

Preserved Donor Course/Event Orientation Disclosure Form

The University of Minnesota's Anatomy Bequest Program (ABP) requires each person who has access to donor remains to review and complete this form prior to the scheduled event or course. The first section of this form includes key information about the donation process. The second section details the laboratory policies.

Donation Process Information

- All donors who have gifted their bodies to ABP have consented to whole body donation for the purposes of medical education and/or research, clinical skills training and biomedical device design.
- The ABP is a unit within the University of Minnesota's Medical School. As a health care component of the University, the ABP is subject to HIPAA regulations and is required to protect the protected health information (PHI) of donors. PHI includes donor names and other identifiable features, such as their full face or tattoos. The ABP fully covers each donor's head and covers any identifiable tattoos to protect their identities. Removal of the head covering is permitted only when access to the head and neck regions is required for the purpose of anatomical dissection.
- Each donor is assigned a unique acquisition number, which is used for tracking purposes.
- Proposals for all events and courses are reviewed for scientific merit and ethical integrity by the ABP Proposal Review Committee. Information about this event or course including: the purpose, nature of the participants, procedures to be performed, anatomical regions to be accessed, potential image acquisition and use were approved in advance and cannot be changed without the Committee's approval.
- The donor(s) whose remains you will be accessing have been embalmed in order to ensure their bodies are adequately preserved throughout the duration of the course. The embalming process includes the injection of preservative chemicals into the donor's vascular system. The preservative chemicals used for this purpose include formaldehyde, phenol, isopropanol and propylene glycol.
- All donors undergo a medical acceptability process and are screened for the presence of HIV/AIDS, hepatitis B, hepatitis C, transmissible spongiform encephalopathies, Mycobacterium tuberculosis, and acute bacterial, fungal, or viral infections or sepsis. A copy of the donor's medical history has been provided to you.
- ABP accepts donations throughout Minnesota. If you believe you may know an individual who has donated their body to ABP within the last 2 years, please enter their name here _____ and contact ABP with the individual's name.

Anatomy Bequest Program Laboratory Policies

Participants are expected to observe the policies outlined below. These policies are in place to promote respect for the donor and ensure your success in the lab. Failure to adhere to these rules may result in the consequences described below.

1. Cell phones or cameras are not allowed in the laboratory. Videotaping or photographing anatomical material is strictly prohibited without prior approval.
2. Participants shall track all anatomical material by keeping the donor's acquisition number tag affixed to the donor at all times.
3. Anatomical material removed from the donor must be identified with the donor's acquisition number and remain with the donor. Anatomical material must not be removed from the laboratory without prior approval.
4. Only approved participants are allowed access to the donor(s) and laboratory.
5. The use of disrespectful language, improper handling, or any other behavior deemed inappropriate in regards to the donor(s) will not be tolerated.
6. Donor information including their demographical, social, or medical history is confidential, and participants must not disclose without prior approval.
7. Discussion of donors or lab events on the internet is strictly prohibited. This includes, but is not limited to, social media platforms such as Facebook, Instagram, X, Snapchat, etc.
8. The following minimum lab attire must be worn: a shirt that covers the shoulders and extends to the waistline, long pants or skirts that extend to the ankle, close-toed shoes, and gloves.
9. The laboratory door must remain closed and locked. Do not prop the door open.
10. Do not exit the lab wearing personal protective equipment (clean or dirty, scrubs excluded).
11. Clean any spills on the floor immediately.
12. At the completion of the event:
 - Place all tissue dissected from the donor in the associated tissue bin underneath the dissection table
 - All instruments must be removed from the donor and the dissection table tray
 - Dirty instruments should be placed in the instrument kit located underneath the dissection table
 - Donor should be hydrated with restorative solution and fully covered in muslin fabric
 - Donor dissection tray should be lowered and table panels closed
 - Disposable PPE must be placed in the waste container prior to exiting the lab
 - Dirty scrubs should be placed in the scrubs lockers located outside the locker rooms
13. Non-compliance with the above policies may result in an individual being immediately removed from the lab. There may also be other consequences including the termination of applicable agreements and referral to a student or professional conduct review committee.

I have reviewed the program information and laboratory rules disclosed in this document. By signing below, I am signifying my agreement to follow the policies. This form is valid for two years from the date below.

Name (please print): _____

Name (please sign): _____

Date: _____