



UNIVERSITY OF
CAMBRIDGE



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Thank you for expressing your wish to bequeath your body for anatomical examination after death: your generous action is greatly appreciated.

Detailed instructions are enclosed. It is most important that you understand the information contained in this booklet before signing the forms. If you need any further information, please contact us on the above telephone number and/or by email.

We have based the information in this booklet upon information provided by the Human Tissue Authority (HTA). The few amendments we have made are to include details specific to Cambridge. You can visit the HTA website for information on body donation at: www.hta.gov.uk and follow the link 'Donate your body to a medical school after death'.

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

Dr Cecilia Brassett
University Clinical Anatomist
HTA Designated Individual

Dr Richard Lloyd
Human Anatomy Centre Manager
HTA Person Designated

A message from the joint Heads of Department

The study of Anatomy is one of the first, most basic and most important subjects studied by medical students. It helps to lay the foundations for all future learning and medical practice. Therefore, the decision of an individual to donate their body for anatomical examination is a vital contribution towards the understanding and advancement of medical science.

All our teaching staff and medical students understand the desire to benefit medical science in this way, and we endeavour to use these invaluable donations to the best of our abilities. The medical students of Cambridge University are extraordinarily appreciative of their exceptional training in Anatomy, made possible by these unselfish acts of bequeathal.

In addition to their instructional value, donated bodies are studied by experts in the fields of anatomical research and education, and by clinicians in specialised training courses. In this way, people who donate their bodies make lasting contributions to the discovery and elucidation of medical principles. Each year, this Department publishes scholarly articles and texts in clinical anatomy. In the age of advanced computerised imaging techniques, it is as critical as ever for doctors to develop an understanding of the real anatomical relationships presented in such images.

We recognise that the donation of a body may be a person's last act of benevolence, reflecting a life of generosity for which we are enormously grateful.

We thank you for considering such a donation and hope that you find the information in this booklet informative and useful.

Professors Sarah Bray and Bill Colledge

BODY DONATION FOR ANATOMICAL EXAMINATION HUMAN TISSUE ACT 2004

INFORMATION AND INSTRUCTIONS

If, after reading this booklet, you wish to proceed with registering with us, we would ask you to complete the three enclosed forms: HTA consent form, CAMB-1 form (printed on yellow paper), and CAMB-2 form. There are two copies of the HTA form and one copy of the CAMB-1 and CAMB-2 forms. Please return one copy of the HTA form and the CAMB-1 and CAMB-2 forms in the pre-paid envelope provided, and keep one copy of the HTA form with your Will or personal papers. It is advisable to inform your relatives and/or your executor of your intention.

Your executor or next of kin will need to telephone the Human Anatomy Centre as soon as possible after your death occurs. Unfortunately, it is not always possible to accept a bequest at the time, due to medical or operational reasons (see page 5 for more information).

The Human Anatomy Centre is usually open from 08:00 to 16:00 on weekdays. Please note that the body donation programme runs adjacent to the academic calendar. As such, we are closed over the Christmas and Easter holidays and for several weeks during the summer break. During this time, should a donor pass away, alternative arrangements should be made, as we will not be able to accept any donations.

If the death occurs in hospital, the donor will be held in the mortuary. If the death occurs at home or elsewhere, the body should be removed to a funeral director with refrigeration facilities, pending our decision regarding acceptance of the donation. If the deceased is taken to a funeral director's premises, it is important for relatives to understand that these costs must be borne by the donor's estate.

Your death will need to be registered promptly with the local Registrar, from whom a Certificate of Burial or Cremation (known as the 'green form') and a Death Certificate should be obtained.

Once we have been notified of a donor's death, we will consult the GP and hospital staff / funeral director for medical screening, in order to decide whether a donation can be accepted. We treat everyone as an individual and work on a case-by-case basis. There is no upper age limit for accepting a body.

If we are able to accept a donor's bequest, then we arrange transport for the donor from the hospital mortuary or funeral director's premises. The Human Anatomy Centre will pay for this transport within a 40-mile radius of the Department. However, we will request payment of our transport costs for distances beyond this area.

After accepting and receiving the body, the Human Anatomy Centre will be responsible for their preservation and safe-keeping during examination, and for final cremation or burial. A donor may be retained for a period of up to three years. Individual parts may be retained for a longer period for continued study and examination, providing that the deceased person had expressly agreed to this on the consent form. As well as providing donors for student learning, we also provide courses for surgical training purposes, and in such instances donors will be kept for a much shorter period of time - sometimes less than a month.

We arrange two services to honour and express our thanks to the donors who have kindly bequeathed their bodies to us.

Towards the end of the academic year, in May, a committal service is held in the Department, at which medical students and staff express their thanks to those who have generously given their bodies to train our future doctors and/or to improve clinical and surgical practice. During the service, the students are given time to say a private and personal thank you to the individual who, through their kind donation, will have helped them in their study of anatomy. As this service is held within the Human Anatomy Centre, it is not possible to invite relatives or friends to attend. However, some relatives may wish to hold a private service or to sit in a quiet place at the time of the committal service, and we would inform those relatives of the time and date if they wish. As small groups of students are taught using the same donor for the whole teaching year, each group will write a tribute to that donor and we will send copies of these tributes to the families, if requested.

After cremation, the next of kin or executor will be informed when the ashes are ready for collection, should they wish to do so.

A memorial service is also held every two years in mid-October in central Cambridge, specifically for the relatives and friends of our donors. Families of the donors will be formally invited to attend. This service consists of readings and tributes by medical students and teaching staff.

Unfortunately, no guarantee can be given that a donation will be accepted. There are several conditions which could leave a body unsuitable for anatomical examination, the purpose of which is primarily the study of normal human structure. In addition, technical, staffing, or other operational matters, can prevent us from accepting donors at certain times.

Below is a guide to medical reasons we might not be able to accept a bequest, although some of these conditions are not absolute. Among other considerations, the cause of death itself could have made the body unsuitable for anatomical examination. If the donation cannot be accepted, responsibility for burial or cremation rests with the executor or next of kin.

Post-mortem examination*

Transmissible disease/infection*

e.g. COVID, hepatitis, HIV, sepsis, tuberculosis, etc.

Alzheimer's disease, Parkinson's disease, or any prion diseases*:

other forms of dementia are normally acceptable.

Recent operations where the wound has not healed*

Obesity or severe malnutrition*:

we have upper and lower weight restrictions.

Jaundice

Extensive malignant disease:

e.g. some cancers – please telephone for advice.

Artificial stoma:

e.g. ileostomy, colostomy, gastrostomy, etc.

Large pressure sores, varicose ulcers, fragile skin, open wounds:

hospital or funeral director's staff will be asked about the condition of the donor's skin, especially the presence of any pressure sores or wounds.

Peripheral oedema:

swelling of the arms or legs.

Severe peripheral vascular disease:

severe diabetes with evidence of vascular disease.

Amputation of a major segment of one or more limbs

Severe arthritic deformity or contraction of limbs, severe kyphosis

Organs donated for transplantation*:

please note that, in theory, you can donate the corneas of your eyes and still donate your body for anatomical examination. However, the donation of other organs would prohibit body donation. Please contact the Organ Donor Programme if you wish to opt out of the Organ Donor Register, or for further information about cornea donation: 0300 123 23 23.

*** Absolute reasons for non-acceptance**

INSTRUCTIONS FOR COMPLETION OF THE CONSENT FORMS

Please read these instructions carefully.

It is important that you have made the decision to bequeath your body for anatomical study of your own free will and after discussion with family or close friends. The consent form must be witnessed. Your witness does not need to be your next of kin or executor, but can be a friend who knows of your wishes and with whom you feel comfortable discussing such issues.

Your witness must be present when you complete these forms.

HTA Consent Form - Part A

The first section asks you for your name, address, and other details. The second section asks you to make a decision about how long we may keep your body for anatomical examination.

There are two options for how long your body may be retained by the Human Anatomy Centre.

For an indefinite time period (Box 1)

OR

For a maximum of three years (Box 2)

Under certain circumstances, parts of the body are very useful for teaching and research, and the Human Anatomy Centre may therefore wish to retain such parts, following conclusion of anatomical examination. If you have ticked Box 2, please also select (a) or (b) on the form, to indicate your wishes, since this is done only with your express permission.

It may also be useful to prepare anonymised photographic images of parts of your body for:

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

Donors will not be identifiable in any images that may be taken and image use is strictly controlled. If you consent to photographic images being used in this way, please also tick Box 3.

HTA Consent Form - Part B

Part B asks that your witness prints your name as donor, includes their name, address and relationship to you, and signs and dates the document.

Please note that it is important that you and your witness complete the form together, on the same day. The date on which you sign the form as the donor, and the date of the witness signature must be the same.

A second copy of the HTA Consent Form should be completed and retained by you, to be kept with a copy of your Will or important documents.

Form CAMB-1

This form helps the Human Anatomy Centre to make a decision more rapidly, once your next of kin informs us about your death. It also allows us to check that there are no pre-existing conditions that would prohibit registration. We ask for details of your current GP (only to be contacted at the time of your death), and whether you have had any operations and/or have any relevant medical conditions. Please return the completed form in the pre-paid envelope provided. We will check and make sure that these forms are valid and legal. We will send you a letter acknowledging your registration to donate, together with a checklist for your executor or next of kin. Please keep these in a safe place - with your Will or other important documents. Please ensure that your next of kin, or executor, is aware of your intention to donate.

Form CAMB-2

The Human Anatomy Centre has a contract with a local funeral director to collect donors from their place of death and transport them to our Department. If the place of death is more than a 40-mile radius from our Department, we are unable to cover the additional conveyance costs, and your estate will be asked to pay the difference. Please sign and date the CAMB-2 form to accept that your estate will cover the difference in conveyance costs over a 40-mile radius.

We will check and make sure that these forms are valid and legal. We will send you a letter acknowledging your registration to donate, together with a checklist for your executor or next of kin. Please keep these in a safe place - with your Will or other important documents. Please ensure that your next of kin, or executor, is aware of your intention to donate.

Change of Details

Should you change address and/or GP, or any other details, it is important that we are notified immediately, in writing or by email.

If you move outside of our designated geographical area, you may wish to transfer your registration to a medical school that is closer to your new home – please contact us for details on how to do this at the time.

Any Questions?

There is a list of Frequently Asked Questions on our website:

<https://www.pdn.cam.ac.uk/other-pages/donating-a-body-for-anatomical-examination-frequently-asked-questions>

If you have any other questions, please do not hesitate to contact us, using the methods shown on the front page of this booklet.

INSTRUCTIONS TO NEXT OF KIN OR EXECUTOR UPON THE DEATH OF A DONOR

It is of immense importance that we are notified of the death of a donor as soon as possible, so that a decision on acceptance can be made.

Please inform us as soon as possible by phoning 01223 333776. The Human Anatomy Centre is open from 08:00 to 16:00 on weekdays, and closed on Saturdays, Sundays and Bank Holidays. There is an answerphone when the office is closed: please leave the full name and date of birth of the deceased, together with the date/time/place of death, and their GP details, in addition to your full name, a contact telephone number and your relationship to the deceased. The offer of the bequest will be considered as soon as the office re-opens.

Please note that the body donation programme runs adjacent to the academic calendar. As such, we are closed over the Christmas and Easter holidays and for several weeks during the summer break. During these times, should a donor pass away, alternative arrangements should be made for them as we will not be able to accept any donations. When this applies, there will be a detailed message on our answerphone to this effect.

If the death occurs in hospital, the donor will be moved to the hospital mortuary. If the death occurs elsewhere, it will be necessary for the executor/next of kin to arrange for the body to be taken to a funeral director with refrigeration facilities as soon as possible. This cost must be borne out of the donor's estate.

We will contact the GP and the funeral director / hospital mortuary, to obtain details about the donor and the relevant clinical history. A decision on acceptance cannot be made until we have this information. We will contact you as soon as possible informing you of our decision.

You will need to obtain the medical death certificate in order to register the death with the Registrar of Births and Deaths. You should inform the Registrar of the wishes of the deceased. The Registrar will issue you with a Certificate of Burial or Cremation (known as 'the green form') and a death certificate. The green form needs to be taken to the funeral director, or arrangements made to deliver the form to us, as we cannot accept the donor into our Department without this form. We will also require a copy of the death certificate.

Please note that we will not be able to accept a bequest if we are unable to complete everything within 5 days of death.

The Human Tissue Act 2004 also requires that some additional forms must be completed after death, and it is the responsibility of the next of kin/executor to see that these are completed. Once we have received the donor into our Department, we will send you the HTA(A)1 and CAMB-3 forms in the post. These are required in order that we can complete necessary paperwork, and also to provide us with instructions such as the scattering or collection of ashes following cremation.

Please ensure that all the forms are completed and returned to us. A pre-paid envelope will be enclosed with the forms for your use.

Please send HTA(A)1 and CAMB-3 forms to:

The Bequeathal Secretary, Human Anatomy Centre, Anatomy Building,
Department of PDN, Downing Street, Cambridge CB2 3DY

There will normally be no further communication with the relatives or executor once the initial formalities have been concluded. If the family have requested that they are informed of the committal service and/or to receive the tributes written to the donor, we will arrange this. If the family have requested that the ashes of the donor are made available to them following cremation, we will contact the named relative or executor informing them of the location of the

ashes, and the date when they will be available for collection. An invitation to the memorial service will be sent to the family within the appropriate year.

If we are unable to accept the donation:

Please proceed with your own private funeral arrangements. Please note that the University of Cambridge cannot organise or make any financial contribution towards these private arrangements.

General Data Protection Regulation (GDPR) Information

If you decide to register with us, we will gather certain data about you. We are committed to protecting your personal information, recording it accurately, and being transparent about what we hold. The following statement sets out the information we store, and with whom we share it. Information is held securely and locally in paper form and as digital records within secure databases. The information is accessed by a limited number of individuals employed by the Department of Physiology, Development and Neuroscience, University of Cambridge.

Until we are notified of your death, or your decision to withdraw from the programme or transfer your records to another institution, or we calculate you will have passed your 115th birthday, we will hold the following information relating to your consent as a body donor:

- unique personal identifiers and biographical information.
- your contact details.
- the contact details of the witness to your signature.
- medical and other personal details for you and family members that you supply on the medical form (e.g. relevant medical conditions, GP contact details, etc.)
- any correspondence with the Bequeathal Secretary.

Upon your death, we will share further details with, and from, professionals caring for you, e.g. registered medical, mortuary, hospital bereavement, nursing home staff, etc., and those responsible for overseeing your funeral arrangements, e.g. next of kin, executors, solicitors or funeral services:

- details of points of contact relevant to your donation.
- date, time, place and cause of death.
- medical information.
- further biographical details required for the completion of cremation forms, e.g. your marital status and occupation.
- a digital copy and/or original copy of any form of signed and witnessed consent, e.g. the HTA 2004 form, the Anatomy Act 1984 form, or the relevant paragraph/s in your Will.

On acceptance, we generate an anonymised serial number linked to our database for identification of your body or parts of your body used during teaching and research activities. The link between this and your personal data will be strictly limited to key personnel within the Human Anatomy Centre.

Data relating to specific characteristics, e.g. date of birth, sex, medical history, photographs of body parts not identifiable as an individual etc., may be referred to or processed during anatomical research and teaching but will be anonymised.

Data retention:

If you are accepted as a donor, we will retain the above records for a period of up to 15 years after death, unless you give permission for us to retain parts of your body after three years, in which case we will retain your records for as long as we retain the parts. Additionally, we will keep indefinitely a register entry of biographical details, including your name and address.

If you are declined as a donor, we will contact your next of kin or executor to notify them, and retain records collected for a maximum of 5 years after death.

If you withdraw your consent in writing or by email, we will destroy all digital and paper records within a four-week period.

Data sharing:

If you move outside our area, at your request, we will transfer the forms to another institution performing anatomical or medical research, and confirm this in writing or by email. We will no longer hold any digital or paper records in our Department.

During your final illness, we may receive notifications regarding your current medical care and physical state from, e.g., next of kin, clinical, or nursing home staff.

During your final illness, we will at our discretion disclose your registration with us to those declaring a legitimate interest in your care or funeral arrangements.

We may at our discretion after your death disclose our reason for non-acceptance with those involved directly and personally in your care before death or in your funeral arrangements, but we will restrict this information to only that required for understanding our medical screening or operational procedures.

We will share limited details relating to funeral arrangements and cause of death with our funeral services contractors (e.g., for identification purposes or arrangements regarding cremation/return of ashes), registry offices, coroner's officers, and the physician signing the medical death certificate and/or their administrative staff.

Your name will appear in committal or memorial materials such as tributes and orders of service, which may be shared, by request, with next of kin or those unable to attend the memorial service, as well as the trustees of the charity that sponsors the service.

Any biographical details, photographs or tributes supplied in your memory by friends or family members, will be shared with medical students and teaching staff at the close of the anatomical teaching programme and disposed of with the rest of your records.

The Human Tissue Authority may request disclosure of any of the above information for regulatory, audit or licensing purposes.