2019 Compliance update questions: Anatomy sector

1. **Please briefly describe the types of courses or training you carry out, and for whom (e.g. training for surgeons, dissection for medical students?**

2. **If you have added activities in the last 2 years, have you reviewed the information used to seek informed consent to ensure that the consent obtained adequately covers the new activities?**

   See 'HTA Code of Practice C Anatomical Examination' for further details on appropriate consent.

   - Yes
   - No
   - N/A – We have not added any new activities

3. **Do you store relevant material on behalf of another establishment?**
   - Yes and documented agreements are in place for the storage of all relevant material
   - Yes but at least some of the agreements are not documented
   - Yes but there are no documented agreements are in place
   - No

   Free text box for additional information

4. **Do you transfer or loan relevant material to other locations?**
    - Yes and documented agreements are in place for all transferred or loaned material
    - Yes but at least some of the agreements are not documented
    - Yes but there are no documented agreements in place
    - No

    If yes, please list the locations and any further information here

5. **Do you store human material for research 'in connection with disorders, or the functioning of the human body'?**
    - Yes
    - No

    If yes, please describe

6. **Does your licence cover one or more research tissue banks (RTB)? (see guidance)**
    - Yes
    - No

    If yes, please describe

Guidance: NHS RECs can give generic ethical approval for a RTB's arrangements for collection, storage and release of tissue, providing the tissue in the bank is stored on HTA-licensed premises. Such RTBs need to be licensed because at least some of the tissue being stored is not for specific projects holding REC approval. Please provide the RTB title(s) and approval number(s) for all the RTBs at your establishment.

7. **Do you receive whole bodies?**
    - Yes
    - No

    If yes, approximately how many have you received over the past 12 months?

8. **If you seek consent from donors, what is the role of the individual(s) responsible for this? (see guidance)**

Guidance: Please provide the job title/role of the consent seeker. It is not necessary to provide individual names.

9. **What types of preservation do you undertake on site?**
    - Formalin embalming
    - Thiel embalming
    - Soft fix embalming
    - Plastination
    - Fresh frozen
    - Other

    If you answered 'other', please specify:

10. **If people other than staff are involved in the preparation of bodies and material for teaching (e.g. students), what measures are taken to supervise their work?**

Guidance: Please provide the job title/role of the consent seeker. It is not necessary to provide individual names.

11. What types of relevant material do you store?

- Bones/Skeletons
- Potted specimens
- Plastinated body parts
- Frozen bodies
- Frozen body parts
- Embalmed bodies
- Thiel embalmed bodies
- Soft fix embalmed bodies
- Fetal specimens
- Specimens from children
- Tissue blocks/microscope slides

If you answered 'other', please specify:

12. In the past two years, have you received fresh frozen material to use for training?

- Yes - if so, where do you get the material (please provide information below)?
- No.

Where do you get the material (please provide information below)?

13. If you receive fresh frozen material, what information did you receive with it?

- Nothing
- Confirmation of informed consent
- Specific requests regarding consent or disposal
- Confirmation of the low risk status of the donor (please list the types of donor testing undertaken e.g. HIV, Hep B, Hep C, TB, CJD)

- Relevant medical history of donor
- N/A - we have not received fresh frozen material in the last 2 years

If you selected 'Confirmation of the low risk status of the donor' or 'Nothing' please provide further information here:

Guidance: Please write "N/A" for question 14 if you have not received fresh frozen material in the last 2 years.

14. If you use fresh frozen specimens, what measures do you take to minimise risks?

Guidance: Measures may include providing appropriate PPE for staff or ensuring material is transported under appropriate conditions. See HTA FAQs related to 'fresh frozen material' on the HTA website for further guidance.

15. With regard to fresh frozen material, please indicate for which of the following areas you have assessed the risks?

- Disease transmission to those working with specimens
- Dignity of the donors
- Storage arrangements
- Contingency arrangements
- Security of the premises
- Preparation of the material for courses
- Transportation
- Loaning of material

16. Do you store animal material?

- Yes
- No

If yes, what is it used for?

17. If you expect to undertake any new activities or use different types of human material in the next two years, please provide further information below?

18. Do you carry out audits?

- Yes
- No

If yes, please provide further information and the date of your last audit?

Guidance: Please describe your approach to auditing; for example, whether you do any auditing in addition to your schedule of planned audits.

19. Please check boxes for potential risk areas that have been formally assessed and documented?

- Loss or damage to specimens
- Loss of traceability
- Receiving specimens without appropriate consent documentation
- Storage of anatomical specimens
- Contingency arrangements
- Transport of specimens to and from the establishment

- Security arrangements

If you answered 'other', please specify:

20. How do you label specimens and bodies?

Guidance: Please provide details on how you label specimens and bodies at your establishment. For example you may write ‘‘bodies are labelled with two tags- one on the wrist and one in the ear. The code is derived from the year (e.g. 2017) and sequential number of the donation’ or ‘prosections are labelled with a tag and contain an electronic microchip detailing the year of donation together with a unique identifier’.