



The Bequest Officer

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

Telephone No: 02920 874370

Fax No: 02920 875077

Dear Sir/Madam,

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

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).

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.

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

Dr Hannah Shaw
Designated Individual (Anatomy) (Cardiff)

Information on use of the Body for Anatomical Examination

Donation of a Body for Anatomical Examination

None of the medical advances we enjoy today would have been possible without an accurate understanding of the structure of the human body (anatomy) and its functions. The vast majority of surgical advances available today and the training needed to carry them out effectively are dependent on the study of anatomy. The application of anatomical knowledge forms the cornerstone for many health care professions including surgery, dentistry, physiotherapy, osteopathy, optometry, podiatry and radiography.

All bodies that undergo anatomical examination at Cardiff University come from the selfless act of donation by people like you who altruistically seek to benefit others. There are certain rules and procedures that are followed when a person is willing to donate his/her body for education, training and research purposes. This includes the signed fully informed consent of the donor. At Cardiff University, as in all other Universities in Wales, England and Northern Ireland, rules and procedures are guided by the provision of the Human Tissue Act (2004) and overseen by the Human Tissue Authority (HTA).

Donated bodies may be used for:

- Anatomical examination
- Education or training relating to human health
- Research in connection with disorders or the functioning of the human body

Body Donation Registration

If you would like to donate your body, consent forms are included in this booklet. Please read this information carefully and discuss it with your nearest relatives before signing the forms. The forms must be completed in duplicate. Both potential donor and witness must sign and date the forms at the same time. One copy of the completed consent form should be returned to Cardiff University in the pre-addressed envelope provided (please note this envelope will need a stamp). If an acknowledgement is required, please enclose a stamped self-addressed envelope. On receipt of your completed form, your details will be added to our database of potential donors. Please keep the other completed consent form with your will or personal papers.

Duration of Body Donation

The cremation or burial of the deceased will take place when the anatomical examination is complete, usually within 3 years of the date of death. In certain instances, where informed consent permits, parts of the body may be retained for a longer period for continuing study and/or research purposes. The retained parts 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 procedures followed at all times. With the approval of Cardiff University and the HTA, the school may occasionally transfer retained body parts/tissues to another medical school, and stringent procedures will be followed during this

transfer. When the retained parts are no longer required by the University, they will follow the Human Tissue disposal route, as approved by the HTA. It is usually the case that no more than two thirds of the body would be retained. Please discuss with your next-of-kin the length of time that the University are able to retain your body.

Whether used for teaching or for research purposes, the staff will ensure that the bodies are handled and treated with the utmost respect and dignity at all times.

The donated body may be used for:

1) Education and Training

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' on authorised courses. 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. Most of our teaching, however, involves undergraduate students and in which case, teaching will be 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) Medical Research

With your permission, body parts or tissues may be used for medical 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 for your body to be used for these purposes. The research may involve genetic testing (e.g. looking at DNA). However, please note 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.

3) Public Education

If, and only if, specific consent is given by the donor, tissue may be used for the education of the public (people who are not students or medical professionals) in a secure environment under the appropriate HTA licence. The aim would be to improve the public's knowledge of the structure and function of the body, as part of the University outreach and engagement programme.

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 appropriate authority within the School, and photographs will only be taken where the identity of the body can be protected. For further information, please refer to the HTA's Codes of Practice, available at 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 could have made the body unsuitable for anatomical examination, the object of which is the study of the normal structure of the body.

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

Although not exhaustive, the following is a guide to some reasons for not being able to accept a donation:

1. Post mortem examination
2. Transmissible disease: for example, Hepatitis, HIV, Septicaemia, Clostridium, MRSA, Tuberculosis
3. Dementia or Alzheimer's Disease (Vascular dementia is acceptable)
4. Jaundice: Of infective origin.
5. Organs donated for transplantation (cornea donation is acceptable)
6. Widespread cancer throughout the bones or abdomen
7. Internal bleeding or severe circulatory problems

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. Severe bedsores or varicose ulcers: Small sores may be acceptable, but deep sores are not.
3. Peripheral vascular disease and peripheral oedema.
4. Recent operations within the last 6 months.
5. Amputation of more than one limb.
6. Arthritic deformity: Severe deformity of joints and spine.
7. Obesity/Size: Excessive weight or height.
8. Cancer: Depending on type/severity

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 over the Christmas or Easter periods when the University and bequest office are closed.

Expenses

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 ceremony 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 (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 these options with your nearest relatives so that they can ensure your wishes are relayed correctly.

Memorial and Thanksgiving

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

The executor or next of kin 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.

If the death occurs out of normal working hours, weekends or bank holidays, please carry out the following instructions:

- 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 to a chapel of rest by an undertaker and held under refrigerated conditions. If the deceased has to be taken to the premises of a funeral director, it is important for the relatives to understand that the transport and the cost of the funeral director must be borne by the next of kin or the donor's estate.

Our contracted funeral directors are Messrs James Summers & Son, Ltd. (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 anatomical examination. The next of kin or executor will be informed as soon as possible about the decision.

If a Donation is accepted:

- The contracted funeral director will be instructed to make arrangements for removal and transport of the deceased to their premises.
- It is vital that the death is registered with the local Registrar of deaths as a matter of urgency. The registrar should be informed of the deceased 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 to Cardiff University and/or to the bequest office at anatomycentre@cardiff.ac.uk. Please note that without this paperwork the funeral directors will not be able to transport the body and the bequest cannot be accepted.
- 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 you in the post after the body has been collected.
 - Form HTA(A)1 confirms authorisation for use of the body for anatomical examination and asks for your instructions for the eventual funeral.

- 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.
- **One copy of the death certificate and a copy of any written consent from the deceased should be posted to the bequest office along with these forms.**

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

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.

Information for Completing the Body Donation Consent Forms

Consent options

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 stamp will need to be affixed). If an acknowledgement is required, please enclose a stamped self-addressed envelope. 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.

Withdrawing Consent

Consent can be withdrawn at any time. To do this simply notify the Bequest Office at Cardiff University, in writing, and your details will be amended on our system.

CONSENT FORM

Human Tissue Act 2004

Ref: _____

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

Title _____ Surname/ family name _____

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. Retained parts of my body may be used to educate the public and improve knowledge of bodily structure and function.

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/ family name _____ 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

Human Tissue Act 2004

Ref: _____

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

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Address _____

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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. Retained parts of my body may be used to educate the public and improve knowledge of bodily structure and function.

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/ family name _____ 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.