 12 hours and should be held under refrigerated conditions if possible.

If no refrigeration is available, the maximum time for such storage is about three days.

If the deceased must be taken to an undertaker's premises, it is important for the relatives to understand that the transport and the cost of the undertaker must be borne by the next of kin or the donor's estate. The receiving institution pays for everything else once the donation has been accepted.

2. Conditions of acceptance of a bequest

If the bequest is accepted the undertaker contracted by Newcastle Medical School will be instructed to make all the arrangements for removal.

The death must be registered with the local Registrar, from whom a Certificate of Burial or Cremation and a Certificate of Registration of Death should be obtained.

The Medical School will cover the costs of transporting your body to us for the following **postcode regions**:
DH, DL, NE, SR, and TS.

If you live outside of these postcodes, we may be able to accept your bequest, but we would need your consent that the undertakers' costs for removal of your body would be met from your estate (see **question 3 in Part A** of the consent form that is included in this document).

Unfortunately, no guarantee can be given that a bequest will be accepted.

If your bequest cannot be accepted, your relatives or executors will be informed as soon as possible so they may make private funeral arrangements.

There are occasions when the body is not suitable for anatomical examination, education, training, and research purposes due to the cause of death itself or the need for a post-mortem examination.

In addition, during the major public holidays at Christmas and New Year, Newcastle Medical School is closed, and is not able to accept bodies.

Although not absolute, the following is a guide to some reasons for not accepting a bequest:

1. Post-mortem examination

2. Transmissible disease: for example, Viral Hepatitis, HIV, Septicaemia, MRSA, Clostridium Difficile. We reserve the right to test for other transmissible diseases if necessary.

3. Dementia/ Alzheimer's: certain types of dementia e.g. Creutzfeldt-Jakob disease (CJD).

4. Jaundice - of infective origin

5. Multiple Sclerosis (MS): depending on the severity of the condition, cases of MS may or may not be suitable.

If you wish to donate your brain for research into MS, please contact the MS Tissue Bank on 020 7594 9734.

6. Cancer: may not be acceptable for anatomical examination but may be acceptable for training. Acceptance for anatomical examination depends on the spread of the cancer and whether there has been chemotherapy within three months prior to death.

7. Bedsores or varicose ulcers: If the donor passed away while in hospital the doctor or nurse will be asked about the condition of the donor's skin. If the donor passed away at home and has been moved to a funeral directors, the funeral directors may be asked the condition of the donor's skin, and in particular about the presence of bedsores. Small sores may be acceptable, but deep sores or ulcers are not.

8. Peripheral vascular disease: severe vascular disease of the limbs and severe diabetes with evidence of vascular disease would be unacceptable for anatomical examination but may be suitable for training.

9. Recent operations: where the wound has not healed.

10. Peripheral oedema

11. Amputation: of a major segment of one or more limbs.

12. Arthritic deformity: severe deformity of joints and/or spine.

13. Obesity/size: excessive weight or height.

14. Organs donated for transplantation: however, you can donate the corneas of your eyes and still donate your body for anatomical examination.

For a donor card please contact the Organ Donor Register on 0300 123 23 23 or Moorfield's Eye Bank on 020 7253 1199. The donation of other organs however is precluded.

15. Operational considerations: (mortuary at capacity/maintenance of essential equipment).

After activities are completed

The institution that receives the body will be responsible for its anatomical examination and use in education, training and research until such time as cremation is required. When the anatomical examination has been completed, arrangements for cremation will be made. All cremation expenses will be borne by the receiving institution; this includes the cost of a coffin and a simple cremation at a local crematorium.

Next of kin may also take possession of the ashes. Burial at All Saints' Cemetery, Newcastle upon Tyne may also be arranged by the Medical School upon written request from you, but this will be at the expense of the Executors. Any other arrangements for burial would also be at the expense of the Executors.

Next of kin or executors may request a private burial or cremation after the completion of the anatomical examination. In such circumstances all expenses involved in such arrangements become the responsibility of the next of kin or executors.

Service of Thanksgiving

Each year we hold an interdenominational Service of Thanksgiving for relatives and friends of those who have donated their bodies. Your next of kin and executors will be invited to attend along with students and members of staff of the Medical School.

Notes for completing the consent form

Please read this section carefully as it explains what you may give consent for.

There is no limit on the length of time a donated body can be used by the receiving institution. It is our normal practice to use your body for anatomical examination for a period up to 3 years after your death. If your body is used for surgical training this period is reduced and may be for periods of 12 months or less. However, if you wish to restrict the time that your body is used, you have an opportunity to do so in **Question 2 in Part A** of the consent form.

Upon signing the Consent Form – Human Tissue Act 2004, you as the donor give permission for the medical school team to remove and dispose of any implantable devices that may be in-situ.

All bodies will be cremated or buried according to the wishes of the donor. Under certain circumstances parts of the body are very useful for teaching and therefore the medical school may want to retain such parts following conclusion of anatomical examination. This is done only with your express permission as indicated on the consent form. If permission is given for parts of the body to be retained, it will not be possible to return any retained body parts or notify relatives of their disposal. These parts are disposed of by incineration (in the same way that hospitals dispose of amputated body parts). With informed consent, parts of the body may be retained for further education, training and/or research purposes. The retained parts will be tagged to enable trace back to the donor and will be always treated with the utmost dignity and respect.

Please note: You may withdraw your consent at any time by notifying the Bequeathal Team at Newcastle University. Both paper and electronic consent will then be destroyed.

Images of a donated body

It may be useful for the receiving Institution to prepare images of parts of your body for education or training relating to human health and / or research in connection with disorders, or the functioning, of the human body.

The taking and displaying of images (including photographs, films, and electronic images) is outside the scope of the Human Tissue Act 2004; however, the HTA endorses the good practice principles set out in guidance issued by relevant professional and regulatory bodies. Donors are assured that they would not be identifiable in any images that may be taken. For further information, please refer to the HTA's Codes of Practice, available at www.hta.gov.uk.

Transfer to another medical school

It may be useful for the receiving institution to transfer your body to another medical school, for example, at times when we have reached our physical storage capacity, or if we have to maintain essential equipment.

Please complete both copies of the form below and please ensure that they are signed and dated in the presence of your witness, otherwise it will not provide valid consent for acceptance of your body for anatomical examination, education, training, and research.

Please return one copy to The Medical School and keep the second copy with your Will or legal papers.

Anatomy and Surgical Skills

School of Medicine
Framlington Place
Newcastle University
Newcastle upon Tyne
NE2 4HH

CONSENT FORM – Human Tissue Act 2004**Part A: to be completed by the person making donation****Please complete in BLOCK CAPITAL LETTERS**

Title: _____ Surname/Family name: _____

Forename(s): _____

Address: _____

Postcode: _____ Tel. no.: _____

Date of birth: _____ Religion/Faith group (if applicable): _____

I WISH TO DONATE MY BODY AFTER MY DEATH. I UNDERSTAND THAT IT MAY BE USED FOR ANATOMICAL EXAMINATION, EDUCATION OR TRAINING RELATING TO HUMAN HEALTH AND RESEARCH IN CONNECTION WITH DISORDERS, OR THE FUNCTIONING, OF THE HUMAN BODY. I GIVE PERMISSION FOR MY GP OR OTHER DOCTOR OR HEALTHCARE PROFESSIONAL INVOLVED IN MY CARE TO RELEASE RELEVANT MEDICAL HISTORY TO FACILITATE THE DONATION. I UNDERSTAND THAT I MAY WITHDRAW CONSENT AT ANY TIME. I UNDERSTAND THAT MY BODY MAY BE TRANSFERRED TO ANY OTHER HTA LICENSED PREMISES.

Please tick as appropriate:1. I consent to my body or body parts being retained **indefinitely**. **OR**2. My body can be retained for a maximum of 3 years only. (a) Parts of my body may be retained for longer than 3 years. **OR**(b) No part of my body may be kept for more than 3 years. 3. My estate will cover the undertakers' costs for removal of my body and transportation to the Medical School if I live outside of postcode areas DH, DL, NE, SR or TS.

Signature: _____ Date: _____

Copy 1 of 2

Medical History

PLEASE GIVE A SUMMARY OF ANY SERIOUS ILLNESS, INJURIES, FRACTURES OR OPERATIONS YOU HAVE HAD, GIVING THE APPROXIMATE DATES OF YOUR TREATMENT:

DO YOU HAVE A PACEMAKER FITTED?

You as the donor give permission for the medical school team to remove and dispose of any implantable devices that may be in-situ.

APPROXIMATE HEIGHT: **APPROXIMATE WEIGHT:**

Part B: Witness declaration (signature of next of kin, executor, GP, friend, etc.)

Please complete in BLOCK CAPITAL LETTERS

I confirm that I have witnessed _____ (insert name of donor) completing PART A of this form.

Witness' Surname/Family name: _____

Forename(s): _____

Address: _____

Postcode: Relationship to donor:

Signature: _____ Date: _____

Please complete both copies of the form.

Please return one copy to the Medical School and keep the second copy with your Will or legal papers.

Copy 2 of 2

Anatomy and Surgical Skills

School of Medicine
Framlington Place
Newcastle University
Newcastle upon Tyne
NE2 4HH

CONSENT FORM – Human Tissue Act 2004

Part A: to be completed by the person making donation

Please complete in BLOCK CAPITAL LETTERS

Title: _____ Surname/Family name: _____

Forename(s): _____

Address: _____

Postcode: _____ Tel. no.: _____

Date of birth: _____ Religion/Faith group (if applicable): _____

I WISH TO DONATE MY BODY AFTER MY DEATH. I UNDERSTAND THAT IT MAY BE USED FOR ANATOMICAL EXAMINATION, EDUCATION OR TRAINING RELATING TO HUMAN HEALTH AND RESEARCH IN CONNECTION WITH DISORDERS, OR THE FUNCTIONING, OF THE HUMAN BODY. I GIVE PERMISSION FOR MY GP OR OTHER DOCTOR OR HEALTHCARE PROFESSIONAL INVOLVED IN MY CARE TO RELEASE RELEVANT MEDICAL HISTORY TO FACILITATE THE DONATION. I UNDERSTAND THAT I MAY WITHDRAW CONSENT AT ANY TIME. I UNDERSTAND THAT MY BODY MAY BE TRANSFERRED TO ANY OTHER HTA LICENSED PREMISES.

Please tick as appropriate:

1. I consent to my body or body parts being retained **indefinitely.**

OR

2. My body can be retained for a maximum of 3 years only.

(a) Parts of my body may be retained for longer than 3 years.

OR

(b) No part of my body may be kept for more than 3 years.

3. My estate will cover the undertakers' costs for removal of my body and transportation to the Medical School if I live outside of postcode areas DH, DL, NE, SR or TS.

Signature: _____ Date: _____

Copy 2 of 2



Medical History

PLEASE GIVE A SUMMARY OF ANY SERIOUS ILLNESS, INJURIES, FRACTURES OR OPERATIONS YOU HAVE HAD, GIVING THE APPROXIMATE DATES OF YOUR TREATMENT:

DO YOU HAVE A PACEMAKER FITTED?

You as the donor give permission for the medical school team to remove and dispose of any implantable devices that may be in-situ.

APPROXIMATE HEIGHT: **APPROXIMATE WEIGHT:**

Part B: Witness declaration (signature of next of kin, executor, GP, friend, etc.)

Please complete in BLOCK CAPITAL LETTERS

I confirm that I have witnessed _____ (insert name of donor) completing
PART A of this form.

Witness' Surname/Family name:

Forename(s):

Address:

Postcode: Relationship to donor:

Signature: _____ Date: _____

Please complete both copies of the form.

Please return one copy to the Medical School and keep the second copy with your Will or legal papers.

Instructions to next of kin or executors when donor dies

You should read the information mentioned above carefully and then telephone the Bequeathal Secretary, at Newcastle University, Anatomy and Surgical Skills on **0191 208 6616** between the hours of 9.00 am and 4.30 pm. Outside these hours, weekends, and public holidays a recorded message will be left, and we will make contact as soon as possible.

The Medical School will contact the Doctor signing the death certificate and the Donor's GP in order to gather information and make a decision on whether or not the donation is acceptable. You will be informed within a short time about the decision.

- If at the time of death, the Donor's body lies in a hospital, it should be held under refrigerated conditions in the hospital mortuary until the office can deal with the donation. The maximum time for holding is dependent on the refrigeration.
- If the Donor's body is at home or at a nursing home, it should be removed to a Chapel of Rest by an undertaker within 12 hours and should be held under refrigerated conditions if possible. If no refrigeration is available, the maximum time for such storage is about three days.
- If the Donor's body has to be taken to an undertaker's premises, it is important for the relatives to understand that the transport and the cost of the undertaker must be borne by the next of kin or the donor's estate. The receiving institution pays for everything else once the donation has been accepted.

No guarantee can be given that a bequest will be accepted.

If the donation is accepted

1. Register the death with the Registrar and inform them of the wishes of the deceased. He/she will issue you with a green certificate (Certificate of Burial or Cremation) and a death certificate.
2. You will be sent an HTA1 form from this Office. This calls for a final decision on cremation arrangements.
3. Send the **HTA 1 form, the green certificate and a copy of the death certificate** to the medical school. It is very important that we receive these documents as soon as possible.
4. **If the deceased had to be maintained at an Undertakers prior to acceptance the cost will be borne by the estate of the deceased. The Medical School only pays from the time its undertakers take charge of the deceased.**

If a donation is not accepted

Proceed with normal arrangements for burial or cremation. It is regretted that the Medical School cannot make any financial contribution to these private arrangements.