Human Dissection Room – Course Organiser Agreement

Course:                                                                                                                                          Date:

Financial arrangements

Please refer to the Human Anatomy Teaching Group (HATG) website for further details on payment options and Conditions of Sale.

Please see attached course estimate, dated __________, to the value of £ ______ [to be completed by the HATG].

Please choose one of the following options and complete the details indicated:

• I have raised a Purchase Order for the above value. Purchase Order Number: ____________
  [to be completed by the purchaser]

or

• I agree to full payment of the value stated above 7 working days in advance of the course. Please issue an invoice with the following details [to be completed by the purchaser]:

  Invoice for the attention of:

  Full postal address:

Equipment requirements:

PAT-tested and serviced electrical equipment required for the course may be brought into the facility only by prior agreement.

Please note, the Dissection Room is not a 24-hour facility. Please liaise with HATG staff concerning a good date and time for the pre-delivery of any bulky equipment. Equipment is left on site entirely at your own risk.

Attendance register:

Please provide a list of delegates in advance of the course. Delegates must display visitor ID (this will be provided by the Department Physiology, Development and Neuroscience).

[PTO]
Human Anatomy Teaching Group Code of Conduct

Please be aware of, and ensure delegates to adhere to, the following requirements:

- Donors and donor specimens are to be treated with respect at all times.
- The Dissection Room is a restricted area. Only persons authorised by staff of the Human Anatomy Teaching Group may enter.
- Photography within the Dissection Room is expressly forbidden.
- Mobile phones, cameras, pagers, laptops, tablets, and other personal devices and are strictly prohibited in the Dissection Room.
- Matters related to activities within the Dissection Room are strictly confidential.
- No human tissue will leave the Dissection Room.
- Eating and drinking are not permitted in the Dissection Room.
- Injuries must be reported to a member of HATG staff immediately.
- White coats, goggles and gloves will be worn at all times in the Dissection Room. However, gloves should not be worn if handling bones.

For your own health and safety, and that of course delegates, it is advised that:

- Long hair is tied back and up.
- Closed footwear should be worn (no sandals or open footwear).
- In case of pregnancy, it is advised that delegates do not enter the Dissection Room. Please speak to a member of HATG staff for further information.
- If a fire alarm sounds, please follow instructions given by members of HATG staff to safely evacuate the Dissection Room.

I confirm that I have read and understood all sections above, and that I agree to abide by the requirements

Name (print):…………………………………………………………………………………………………… Date:…………………………………

Signature:………………………………………………………………………………………………………………………………………………………