

# SCHOOLS OF ANATOMY AUDIT CHECKLIST AND EVALUATION TOOL FOR SOUTH AUSTRALIA

*Version 2017.01*

## **Introduction:**

Schools of Anatomy provide important undergraduate and postgraduate teaching in anatomy, advanced surgical training, clinical skills training, research and product development.

It is important that all Schools of Anatomy comply with appropriate standards as well as requirements pursuant to the *Transplantation and Anatomy Act 1983* (the Act) and any subordinate legislation.

## **Purpose:**

The *Schools of Anatomy Audit Checklist and Evaluation Tool for South Australia* has been developed for use by both Schools of Anatomy and Minister-appointed Inspector/s of Anatomy to assist in ensuring that agreed processes and operational requirements are being implemented. This Tool is based on the requirements outlined in the *Standard for the Operation, Management and Oversight of Schools of Anatomy in South Australia*.

## **Structure:**

The Tool comprises a check list that identifies the required elements for continuing authorisation (or new authorisation) as a School of Anatomy in South Australia. It is split into four parts:

1. General inspection details
2. General requirements that apply to all South Australian Schools of Anatomy
3. Specific requirements that apply only to Schools of Anatomy operating body donation programs
4. Summary of assessment

## **Feedback and Questions:**

Feedback and questions around this tool can be directed to –

Blood, Organ and Tissue Programs  
South Australian Department for Health and Ageing

Email: [HealthBloodOrganandTissuePrograms@sa.gov.au](mailto:HealthBloodOrganandTissuePrograms@sa.gov.au)  
Phone: (08) 8463 6197



Government  
of South Australia

SA Health

**PART ONE – GENERAL DETAILS**

**INSPECTION DETAILS**

NAME OF INSPECTOR/S: .....
SCHOOL OF ANATOMY STAFF INVOLVED WITH INSPECTION: .....
DATE OF INSPECTION: .....
REASON FOR INSPECTION: .....

**SCHOOL OF ANATOMY DETAILS**

NAME OF SCHOOL: .....
RESPONSIBLE OFFICER OF SCHOOL: .....
QUALIFICATIONS / ROLE OF RESPONSIBLE OFFICER: .....
DOES THE SCHOOL OPERATE A BODY DONATION PROGRAM? YES – complete all parts of this form NO – complete parts 1, 2 and 4 only
GROSS ANATOMY MANAGERS: .....
TECHNICIANS: .....
OTHER SUPPORT STAFF: .....

**END PART ONE****PART TWO – GENERAL REQUIREMENTS FOR ALL SOUTH AUSTRALIAN SCHOOLS OF ANATOMY**

ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
<b>1</b>	<b>GOVERNANCE ARRANGEMENTS AND ETHICAL CONSIDERATIONS</b>				
1.1	Is there an established governance structure or committee that provides oversight with respect to laboratory practice, and links to research, teaching and ethics?				
1.2	Is there a Code of Conduct, which is readily accessible?				
1.3	Is there a guided induction process and induction manual for new staff?				
1.4	Is there a guided induction process and induction manual for new students?				
1.5	Are casual visitors to anatomy museums made aware of their obligations under the Code of Conduct?				
1.6	Has all requested information been made available to the Inspector?				
<b>2</b>	<b>ANATOMICAL EXAMINATIONS</b>				
2.1	Which categories of anatomical examination are undertaken at the School of Anatomy?				

ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
2.2	Do all anatomical examinations involve the documentation of: <ul style="list-style-type: none"> <li>The cadavers / cadaveric materials</li> <li>The intended use of all body parts?</li> </ul>				
2.3	Do all anatomical examinations involve checks to ensure that all students, researchers and staff involved have undertaken an appropriate induction program?				
2.4	Is all documentation requested by the Inspector available for review?				
<b>3</b>	<b>RESPECTFUL HANDLING OF CADAVERS AND BODY PARTS</b>				
3.1	Does the Code of Conduct emphasise that bodies of deceased persons are at all times to be handled with respect?				
3.2	Are cadavers used strictly in accordance with any limitations made in donor consent records?				
3.3	Does the Code of Conduct prohibit improper and disrespectful use of cadavers and cadaveric materials? <i>(eg - prohibition of use for entertainment, profit, personal purposes, by unauthorised personnel, unauthorised photography or electronic imaging).</i>				
3.4	Are all cadavers and cadaveric materials securely stored when not in use?				

ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
3.5	Is there documentation of a security policy and security arrangements for all premises used for anatomical examinations, including anatomy museums and other places where there are public displays of anatomical specimens?				
3.6	Is there a protocol outlining the requirements for visitor access to the premises?				
<b>4</b>	<b>SOURCING OF CADAVERIC MATERIAL</b>				
4.1	Is appropriate documentation used to source materials from a South Australian body donation program to ensure the chain of custody is not broken?				
4.2	<p>If materials are sourced from interstate and/or overseas body donation programs, are they accompanied by written documentation regarding:</p> <ul style="list-style-type: none"> <li>• Evidence of informed consent to donation;</li> <li>• Intended use of the materials and consent to such use;</li> <li>• The process to manage the identification and tracking of body parts;</li> <li>• Requirements regarding the disposal of the materials in accordance with the original consent, including appropriate documentation to allow disposal in South Australia?</li> </ul>				
4.3	Is there any evidence that a sourcing contract was entered into prior to authorisation being granted by the School of Anatomy?				

ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
4.4	If any fees are charged or paid on any sourcing contracts, are these consistent with the limitations imposed by section 35 of the <i>Transplantation and Anatomy Act 1983</i> (ie the materials themselves must be free of charge).				
4.5	Has all requested information been made available to the Inspector?				
<b>5</b>	<b>IDENTIFICATION AND TRACKING OF CADAVERS / CADAVERIC MATERIALS</b>				
5.1	Are all cadavers and cadaveric materials properly identified via a bar code, microchip, secure label or other such device?				
5.2	Is there a register of all cadavers and cadaveric materials in the School of Anatomy, whether stored or in use?				
5.3	<p>Are materials sourced from a South Australian body donation program able to be linked back through the respective registers of the source program to the School using the materials?</p> <p><i>Are there documented records for the dispatch and receipt of cadavers / cadaveric materials from a South Australian body donation program?</i></p> <p><i>Are there documented records of dispatch and receipt for the return of cadavers / cadaveric materials to a South Australian body donation program?</i></p>				
5.4	<p>Are all separated body parts labelled such that it is possible to identify the body to which the body part belongs?</p> <p><i>Are separated body parts recorded in the register as being linked to the body record?</i></p>				

ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
<b>6</b>	<b>TRANSPORTATION PROTOCOLS</b>				
6.1	Is there a documented procedure for the secure transportation of cadavers / cadaveric materials that facilitates the identification, tracking and monitoring of body parts to ensure the chain of custody is not broken?				
6.2	Are all cadavers / cadaveric materials fully labelled for transport, including an identifier that enables the materials to be linked to the source School of Anatomy or, interstate or overseas supplier?				
6.3	Is there a Memorandum of Understanding or other written agreement in place between the School of Anatomy and any contracts or service providers?				
6.4	Do the transportation procedures minimise the risk of public exposure?				
<b>7</b>	<b>MANAGEMENT OF PLASTINATED AND OTHER PERMANENTLY RETAINED MATERIALS</b>				
7.1	Are there plastinated materials in the anatomy collection?				
7.2	Is there a plastination facility at the School?				
7.3	Is there a procedure in place to ensure that the plastination of cadavers / cadaveric materials and the retention of other materials permanently is consistent with donor consent?				

ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
7.4	Are all plastinated specimens clearly and permanently labelled (eg bar code, microchip, other)?				
7.5	Is there a register of plastinated specimens?				
<b>8</b>	<b>HISTORICAL MATERIALS OF UNCERTAIN ORIGIN</b>				
8.1	Can the School of Anatomy demonstrate that historical materials of uncertain origin (including bone) are identifiable as such?				
8.2	Are there processes in place to ensure that cadaveric materials of uncertain origin are readily distinguished from materials of known origin?				
8.3	Has the Inspector been consulted with prior to the disposal of any unidentifiable body parts?				
8.4	Have there been any instances of identification markers being dislodged so as to cause a body part to become of unknown origin?				
<b>9</b>	<b>INFECTION PREVENTION AND CONTROL MEASURES</b>				
9.1	Are there established and documented infection prevention and control procedures and guidelines in place?				
9.2	Are the procedures and guidelines readily accessible by staff, students and other authorised personnel?				



ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
9.3	Are appropriate infection prevention and control measures in place for fresh versus embalmed specimens?				
9.4	Are students and staff inducted into these infection prevention and control procedures and guidelines?				
9.5	Are designated washing areas and protective clothing made available to all persons handling cadaveric materials?				
9.6	Have there been any instances of notifiable diseases being identified through anatomical examinations at the School of Anatomy?				
<b>10</b>	<b>ENSURING A SCHOOL OF ANATOMY IS FIT FOR PURPOSE</b>				
<b>i</b>	<b>SECURITY</b>				
10.1	Is there managed authorised access to all the anatomy school facilities used for anatomical examinations and the teaching and study of anatomy?				
10.2	Is there specific identification for all authorised current staff and students?				
10.3	Are all cadavers and cadaveric materials securely stored when not in use?				
10.4	Is a procedure in place to ensure that visitors are supervised at all times?				

ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
ii	<b>PRIVACY</b>				
10.5	Do the physical arrangements / design of laboratories, dissecting rooms, storage rooms and museums ensure that private and restricted access to these facilities is possible (where cadavers / cadaveric materials are stored, displayed and/or used)?				
iii	<b>MANAGEMENT OF HEALTH RISKS AND INFECTION PREVENTION AND CONTROL GUIDELINES AND PROCEDURES</b>				
10.6	Is laboratory hardware kept up to date?				
10.7	Are clean gowns, gloves, masks, glasses and dissection instruments available at all times?  Are these items used at all times when handling cadavers / cadaveric materials?				
10.8	Do the staff and student facilities include change rooms and washing areas?				
10.9	Are rooms where cadavers and cadaveric materials are used and prepared appropriately ventilated?				
10.10	Are dissecting instruments and equipment routinely cleaned after each use to infection control standards specified in the procedures/guidelines?				
10.11	Is there a documented cleaning procedure for all areas of the laboratory?				

ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
iv	<b>BUILDING DESIGN</b>				
10.12	Is there adequate lighting in all areas?				
10.13	Is a reticulated water supply available?				
10.14	Are power supply outlets in the laboratory and body storage areas protected from wetting through the use of protective covers and other current best practice?				
10.15	Is there an emergency power supply back-up system in place for refrigeration, storage facilities, lighting and air handling systems?				
10.16	Do all areas have non-slip flooring?				
10.17	Are all wet floor surfaces washable, sealed floors appropriately sealed at the edges and have adequate drainage?				
10.18	Are the operating temperatures of all body storage and freezing facilities monitored?				
10.19	Is there adequate space for each body in body storage facilities?				
10.20	Do the facilities for body storage, transfer and dissection allow for safe handling? <i>(eg through the use of appropriately reinforced tables or trolleys, and overall size).</i>				

ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
10.21	Is adequate space allowed to prevent crowding while staff and students are working?				
10.22	Are the work areas designed so that instruments and other needed items are readily accessible?				
10.23	Are handwashing facilities located appropriately?				
10.24	Are clean and contaminated areas separately assigned and clearly labelled?				
10.25	Is a contamination free area available for general office use?				
10.26	Are ventilation systems appropriate?				
<b>v</b>	<b>WASTE DISPOSAL (other than cadavers / cadaveric materials)</b>				
10.27	Are different containers provided, in appropriate locations, for the disposal of general and biological (medical) waste?				
10.28	Are processes in place to ensure that biological waste is disposed of by incineration only?				

ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
<b>vi</b>	<b>MANAGEMENT OF CHEMICALS</b>				
10.29	Are embalming materials/chemicals and any other toxic chemicals and substances held at the School of Anatomy or the prescribed institution appropriately stored in accordance with handling guidelines?				
10.30	Are appropriate protocols in place for use and disposal of the materials mentioned in 10.29 above?				
<b>vii</b>	<b>WORKPLACE HEALTH &amp; SAFETY</b>				
10.31	Does a policy exist on workplace health and safety for the activities undertaken at the facility?				
10.32	Please provide a recent workplace health and safety report / audit conducted within the previous 12 months.				
<b>viii</b>	<b>INTEGRATION WITH RESEARCH AND TEACHING INSTITUTIONS</b>				
10.33	Please provide details of the linkages to the parent/central research and/or teaching facility (eg through shared staffing, governance etc).				
10.34	Have any workshops been held off-campus in the previous 12 months? <i>If so, was appropriate approval sought and received prior to the workshop being conducted?</i>				

ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
<b>11</b>	<b>DISPOSAL OF CADAVERS / CADAVERIC MATERIALS</b>				
11.1	Is there evidence that bodies are disposed of, as far as practicable, in accordance with: <ul style="list-style-type: none"> <li>the deceased person's wishes, or</li> <li>any wishes of the senior available next of kin of the deceased if the deceased's wishes are not practicable, or deceased has expressed no such wishes?</li> </ul>				
11.2	Where cadavers / cadaveric materials are imported under a supplier agreement, is there evidence that bodies are disposed of, as far as practicable, in accordance with the supplier agreement or instructions?				
11.3	Is there evidence that whole cadavers and identifiable body parts are appropriately disposed of (ie cremated or buried), in accordance with relevant SA legislation?				
11.4	Is there evidence that other cadaveric materials are disposed of by medical incineration?				
11.4	Is there evidence that cadavers / cadaveric materials are disposed of as soon as possible after the conclusion of the relevant time period or purposes of retention?				
11.5	Do policies and procedures exist to ensure that cadavers / cadaveric materials on temporary loan are returned to the originating body donation program for disposal?				

## END PART TWO

**PART THREE – FOR SCHOOLS OPERATING BODY DONATION PROGRAMS ONLY**

ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
<b>BODY DONATION PROGRAM REQUIREMENTS</b>					
1	Does the School of Anatomy have a procedure in place to ensure that the body donation program is run on the basis of informed consent?				
2	Has the Inspector been provided with an up-to-date copy of the consent form(s) and other relevant information?				
3	Is there evidence that bodies are accompanied by all the necessary paperwork?				
4	Does the School of Anatomy maintain a register of donors?				
5	<p>Does the School of Anatomy have in place appropriate policies and procedures for the acceptance and management of cadaveric materials, including as a minimum:</p> <ul style="list-style-type: none"> <li>• Assessment and acceptance of cadaveric materials</li> <li>• Screening for infectious risk</li> <li>• Staff who are authorised to receive or dispatch cadaveric materials</li> <li>• Data entry requirements for the register of donors</li> <li>• The assignment of identification tags, labels or other appropriate identifying documentation</li> <li>• Embalming/freezing and body storage requirements</li> <li>• Disposal arrangements?</li> </ul>				

**PART THREE – FOR SCHOOLS OPERATING BODY DONATION PROGRAMS ONLY (continued)**

ITEM NO	ASSESSMENT CRITERIA	YES	NO	N/A	COMMENTS
<b>BODY DONATION PROGRAM REQUIREMENTS</b>					
6	Does the School of Anatomy have in place appropriate processes for receiving and assessing applications from other Schools of Anatomy for access to and / or transfer of cadaveric materials?				
7	Is there any evidence that cadaveric materials have been provided to places that are not authorised Schools of Anatomy, or their legally established and regulated interstate or overseas counterparts?				
A8	Is there an induction manual for contracted funeral directors that covers, as a minimum: <ul style="list-style-type: none"> <li>• Security</li> <li>• Transportation</li> <li>• Maintenance of the chain of custody</li> <li>• Documentation</li> <li>• Privacy and ethics?</li> </ul>				

**END PART THREE**



**PART FOUR – SUMMARY OF INSPECTION**

ASSESSMENT		
Problem areas identified (cite item number/s)		
Any other problem areas identified		
Remedial actions agreed		
Timeline agreed (Review date)		
Overall Assessment decision		
<b>SOA meets requirement for gazettal or continued authorisation? (Inspector to circle and initial answer)</b>	<b>YES</b>	<b>NO</b>

**SIGNATURE:** \_\_\_\_\_

**NAME OF INSPECTOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_