

# Notification of variation to an established school of anatomy under section 37 of the *Transplantation and Anatomy Act 1979*

*Transplantation and Anatomy Act 1979*

Transplantation and Anatomy Regulation 2017

## University or Facility details

Name of university
Registered business name (University/facility)
Australian Business Number (ABN)
School (or equivalent) name
Location (Street address)
Real property description (RPD)
Lot Number
Plan

<b>Parish</b>
<b>Postal address</b>
<b>Contact person</b>
<b>Telephone</b>
<b>Email</b>

Please note that each School of Anatomy retains responsibility for obtaining its own legal advice with respect to the relevant legislation (including but not limited to workplace health and safety, buildings, the *Transplantation and Anatomy Act 1979* and the *Transplantation and Anatomy Regulation 2017* and its application (Disclaimer).

**Person in charge of the School – the Custodian**

<b>Name</b>
<b>Position</b>
<b>Qualifications</b>
<b>Telephone</b>
<b>Email</b>

The custodian is the ‘person in charge of a school of anatomy’ responsible for the management and operations of the facility for which this application relates

## Reasons for notification of variation to current school of anatomy authorisation

Under section 37 of the *Transplantation and Anatomy Act 1979*

1.	<p>Change in name of the Person in Charge of the School (the Custodian)</p> <p>New Custodian's name and position</p> <p>Please attach proposed custodian's curriculum vitae, or other documentation that supports the application</p> <p>Documentation is attached. <b>Please complete Section J</b></p>	
2.	<p>Change of name for the <b>school of anatomy</b> (provide details of the new name and the name in the current authorisation)</p>	
3.	<p>Change of name of the building(s) that make up the <b>school of anatomy</b> (provide details of the new name and the old name)</p>	
4.	<p>Relocation of the whole of the <b>school of anatomy</b> to new premises. Provide details of the new premises including:</p>	<p>Real Property Description (RPD)            Lot number            Plan            Parish            Local government</p>
5.	<p>Relocation of a building in the <b>school of anatomy</b> to new premises. Provide details of the new premises including:</p>	<p>Real Property Description (RPD)            Lot number            Plan            Parish            Local government</p>

6.	<p>Currently authorised School of Anatomy will no longer function as an <b>accepting school</b>. Please include date of change.</p> <p>Meaning a school of anatomy that:</p> <ul style="list-style-type: none"> <li>a) accepts the body under an authority; and</li> <li>b) has not borrowed the body from a lending school.</li> </ul>	
7.	<p>Currently authorised School of Anatomy will no longer function as a <b>lending school</b>. Please include date of change.</p> <p>Meaning:</p> <ul style="list-style-type: none"> <li>a) an accepting school for the body; or</li> <li>b) an interstate lending school for the body or a part of the body.</li> </ul>	
8.	<p>Currently authorised School of Anatomy will no longer function as a <b>borrowing school</b>. Please include date of change.</p> <p>Meaning a school of anatomy that borrows the body or part from:</p> <ul style="list-style-type: none"> <li>a) the accepting school for the body for a purpose for which retention of the body is authorised; or</li> <li>b) an interstate lending school for the body or the part.</li> </ul>	
9.	<p>Currently authorised <b>borrowing school</b> will function as an <b>accepting and/or lending school</b>. Please include date of change.</p>	
10.	<p>Proposed changes to anatomical activities</p>	
11.	<p>Any other variation not included in the above (e.g. additional buildings)</p>	

## Please provide responses to the following and attach supporting documentation

Where indicated, documentation can be provided in lieu of written comments

### Instructions

1. If the variation is a change of custodian details, please complete **Section J** (the Custodian) only.
2. If the variation involves a change from one type of School of Anatomy to another, **all sections must be completed**, with relevant documentation attached.
3. For all other variations, please complete the section(s) **relevant to the variation**.

Appendix 1: References to relevant Australian Standards (page 26)

Appendix 2: Documents referenced (page 28)

Appendix 2a: Explanatory Notes (page 29)

Appendix 3: Best Practice Guideline for schools of anatomy in the disposal of human remains (Department of Health 2020) (page 30)

## A. Governance arrangements and operational policies

### Induction, complaints management, formal borrowing and lending arrangements

Item No	Assessment Criteria	Yes	No	N/A	Comments
1.1	<p>Outline the proposed policies/procedures that address:</p> <p>a) an <b>induction process</b> that includes:</p> <ul style="list-style-type: none"> <li>documentation for staff and students that is readily accessible (available online or in hard copy)</li> <li>a guided face-to-face process for staff and students new to the SoA laboratory, outlining the ethical code of conduct (or equivalent), Workplace Health and Safety (WH&amp;S) requirements and security arrangements.</li> <li>a record of those who have completed the induction.</li> </ul> <p>b) the physical environment being set up and managed in such a way that all anatomical examinations will be undertaken in a <b>quiet, orderly and decent manner [s36 (2) T&amp;A Act]</b></p> <p>c) a <b>complaints management</b> process in relation to the SoA, with mechanisms to record those complaints and outcomes (e.g. a complaints log).</p>				Documentation is attached
1.2	<p>a) Outline the proposed policy/procedures that addresses <b>formal borrowing and lending arrangements</b>, both with intrastate and interstate SoAs, covering?</p> <ul style="list-style-type: none"> <li>transportation requirements</li> <li>body identity and donor consent requirements, and</li> <li>mechanisms to ensure the chain of custody of bodies/body parts.</li> </ul> <p>b) If yes, is this policy regularly reviewed?</p>				Documentation is attached

Item No	Assessment Criteria	Yes	No	N/A	Comments
1.3	Will the above policies be endorsed by an authorised delegate within the university?				
1.4	If an <b>accepting school</b> , is it proposed that the SOA will charge an amount that covers only the reasonable costs incurred to loan the body or body parts to another SoA? <b>[s42B T&amp;A Act]</b>  <i>Such costs include those to receive, embalm, store, maintain or dispose of a body or body part.</i>				
1.5	If an <b>accepting school</b> , will all records making reference to deceased and living persons and their personal information be managed appropriately, with personal information only disclosed in accordance with the <i>Information Privacy Act 2009</i> ?				

**B. Ethical framework**

Item No	Assessment Criteria	Yes	No	N/A	Comments
2.1	<p>Will an <b>ethics committee</b> oversee <b>all aspects relating to human tissue</b>, including?</p> <p>a) <b>an ethical code of conduct or equivalent for staff and students</b> which:</p> <ul style="list-style-type: none"> <li>• emphasises the altruistic and generous nature of the donation of bodies for teaching and research purposes</li> <li>• emphasises that the bodies of deceased persons are at all times to be handled with respect and prohibits the improper and disrespectful use of bodies and body parts</li> <li>• prohibits the use of donated bodies/body parts for entertainment, profit, and personal purposes and being the subject of unauthorised photography, electronic imaging and use on social media (including banning mobile phones or any other recording devices from the laboratory)</li> <li>• refers to disciplinary procedures if there is a breach in ethical or orderly conduct.</li> </ul> <p>b) <b>consent</b> procedures (see Item 13)</p> <p>c) practices relating to the <b>acceptance and movement of bodies/body parts</b> to and from the school of anatomy</p> <p>d) <b>all uses of bodies and tissues</b>, including teaching and training for students, doctors and other professionals (whether they are from the school of anatomy or elsewhere)</p> <p>e) <b>the disposal of human tissue /remains</b> (see section H)</p>				Documentation is attached

Item No	Assessment Criteria	Yes	No	N/A	Comments
2.2	<p><i>Note: In relation to the following, these are not requirements but in keeping with the National Statement on Ethical Conduct in Human Research (2007) (updated 2018).</i></p> <p>a) Is the human tissue ethics committee approved by the National Health and Medical Research Council (NHMRC)?</p> <p>If not,</p> <p>b) Does the ethics committee have at least one third of its members external to the university?</p> <p>c) Does the ethics committee have expertise in the legislation and ethics applying to donated bodies at schools of anatomy or mechanisms to access this expertise to guide its overseeing role?</p>				

## C. General facilities

Refer to: AS/NZS 2982:2010 Australian and New Zealand Standard: Laboratory design and construction  
AS/NZS 2243:3: 2010 Australian and New Zealand: Safety in laboratories (Section 5.3)

### a) Construction and maintenance of facility

Item No	Assessment Criteria	Yes	No	N/A	Comments
3.1	<p>Does the university comply with the appropriate building code and standards, addressing at a minimum:</p> <ul style="list-style-type: none"> <li>walls, floors, ceilings, lighting, ventilation, cold rooms, hand washing facilities, tables, alarms, insulation, storage, emergency back-up, air extraction, purge systems?</li> </ul> <p><i>See Appendix 1 for links to relevant Australian Standards</i></p>				
3.2	<p>Please provide a signed report that attests that the construction and maintenance of the SoA facility is fit for purpose.</p>				Documentation is attached

### b) Waste disposal (not human tissue)

*Consider: Clinical and related waste guideline, Department of Environment and Science (2019)*

Item No	Assessment Criteria	Yes	No	N/A	Comments
4.1	<p>Do clinical waste disposal procedures and facilities comply with the requirements of the relevant environmental legislation?</p> <p><b>Note:</b> <i>The Best Practice Guideline for schools of anatomy in the disposal of human remains</i> (Appendix 3) indicates that 'residual human waste', as defined in that document, may be disposed of in accordance with the requirements for the disposal of untreated clinical waste.</p>				Documentation is attached

**c) Workplace Health and Safety (WH&S) – Anatomy rooms**

*Consider: AS/NZS 4146:2000 Australian and New Zealand Standard: Laundry Practice*

Item No	Assessment Criteria	Yes	No	N/A	Comments
5.1	<p>Outline the proposed Workplace Health and Safety policies/procedures for the activities being undertaken at the SOA, which cover at a minimum:</p> <ul style="list-style-type: none"> <li>• appropriate attire and Personal Protective Equipment (PPE) being available (e.g. gowns, gloves, masks, glasses)</li> <li>• appropriate laundering</li> <li>• access to emergency showers and eyewash stations</li> <li>• wet /slip hazards</li> <li>• fire awareness</li> <li>• first aid training</li> <li>• chemical safety</li> <li>• evacuation procedures</li> <li>• implementation of relevant COVID-19 requirements.</li> </ul>				Documentation is attached

**d) Infection Prevention and Control (IPC)**

*Consider: NHMRC Australian Guidelines for the Prevention and Control of Infection in Healthcare Commonwealth of Australia (2019)*

Item No	Assessment Criteria	Yes	No	N/A	Comments
6.1	<p><b>For accepting and borrowing schools</b>, are there proposed IPC procedures/guidelines for this SOA, addressing at a minimum:</p> <ul style="list-style-type: none"> <li>• appropriate screening of bodies</li> <li>• appropriate IPC measures for differing specimens (fresh vs embalmed)</li> <li>• how students and staff are instructed about these IPC procedures/guidelines</li> <li>• whether IPC guidelines are readily accessible to students and staff</li> <li>• implementation or relevant COVID-19 requirements.</li> </ul>				Documentation is attached

**e) Management of chemicals**

*Consider: Safe Work Australia: Workplace Exposure Standards for Airborne Contaminants (2019)*

Item No	Assessment Criteria	Yes	No	N/A	Comments
7.1	Outline the proposed policy/procedures regarding the appropriate storage of chemicals?				Documentation is attached
7.2	<p>Please provide details of policy/procedures relating to:</p> <ul style="list-style-type: none"> <li>• appropriate mechanical ventilation systems are in place and</li> <li>• personal exposure air monitoring is being conducted to evaluate the continued efficiency of chemical ventilation systems.</li> </ul>				Documentation is attached
7.3	Have any permits/licences been issued for any restricted chemicals?				

f) Security

Item No	Assessment Criteria	Yes	No	N/A	Comments
8.1	<p>Outline the proposed security policy/procedures that address, at a minimum:</p> <ul style="list-style-type: none"> <li>• a process for detecting, managing and documenting authorised access only to the SoA</li> <li>• who has responsibility for ensuring that all people entering the facility are authorised</li> <li>• access being granted only to bona fide/authorised personnel</li> <li>• out-of-hours entry to the facility</li> <li>• the facility being locked when unattended</li> <li>• visitors being supervised at all times</li> <li>• random audits being conducted of student identification</li> <li>• any consequences for student transgressions?</li> </ul>				Documentation is attached
8.2	Will all bodies and body parts be securely stored when not in use?				
8.3	Does the physical arrangements/design of laboratories, dissecting rooms, storage rooms and museums ensure that access to these facilities is private and restricted?				
8.4	If students are accessing in-house educational teaching aids (e.g. videos, tutorials with photos), what security measures are in place to mitigate any risks of this material being incorrectly used or disseminated? <i>Specify details.</i>				

## D. Admission/Receiving of bodies/Body parts

### a) Checking the Suitability of a body/Body part for acceptance

Item No	Assessment Criteria	Yes	No	N/A	Comments
9.1	<p><b>For accepting schools,</b> outline the proposed policy/procedure for assessing whether a body or body part is suitable for acceptance to the SoA, which includes the following criteria:</p> <ul style="list-style-type: none"> <li>infection screening</li> <li>checking the scope of consent (e.g. use, retention period) (see 13.1)</li> <li>if radiation is a risk (e.g. radioactive beads in patients with prostate cancer)</li> <li>presence of implanted defibrillators (risk of electrical shock) versus pacemakers (little or no risk)</li> <li>presence of disease (e.g. organs extensively involved in widespread cancer deposits)</li> </ul>				Documentation is attached
9.2	What infection screening is done (e.g. HIV, Hepatitis B, and TB)?				
9.3	Will any other issues be considered in assessing the suitability of bodies or body parts?				

### b) Admission arrangement for accepting bodies

Item No	Assessment Criteria	Yes	No	N/A	Comments
10.1	Are vehicle reception areas screened from public view?				
10.2	Are reception areas and all facilities where bodies and body parts are handled and used, screened from public view?				

c) Registration procedures

Item No	Assessment Criteria	Yes	No	N/A	Comments
11.1	<p>If an <b>accepting school</b>, outline the proposed policy/procedure for accepting a human body, including the recording of the following particulars on a register?</p> <p>Minimum requirements of register <b>[s8(2) (a)-(p) T&amp;A Reg]:</b></p> <ul style="list-style-type: none"> <li>a) Name, age, sex and last address of person</li> <li>b) Day and place of death of person</li> <li>c) Day and time body was received at the accepting school</li> <li>d) Name of person from whom the body was received</li> <li>e) Name of individual who delivered the body to the accepting school for the person mentioned in paragraph (d)</li> <li>f) Type of authority for the donation of the body</li> <li>g) Name of person who obtained authorising documents for the body</li> <li>h) Name of person at the accepting school who received the body</li> <li>i) The school's unique identification of the body, including, for example, a number or code</li> <li>j) If the body is authorised to be retained for a certain period—the period</li> <li>k) If the person has given written instructions about the disposal of the person's body—a summary of the instructions</li> <li>l) Day and time the body was removed from the accepting school for disposal</li> <li>m) Name of the person at the accepting school who allowed the removal of the body for disposal</li> <li>n) Name of the person who removed the body for disposal</li> <li>o) Name of the individual who removed the body for the person mentioned in paragraph (n)</li> <li>p) Day, place and method of disposal of the body and</li> <li>q) If the accepting school lends the body to a borrowing school, the register must also include the particulars (see 11.2)</li> </ul>				Documentation is attached

Item No	Assessment Criteria	Yes	No	N/A	Comments
11.2	<p>If an <b>accepting school</b>, outline the proposed policy/procedure for lending a body to a borrowing school, including the recording of the following particulars on a register?</p> <p>Minimum requirements of register <b>[s8(3) (a)-(h) T&amp;A Reg]:</b></p> <ul style="list-style-type: none"> <li>a) Name of the borrowing school</li> <li>b) Day and time the body was removed from the accepting school for the loan</li> <li>c) Name of person from the accepting school who allowed the removal of the body</li> <li>d) Day and time body was received by the borrowing school</li> <li>e) Name of person from the borrowing school who received the body</li> <li>f) Day and time the body was returned to the accepting school</li> <li>g) Name of person from the borrowing school who allowed the return of the body to the accepting school</li> <li>h) Name of person from the accepting school who received the body.</li> </ul>				Documentation is attached

Item No	Assessment Criteria	Yes	No	N/A	Comments
11.3	<p>Outline the proposed policy/procedure for <b>borrowing</b> a human body, including the recording of the following particulars on a register:</p> <p>Minimum requirements of register <b>[s9(1) (a-h) T&amp;A Reg]:</b></p> <ul style="list-style-type: none"> <li>a) Name of the lending school for the body</li> <li>b) The lending school's unique identification for the body</li> <li>c) Name of person from the lending school who allowed the removal of the body</li> <li>d) Name of the person from the borrowing school who received the body</li> <li>e) Day and time the body was received by borrowing school</li> <li>f) Day and time the body was returned to lending school</li> <li>g) Name of person from borrowing school who allowed the return of the body to the lending school</li> <li>h) Name of person from lending school who received the body.</li> </ul>				Documentation is attached

**d) Labelling**

Item No	Assessment Criteria	Yes	No	N/A	Comments
12.1	Is there a system for the permanent unique non-identifying labelling of bodies, body parts and specimens?				
12.2	Outline the system/s for the tracking of all bodies/specimens				Documentation is attached

**E. Consent - use**

Item No	Assessment Criteria	Yes	No	N/A	Comments
13.1	Will anatomical examinations be conducted with the <b>written authority</b> and consent of the deceased, or if the deceased did not consent during their lifetime, the written consent of a senior available next of kin? <b>[s31 (a) (b) (i) (ii) (c) T&amp;A Act]</b>				
13.2	Will the SOA be able to demonstrate that all bodies/ body parts are used for the authorised retention period, including permanent retention?				
13.3	Will the SOA be able to demonstrate that the wishes of the deceased or next of kin relating to the disposal of bodies and/or human tissue are followed, where reasonably practicable?				
13.4	Does the SoA have a system for readily identifying the retention period and types of use for bodies or body parts as per consent?				

## F. Plastinated specimens

Item No	Assessment Criteria	Yes	No	N/A	Comments
14.1	<p>Will there be plastinated specimens in the anatomy collection?</p> <p>If yes:</p> <ul style="list-style-type: none"> <li>Are they being manufactured in-house?</li> <li>Were they plastinated elsewhere?</li> </ul> <p>If yes, please specify where:</p>				
14.2	<p>Will there be a register of plastinated specimens at this SoA?</p> <p>If yes:</p> <ul style="list-style-type: none"> <li>How are plastinated specimens, for which death certificates are available, differentiated from those obtained for which death certificates are not available?</li> </ul> <p>If yes, please specify</p>				
14.3	<p>Will all plastinated specimens be clearly and permanently labelled e.g. with barcode, microchip or other?</p>				
14.4	<p>If the SoA has purchased plastinated specimens, does it have a Ministerial permit for this purchase of human tissue? <b>(s40 T&amp;A Act)</b></p> <p><i>Information about applying for a permit can be obtained by emailing <a href="mailto:blood@health.qld.gov.au">blood@health.qld.gov.au</a></i></p>				

## G. Transfer of bodies and body parts between accepting, lending and borrowing schools

### a) Procedures

Item No	Assessment Criteria	Yes	No	N/A	Comments
15.1	Will the SOA be able to demonstrate that when a body or body part is transferred from one institution to another, it is not contrary to the authority given by the deceased or next of kin? (consider Item 1.2)				
15.2	Will the SOA be able to demonstrate that when bodies or body parts are transferred, the minimum details required by the Regulation are entered onto a register? (consider Item 11.1-11.3) <b>[s8 and s9 T&amp;A Reg]</b>				
15.3	Will the SOA be able to demonstrate that bodies/body parts in the SoA's possession are only transferred to another SoA or equivalent?				

### b) Transportation

Item No	Assessment Criteria	Yes	No	N/A	Comments
16.1	Will there be documented policy/procedures in place for the transportation of bodies and body parts to/from the SoA?				Documentation is attached
16.2	Will all bodies/body parts for transport be <b>fully labelled</b> , including a description and identifier that can be linked to the lending SoA?				
16.3	Will the SOA be able to demonstrate that the chain of custody of all bodies/body parts being transported is preserved and documented?				

## H. Disposal of human tissue/Human remains

Consider: Best Practice Guideline for schools of anatomy in the disposal of human remains, 2020 (Appendix 3)

Item No	Assessment Criteria	Yes	No	N/A	Comments
17.1	<p>If an <b>accepting school</b>, does the school ensure that the disposal of a body complies with statutory requirements, including:</p> <ul style="list-style-type: none"> <li>• Disposal of the body as soon as possible after any <i>authorised retention period</i>, including making arrangements for the cremation or burial of the body <b>[s6(1) and s6(2) T&amp;A Reg]</b></li> <li>• Otherwise, disposal of the body as soon as possible after the body has been used for <i>the purpose</i> for which it was retained, including making arrangements for cremation or burial of the body <b>[s6(1)(b) T&amp;A Reg]</b></li> <li>• Disposal of the body according to the deceased person's written instructions to the extent that it is reasonably practicable <b>[s6(4) T&amp;A Reg]</b></li> <li>• A register is kept of details of arrangements for and disposal of the body? <b>[s8(2)(l)-(p) T&amp;A Reg]</b></li> </ul>				

Item No	Assessment Criteria	Yes	No	N/A	Comments
17.2	<p>If an <b>accepting school</b>:</p> <ul style="list-style-type: none"> <li>• Are there documented policies and procedures about disposal practices, consistent with the T&amp;A Act, T&amp;A Reg and other relevant legislation, which are subject to regular compliance monitoring and review? <b>(s6.2 Guideline)</b></li> <li>• Do all persons involved in activities regarding disposal receive training and supervision about complying with relevant policies and procedures? <b>(s6.2 Guideline)</b></li> <li>• Does the Donor Consent Form cover all matters in <b>s6.5 of the Guideline</b> and request the nomination of a next of kin or other contact?</li> <li>• Upon the death of a potential donor, is contact made with the next of kin about matters in <b>s6.6 of the Guideline</b>, and are next of kin wishes followed, including those relating to <b>s6.17 of the Guideline</b>?</li> <li>• Are body parts disposed of separately from a body only where there is a compelling reason, as per <b>s6.11 and s6.12 of the Guideline</b>?</li> <li>• If parts of the body are cremated separately from a body, are there documented policies and procedures as per <b>s6.16 of the Guideline</b>?</li> </ul>				Documentation is attached <input type="checkbox"/>

Item No	Assessment Criteria	Yes	No	N/A	Comments
17.3	<ul style="list-style-type: none"> <li>• Are there documented policies and procedures about disposal practices, consistent with the T&amp;A Act, T&amp;A Reg and other relevant legislation, which are subject to regular compliance monitoring and review as per <b>6.2 of the Guideline?</b></li> <li>• Do all persons involved in activities regarding disposal receive training and supervision about complying with relevant policies and procedures as per <b>6.2 of the Guideline?</b></li> <li>• Are body parts disposed of separately from a body only where there is a compelling reason, as per <b>6.11 of the Guideline?</b></li> <li>• If parts of bodies are cremated separately from bodies, are there documented policies and procedures as per <b>6.19 of the Guideline?</b></li> <li>• If parts of bodies are cremated separately from bodies, are efforts made to cremate them on a donor-identified basis?</li> <li>• If parts of bodies have been cremated separately from bodies on a donor-unidentified basis, has the approval of the person in charge/custodian of the School of Anatomy been obtained prior to each release for cremation, as required in <b>6.20 of the Guideline?</b></li> <li>• If parts of bodies have been cremated separately from bodies on a donor-unidentified basis, is a report submitted with the school of anatomy's response to this Audit Checklist and Evaluation Tool that records, in relation to each such cremation for the reporting period: (1) the date of release for cremation; (2) the school of anatomy's unique identifier of the donor from whose body the part was removed (if available); and (3) the reason for cremation on an unidentified basis, as referred to in 6.21 of the Guideline?</li> </ul>				
17.4	Please advise the number of body parts that were disposed of separately				

**I. Human tissue of uncertain origin**

Item No	Assessment Criteria	Yes	No	N/A	Comments
18.1	Will there be a process for human tissue of unknown origin (including bone) to be identified as such? What are the proposed policy/procedures for accepting and rejecting human tissue of uncertain origin? Consider reportable death requirements under the <i>Coroners Act 2003</i> .				
18.2	Will there be a process to ensure that human tissue of unknown origin is not mixed or confused with specimens of known origin?				

## J. The Custodian

The custodian is the 'person in charge of a school of anatomy' responsible for the management and operations of the facility for which this application relates

### Endorsement by the custodian's employer – This section is to be completed by the custodian's employer

The applicant ( <i>applicant's name</i> )	
Is employed by ( <i>employer's name</i> )	
I support this application	
Name in full	
Position	
Telephone	
Email	
Signature	
Date	

## Disclosure by the custodian of the facility

If **Yes** to any of the items below, please attach documentation that provides details of the suspension, cancellation, and refusal, nature of the offence and the circumstances of its commission.

	Yes	No
Have you been convicted of an indictable offence? (Drink driving and minor traffic offences are not indictable offences)		
Have you been convicted of an offence against any existing health law or a repealed provision or a corresponding law?		
Have you held an approval granted under a health law or a repealed provision or a corresponding law that was suspended or cancelled?		
Have you ever been refused an approval under a health law or a repealed provision or a corresponding law?		

## Declaration by the custodian

	Yes	No
I declare that the information stated by me on this application form is true, correct and complete.		
I consent to the making of enquiries of, and the exchange of information with the authorities of any State, Territory or Commonwealth regarding any matters relevant to this application.		
I have read, understood and agree to comply with my obligations required under the relevant provisions of the <i>Transplantation and Anatomy Act 1979</i> and <i>Transplantation and Anatomy Regulation 2017</i> and additional requirements of the authoriser and inspectors under the Act. (Legislation available online at <a href="http://www.legislation.qld.gov.au">www.legislation.qld.gov.au</a> ).		
Signature	Date	
Please print full name		

# APPENDIX 1

## References to relevant Australian Standards

<b>General facilities – construction of facility</b> See also requirements for PC2 laboratories AS/NZS 2243:3:2010 Australian and New Zealand: Safety in laboratories Section 5.3	<b>Section</b>
<ul style="list-style-type: none"> <li>• Walls – suitably constructed and in good repair</li> <li>• Floors – suitably constructed and in good repair</li> <li>• Ceilings – suitably constructed and in good repair</li> </ul>	Section 2: AS/NZS 2982:2010 Australian and New Zealand Standard: <i>Laboratory design and construction</i>
<ul style="list-style-type: none"> <li>• Lighting – suitable, appropriate and functional for each task</li> </ul>	Section 4: AS/NZS 2982:2010 Australian and New Zealand Standard: <i>Laboratory design and construction</i>
<ul style="list-style-type: none"> <li>• Ventilation – suitable, appropriate and functional for each task</li> </ul>	Section 5: AS/NZS 2982:2010 Australian and New Zealand Standard: <i>Laboratory design and construction</i>
<ul style="list-style-type: none"> <li>• Cool rooms are appropriately constructed and maintained to provide suitable and adequate storage and to facilitate cleaning</li> </ul>	Sections 3.6 and 3.7 <i>Requirements for the Facilities and Operation of Mortuaries</i> (Third Edition 2013)  National Pathology and Accreditation Advisory Council
<ul style="list-style-type: none"> <li>• Appropriate hand-washing facilities are available (wash hand basin, hot and cold water, on –hand operated taps, soap and disposable paper towel or air dryer)</li> </ul>	<ul style="list-style-type: none"> <li>• Section 6: AS/NZS 2982:2010 Australian and New Zealand Standard: <i>Laboratory design and construction</i></li> </ul>

<b>General facilities – construction of facility</b> See also requirements for PC2 laboratories AS/NZS 2243:3:2010 Australian and New Zealand: Safety in laboratories Section 5.3	<b>Section</b>
<ul style="list-style-type: none"> <li>• Tables, fittings and fixtures in good repair</li> </ul>	<ul style="list-style-type: none"> <li>• Section 2: AS/NZS 2982:2010 Australian and New Zealand Standard: Laboratory design and construction</li> </ul>
<ul style="list-style-type: none"> <li>• Adequate sinks with hot and cold water for cleaning equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Section 6: AS/NZS 2982:2010 Australian and New Zealand Standard: Laboratory design and construction</li> </ul>
<ul style="list-style-type: none"> <li>• Enhanced thermal insulation for the avoidance of condensation. For smaller labs, may use fume hoods and formaldehyde pipes if adequate to reduce condensation and mould.</li> </ul>	
<ul style="list-style-type: none"> <li>• Storage facilities fitted with alarms – activated when the temperature exceeds a predetermined level. If no alarms, must have an appropriate procedure to identify issues and alert staff.</li> <li>• Cold room is fitted with temperature gauge with temperature monitored. May not be required for smaller labs with no fresh/frozen bodies and therefore no cold room</li> <li>• Automatic emergency back-up system for the power supply for refrigeration and high priority equipment for larger accepting schools with fresh/frozen bodies rather than embalmed or plastinated.</li> </ul>	<ul style="list-style-type: none"> <li>• Sections 3.6 and 3.7: Requirements for the Facilities and Operation of Mortuaries (Third Edition 2013)</li> <li>• National Pathology Accreditation Advisory Council</li> </ul>
<ul style="list-style-type: none"> <li>• Enhanced vapour seal via air lock doors, sealed light fittings, plasterboard ceilings etc. If smaller lab, adequate fittings to ensure that any odours are sealed with the lab and don't seep into neighbouring teaching spaces e.g. fume hood with formaldehyde filter</li> <li>• Low level air extraction to ensure chemical levels (e.g. formaldehyde) and noxious odours remain within acceptable workplace health and safety level. May include a fume hood for smaller labs.</li> <li>• Purge system within cold room to prevent chemical exposure – for larger accepting schools</li> </ul>	<ul style="list-style-type: none"> <li>• Section 5: AS/NZS 2982:2010 Australian and New Zealand Standard: <i>Laboratory design and construction</i></li> <li>• Safe Work Australia: <i>Workplace Exposure Standards for Airborne Contaminants</i> (2019)</li> </ul>

# APPENDIX 2

## Documents referenced

- AS/NZS 2982:2010 Australian and New Zealand Standard: Laboratory design and construction
- AS/NZS 2243:3:2010 Australian and New Zealand Standard: Safety in laboratories (Section 5.3)
- National Statement on Ethical Conduct in Human Research 2007 (Updated 2018). The National Health and Research Council, The Australian Research Council and the Australian Vice-Chancellor's Committee. Commonwealth of Australia, Canberra
- Requirements for the Facilities and Operation of Mortuaries (Third Edition 2013) National Pathology Accreditation Advisory Council
- Clinical and related waste guideline: Department of Environment and Science (2019)
- Safe Work Australia: Workplace Exposure Standards for Airborne Contaminants (2019)
- *Information Privacy Act 2009*
- *Coroners Act (Qld) 2003*
- Waste Reduction and Recycling Regulation 2011
- NHMRC Australian Guidelines for the Prevention and Control of Infection in Healthcare. Commonwealth of Australia (2019)
- AS/NZS 4146:2000 Australian and New Zealand Standard: *Laundry Practice*

# APPENDIX 2a

## Explanatory notes

This information has been prepared to assist you in applying for authorisation to establish a school of anatomy under section 37 of the *Transplantation and Anatomy Act 1979*.

1. Complete this form electronically and answer all questions in the required sections **in full**. Ensure the document is signed in relevant places.
2. Applications are processed only when all the information requested is provided. You will be notified in writing if the approval is granted.

### Note: You are required to:

- Keep a completed and signed copy of this variation and any other subsequent related documentation for record and inspection purposes, and
- Notify Queensland Health when there are any further changes to the school's operation using Form 2: 'Notification of variation to established school of anatomy details - section 37 of the *Transplantation and Anatomy Act 1979*'.

Any personal information collected by the Medicines Compliance and Human Tissue Unit is handled by Queensland Health in accordance with the *Information Privacy Act 2009*. All personal information will be securely stored and only accessible by appropriately authorised employees within Queensland Health, the Hospital and Health Services and, if required, specialised contracted service providers. De-identified data may be used for external reporting purposes. Personal information will not be disclosed to any other third parties without consent, unless required or authorised by law. For information about how Queensland Health protects personal information, or to learn about your right to access your own personal information, please see our website.

### *Transplantation and Anatomy Act 1979*

- School of anatomy means a school of anatomy established or declared to be established under the authority of section 37.

### *Transplantation and Anatomy Regulation 2017*

- Body means the body of a deceased person

Further information may be available from Queensland Health's website at [www.health.qld.gov.au/health\\_professionals/anatomy-schools/default.asp](http://www.health.qld.gov.au/health_professionals/anatomy-schools/default.asp)

## APPENDIX 3

### Best Practice Guideline for schools of anatomy in the disposal of human remains, version 2.0 Department of Health, 2020

The Guideline that is Appendix 3 is located on Queensland Health website

[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0030/692274/best-practice-disposal.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0030/692274/best-practice-disposal.pdf)