



**The Bequest Officer**

Cardiff School of Biosciences  
Sir Martin Evans Building  
Cardiff University  
Museum Avenue  
Cardiff  
CF10 3AX  
Wales, UK.

Telephone No: 02920 874370

Thank you for expressing your wish to bequeath your body for anatomical examination, education, training and research after death. Your generous action is greatly appreciated, and each bequest will make a significant contribution to education. Anatomical examination is an essential part of the training of doctors and other persons involved in healthcare and science related teaching and research.

The information pack and consent forms are enclosed. If you would prefer to receive this information in the medium of Welsh, the Bequest Officer will be happy to provide this on request.

The pack contains:

- information for donors on the procedures undertaken on bodies bequeathed for anatomical examination, education, training and research
- a guide to the factors affecting a donation
- instructions for next-of-kin or executors
- consent forms

It is most important that you understand the information contained in this booklet before signing the consent forms. We advise that your next-of-kin or executors also read this booklet, so they understand the information before they need to inform us of your passing. It is not possible for us to accept all body donations offered so we cannot guarantee that a donation will be accepted.

If you need any further information, please contact the Bequest Office on 02920 874370 (normally open between 09.30 and 16.00, Monday to Friday, excluding public holidays).

The Human Tissue Authority regulates the use of bodies donated in Wales, England and Northern Ireland, for anatomical examination, education or training relating to human health and research in connection with disorders, or the functioning of the human body. All rules and procedures in place are within the legal framework of the Human Tissue Act 2004. More information can be found at [www.HTA.gov.uk](http://www.HTA.gov.uk). The Designated Individual is the person appointed at the university who is authorised and who supervises activities under a licence issued by the Human Tissue Authority.

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

## **Information on use of the body**

### **Donation of a body for anatomical examination, education, training and research**

None of the medical and scientific advances we enjoy today would have been possible without an accurate understanding of the structure of the human body (anatomy) and its functions. Donated bodies are a valuable resource for teaching the structure and function of the human body to a range of students and qualified professionals including medical, dental, physician associate, nursing, physiotherapy, occupational therapy, radiography, pharmacy, bioscience, chiropractors and other groups approved by the Designated Individual. In addition to their instructional value, donated bodies are also utilised by clinicians in specialised training courses.

There are certain rules and procedures that are followed when a person is willing to donate his/her body for anatomical examination, education, training, and research purposes. This includes the signed, fully informed consent of the donor. All bodies utilised at Cardiff University come from the selfless act of donation by people like you who altruistically seek to benefit others.

Donated bodies may be used for one or more of the following purposes:

#### **1) Anatomical examination**

This includes teaching, studying, and researching the form, shape and structure of the human body. It allows us to use your body for teaching anatomy to undergraduate and postgraduate students (including medical, dental, and science students), related healthcare professionals, participants on authorised courses and other groups approved by the Designated Individual for the HTA. Most of our teaching involves undergraduate students which is performed under strict supervision by appropriately qualified anatomists who are members of staff at the Cardiff School of Biosciences. In certain instances, the body's tissues may be studied under the microscope for teaching or research purposes.

#### **2) Education or training relating to human health**

The body may be used by undergraduate or postgraduate students, medical professionals undergoing training, or other groups approved by the Designated Individual for the HTA. This may be for anatomical study or development of surgical skills/procedures. Participants on such courses may be from hospitals, universities, or commercial healthcare companies. All course proposals are considered by a committee to ensure they demonstrate a benefit to society. A fee is charged to cover the cost of use of the facilities and of delivering a course including administrative and staffing costs. We charge recovery costs associated with body donation but do not make a profit on body donation.

### **3) Research in connection with disorders or the functioning of the human body**

Body parts or tissues may be used (and/or retained with consent) for research as part of the Cardiff University Biobank (CUB). Samples used in this research may lead to the development of new medicines and other treatments. Samples will only ever be used in research that has the ultimate goal of helping patients or the general public. Researchers in the UK and abroad, including commercial companies, may request permission to use your sample. Your identity will never be shared with the researchers. The Biobank will seek to recover costs for the work it does, but your samples will never be sold for profit. By signing the consent form, you are agreeing to your body to be used for these purposes. The research may involve genetic testing (e.g. looking at DNA). However, please note that donated bodies are not used for research into specific diseases and we are unable to carry out any investigations for medical diagnostic purposes. The results from studies undertaken using samples from the bank may be submitted for presentation and publication; however, you will not be identified in any presentation or publication.

#### **Public education**

There are occasions when a hospital/medical school/university, possessing a Human Tissue Act Public Display Licence, may wish to use a donated body, or parts of a body, to demonstrate the intricacies of the human body to a wider audience. Such activities may form part of a museum, interactive workshop or events that promote the public's understanding of health and disease. The word 'public' can mean anyone, and includes groups of individuals who would, not normally, be able to study anatomy, using donated bodies, but who have a justifiable reason to study anatomy, such as non-medical artists, beauty therapists, yoga/fitness instructors. This activity is regulated by the Human Tissue Authority, and an institution can only undertake 'Public Display' with your expressed permission, on the consent form. Further information is available on the Human Tissue Authority website ([www.HTA.gov.uk](http://www.HTA.gov.uk)): follow the links to Public Guides to the Codes of Practice and select Public Display. Consent for public display is optional and will not affect any other consent given.

#### **Duration of body donation**

On the consent form you have three options for how long your body and/or parts may be retained by the University:

1. For an indefinite time period; this option gives the maximum benefit to the university.
2. For a maximum of 3 years. Parts of the body may be retained for a longer period for continuing teaching and/or research purposes.
3. For a maximum of 3 years. No parts of the body may be retained.

It is very important that you discuss these options with your nearest relatives before signing the consent form, as they may wish to attend your funeral and/or take possession of the cremated remains.

After examinations of the body have been completed, we will arrange for a cremation or burial of the deceased, usually within 3 years of the date of death. In certain circumstances your body may be used within a few months of arrival at the university. Please be reassured that if a cremation or burial is arranged shortly after acceptance of a donor, it does not mean that the donation has any less value.

### **Information regarding retained parts of the body**

Any parts of the body retained for further teaching purposes will be appropriately coded using a unique identification number therefore enabling authorised individuals to trace them back to the donor and their consent. Body parts that are retained may be moved within licensed premises of the University for teaching and research purposes. Appropriate care will be taken, and correct procedures will always be followed.

With the approval of Cardiff University and the HTA, the school may occasionally transfer retained body parts/tissues to another institution. After use, all body parts/tissues will be returned to Cardiff University and stringent procedures will be followed during all transfers.

When the retained parts are no longer required by the University, they will follow the Human Tissue disposal route, as approved by the HTA. Whether used for teaching or for research purposes, the staff will ensure that the bodies are always handled and treated with the utmost respect and dignity.

### **Images of a donated body**

If, and only if, the donor gives specific consent, images (including photographs, films and electronic images, drawings etc.) may be taken of parts of your body. This would only be for:

- Education or training relating to human anatomy and health
- Research in connection with disorders, or the functioning, of the human body

The taking and displaying of 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 if images are required, approval will be obtained from the Designated Individual or their representative within the School. Photographs will only be taken where the identity of the donor can be protected and their dignity preserved. All images will be stored securely and used respectfully. All students, staff and course organisers receive appropriate training and/or guidance in the use and storage of images. Further information can be found in the HTA's Codes of Practice, available at [www.HTA.gov.uk](http://www.HTA.gov.uk).

## Acceptance of donation

Unfortunately, it is not possible to guarantee that a donation will be accepted. Among other considerations, the cause of death itself or a post-mortem examination may make the body unsuitable for anatomical examination. The preclusion criteria are in place to safeguard our staff and students, to allow for the study of the normal structure of the body, and to ensure that a body accepted is suitable for our preservation processes.

There is no upper age limit for bequeathing a body, but potential donors must be eighteen years old or over. **Although not exhaustive**, the following is a guide to some reasons for not being able to accept a donation:

1. No consent from the donor themselves or consent invalid under the Human Tissue Act 2004
2. Post-mortem examination
3. Transmissible disease: for example, HIV, MRSA, TB, Clostridium, viral Hepatitis
4. Dementia or Alzheimer's Disease (vascular dementia is acceptable)
5. Jaundice of infective origin
6. Organs donated for transplantation (cornea donation is acceptable)
7. Widespread cancer throughout the bones or abdomen
8. Internal bleeding or obstruction in the circulatory system
9. Ascites
10. Full or partial obstruction in the digestive system
11. Obesity/Size: Excessive weight or height

**The following is a list of conditions that might affect a donation (bequest staff will make a decision following discussions with medical professionals):**

1. MS (Multiple Sclerosis) and MND (Motor Neuron Disease): Depending on the severity of the condition, cases of MS or MND may or may not be suitable
2. Bedsores, varicose ulcers or open wounds: Small sores may be acceptable, but deep or large sores are not
3. Peripheral vascular disease
4. Recent operations within the last 6 months
5. Amputation of more than one limb
6. Arthritic deformity: Severe deformity of joints and spine, or limb contractures
7. Cancer: Depending on type/severity
8. Peripheral oedema

If the body cannot be accepted, the relatives or executors will be informed as soon as possible. In the event of non-acceptance, responsibility for arranging and funding a burial or cremation rests with the executors or next of kin. It is therefore important that potential donors consider alternative

arrangements in case circumstances preclude the bequest office from being able to accept a donation.

In addition to the medical exclusions, it is not possible to accept a donation if a death occurs abroad or if a death occurs during university closure periods (e.g. Christmas/Easter).

## **Expenses**

If a donor is accepted, the following costs are borne by the School of Biosciences, Cardiff University:

- transport of deceased from funeral directors, within a 50 mile radius, to the University
- coffin
- simple cremation or burial at a place chosen by the School
- interment in the case of burial

The following costs cannot be covered by the School, and must be borne by the next-of-kin or by the donor's estate:

- transport of deceased to the premises of a funeral director where necessary
- transport if the place of death is more than 50 miles from Cardiff
- purchase of a grave if a headstone is to be placed on the grave (for interments at Thornhill, the cost is set by Cardiff Council: Tel – 02920 623294)
- casket for the ashes (next-of-kin may take possession of the ashes after the cremation)

Private or additional arrangements for disposal of remains must be paid for by the next-of-kin or the donor's estate and must be agreed at the time of acceptance.

## **Funeral service**

At the end of the anatomical examination (which may take up to 3 years), bodies will be cremated or buried individually according to the instructions given by the next-of-kin. At the time of donation, the next of kin or executor will be sent forms asking for their decision regarding the eventual disposal of the body. It is therefore important for you to discuss the options with your nearest relatives so that they can ensure your wishes are relayed correctly.

## **Memorial event**

The University holds a non-religious memorial event for the families of donors whose bodies have undergone anatomical examination during the current year. This allows students and staff to pay their respects and convey thanks to the donors and their families. If they wish to be informed, the University will notify the next of kin or executor when this ceremony takes place and they will be invited to attend. In addition, there is a memorial stone dedicated to our donors near the chapel in Cathays Cemetery.

## **What to do in the event of a death: Procedure for next of kin or executors**

Following verification of the death by a medical professional, please ensure the instructions below are carried out within 12 hours:

- If the death occurs in a hospital the body should be transferred to and held in the hospital mortuary under refrigerated conditions pending a decision on acceptance for anatomical examination.
- If the death occurs at home or in a nursing home the deceased should be removed by a funeral director, transported to their premises and held under refrigerated conditions. If the deceased is taken to the premises of a funeral director, it is important for the relatives to understand that the cost of transport to that premises and the funeral director fees for storage must be borne by the next of kin or the donor's estate.

The next of kin or executor must telephone the Bequest Office at the Cardiff School of Biosciences (Tel: 02920 874370) between the hours of 09.30 and 16.00, Monday to Friday as soon as possible after the death occurs. The office is closed on Saturdays, Sundays and Bank Holidays. However, there is a voice mail system at the office so that the informant may leave their name and telephone number. Alternatively, they can contact us when the office re-opens. If we are unable to accept donations, a recorded message will inform you of this and advise that funeral arrangements should be made.

Our contracted funeral directors are James Summers, Co-operative Funeralcare (Tel: 02920 484506). They can offer advice at any time.

Once informed of the death, the bequest staff will speak to the doctor issuing the death certificate and/or the general practitioner to ascertain suitability of the body for acceptance. The next of kin or executor will be informed as soon as possible about the decision. All deaths in Wales are independently reviewed by a medical examiner before the death certificate is issued so it will usually be a few days after death before a decision on acceptance can be made.

### **If a donation is accepted:**

- It is vital that the death is registered with the local Registrar of deaths as soon as possible. The registrar should be informed of the deceased's wishes and will issue a green certificate (Certificate for Burial or Cremation) and copies of the death certificate.
- The registrar should email the green certificate to the funeral director who will be transporting the deceased and/or to the bequest office at [AnatomyCentre@cardiff.ac.uk](mailto:AnatomyCentre@cardiff.ac.uk). Please note that

without this paperwork the funeral directors will not be able to transport the deceased and the bequest cannot be accepted.

- The contracted funeral director will be instructed to arrange transport of the deceased to their premises.
- The deceased will then be transported from the funeral directors premises to the University at a mutually agreed time.
- There are three further forms from the Cardiff School of Biosciences (entitled **HTA(A)1, Form 1, and Form 1A**) that will be sent to the next-of-kin or executor in the post after the deceased has been accepted.
  - **Form HTA(A)1** asks for instructions for the eventual funeral. A choice of the following options are given:
    1. Cremation at Thornhill
    2. Burial
    3. Private funeral arranged by the next of kin. All costs associated with this option must be covered by the next of kin or donor estate

If Cremation at Thornhill is selected, the next of kin or executors will be given further options:

1. To attend the service
  2. To take possession of the cremated remains
- **Form 1** is an application for cremation and requires instructions for the cremated remains.
  - **Form 1A** explains the options for the cremated remains and asks for any specific requests for the funeral. Forms 1 and 1A should only be completed if a cremation is required. These forms should be completed and returned to the Cardiff School of Biosciences as soon as possible.
- If the deceased consented under the Anatomy Act (prior to the Human Tissue Act) or in a will, there is one additional form (HTA(A)1b) for the next-of-kin or executor to complete. This form asks for consent for parts to be retained and images to be taken.
  - A copy of any written consent from the deceased should be posted to the bequest office along with the Form HTA(A)1 (in all cases), Form 1 and Form 1A (if cremation) and Form HTA(A)1b (if applicable)
  - **A copy of the death certificate should be sent to the bequest office, either in the post with these forms, or via email to [AnatomyCentre@cardiff.ac.uk](mailto:AnatomyCentre@cardiff.ac.uk).**

**Please note that without all these forms, the bequest cannot be accepted by the Cardiff School of Biosciences.**

### **Upon release of the donor from the university**

When all studies on the donor are complete and the university is ready for the funeral to be arranged, the person who completed the HTA(A)1 Form will receive a letter informing them that the funeral directors will be in touch in due course to make arrangements. If the next-of-kin or executor does not wish to receive any correspondence from us or the funeral directors following acceptance of the donor, they need to inform us in writing. There are some circumstances where a cremation or burial may be arranged shortly after acceptance of a donor. We endeavour to use all donors as fully as possible so please be assured that if a donor is only with us a short time, it does not mean that the donation has any less value.

### **Changes of next of kin or executor details**

It is the responsibility of the next of kin or executor to advise the bequest office of any changes in contact details. If all reasonable attempts have been made to contact the next of kin or executor and have been unsuccessful, the contracted funeral director will arrange a non-attendance cremation service.

### **If a donation is not accepted:**

The next of kin or executor must proceed with normal arrangements for burial or cremation. It is regretted that the School of Biosciences at Cardiff University cannot make any financial contribution to these private arrangements.

***Should you encounter problems or have queries at any stage, please do not hesitate to contact the Bequest Office on 02920 874370.***

## **Notes for completing the body donation consent forms**

### **Who can give consent?**

Only the individual themselves can choose to donate their body. Consent cannot be given by someone else. Consent must be given voluntarily, by a person who is appropriately informed and has the capacity to make the decision.

### **Consent options**

Under the terms of the Human Tissue Act 2004, there is no limit on the length of time a donated body can be used by the receiving institution. However, if you wish to restrict the time that your body is used, you have an opportunity to do so on the consent form (options 1, 2a or 2b). Please tick ONE of the three options.

Parts 3 and 4 are 'opt in' so please tick if you give your consent and leave blank if you do not. For more information on images and public education, please see pages 3 and 4.

### **Who can act as a witness?**

Please ensure the form is signed and dated in the presence of a witness otherwise it will not provide valid consent for acceptance and the donation will be refused. Your witness can be a person of your choosing, including your spouse, next of kin, executor, legal professional, health professional, friend, neighbour etc. Please ensure that both potential donor and witness sign and date the forms at the same time.

### **What to do upon completion of the forms**

The forms must be completed in duplicate. Return one copy of your completed consent form to the Bequest Office using the pre-addressed envelope provided (please note that a bar-coded stamp will need to be affixed). On receipt of your completed form, your details will be added to our database of potential donors. We would recommend you keep the remainder of the document with your will or personal papers.

**It is not standard practice for us to send an acknowledgement so if you are returning the completed consent form and would like an acknowledgement, please enclose a stamped and addressed envelope. You will not receive confirmation or acknowledgement of receipt of your consent form without this.**

### **Withdrawing consent**

Consent can be withdrawn at any time. To do this simply notify the Bequest Office at Cardiff University, in writing, or via email to [AnatomyCentre@cardiff.ac.uk](mailto:AnatomyCentre@cardiff.ac.uk), and your details will be amended on our system.

**CONSENT FORM**

The Bequest Officer  
Cardiff School of Biosciences  
Cardiff University  
Museum Avenue  
Cardiff  
CF10 3AX

**Human Tissue Act 2004**

**Ref:** \_\_\_\_\_

**Part A: to be completed by person making donation (using BLOCK CAPITALS)**

Title \_\_\_\_\_ Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel. No. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ 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, TRAINING AND RESEARCH (via Cardiff University Biobank).**

**Please tick ONE of option 1, 2a or 2b as appropriate and then proceed to Option 3.**

- 1.  I do not place any restrictions on the length of time that my body or body parts may be retained. This option gives maximum benefit to the University.
- 2a.  My body may be retained for a maximum of 3 years only. Parts of my body may be retained for longer than 3 years.
- 2b.  My body can be retained for a maximum of 3 years only. No parts of my body may be retained following disposal of my body.

**Please tick the box for 3 and 4 if you AGREE to the following statements. Leave blank if you DISAGREE.**

- 3.  I consent to the use of **unidentifiable** images of my body or body parts for education, training and research.
- 4.  I consent to retained parts of my body being used to educate the public and improve knowledge of bodily structure and function (Public education).

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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

Witness Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

Witness Address \_\_\_\_\_

Postcode \_\_\_\_\_ Relationship to donor \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Complete both forms. Return one to the issuing institution and keep the other for your records.**

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

## CONSENT FORM

The Bequest Officer  
Cardiff School of Biosciences  
Cardiff University  
Museum Avenue  
Cardiff  
CF10 3AX

**Human Tissue Act 2004**

**Ref:** \_\_\_\_\_

**Part A: to be completed by person making donation (using BLOCK CAPITALS)**

Title \_\_\_\_\_ Surname \_\_\_\_\_  
Forename(s) \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_ Tel. No. \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ 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, TRAINING AND RESEARCH (via Cardiff University Biobank).**

**Please tick ONE of option 1, 2a or 2b as appropriate and then proceed to Option 3.**

1.  I do not place any restrictions on the length of time that my body or body parts may be retained. This option gives maximum benefit to the University.
- 2a.  My body may be retained for a maximum of 3 years only. Parts of my body may be retained for longer than 3 years.
- 2b.  My body can be retained for a maximum of 3 years only. No parts of my body may be retained following disposal of my body.

**Please tick the box for 3 and 4 if you AGREE to the following statements. Leave blank if you DISAGREE.**

3.  I consent to the use of **unidentifiable** images of my body or body parts for education, training and research.
4.  I consent to retained parts of my body being used to educate the public and improve knowledge of bodily structure and function (Public education).

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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

Witness Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

Witness Address \_\_\_\_\_

Postcode \_\_\_\_\_ Relationship to donor \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Complete both forms. Return one to the issuing institution and keep the other for your records.**

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