



I. INTRODUCTION AND POLICY

The Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School at Old Dominion University (“EVMS”) maintains a human anatomy lab (“HAL”) to provide individuals with an opportunity to learn and observe human anatomy and clinical pathologies through hands-on dissection. Dissection of the human body in the HAL is a privilege made possible only through the generous gift that individuals make to the Virginia State Anatomical Program (“VSAP”). These donors have given permission for their bodies to be used for study and research in medical science in a dignified and professional matter. Thus, it is the policy of EVMS to ensure that all access to, and conduct in the HAL, follow standards of professional conduct as outlined in this Policy.

II. HAL ACCESS

A. The HAL is not open to the general public. The HAL may only be utilized by students enrolled in courses requiring access to donor tissue, Biomedical and Translational Sciences faculty and other faculty who have educational responsibilities in the HAL, or other EVMS individuals approved by the Department of Biomedical and Translational Sciences Chair or Division Director for Education, or their designee. Badge access to the HAL will be arranged by the HAL Director or Manager in accordance with HAL Standard Operating Procedures (“SOPs”).

B. Visitors are not permitted in the HAL unless they are part of:

1. An educational activity approved by the Department of Biomedical and Translational Sciences Chair or Division Director for Education; or their designee;
2. An internal or external workshop approved in accordance with HAL standard operating procedures; or
3. A tour approved by the Department of Biomedical and Translational Sciences Chair or Division Director for Education; or their designee.

Visitors touring the HAL must be at least 16 years of age unless otherwise approved in advance by the Department of Biomedical and Translational Sciences Chair or Division Director for Education; or their designee.

III. STANDARDS OF CONDUCT

A. Individuals should refer to the bodies as “donors” instead of “cadavers” as a sign of respect.

B. Donors must always be identifiable within the HAL as follows:

1. Identifying labels must remain attached to the donor bag.
2. The metal donor tag must remain attached to the donor.
3. All donor tissue must be identifiable with the donor number.

C. Dissection of the donor shall be performed with respect:



1. Individuals are not to dissect on any donor/anatomical specimen that was not assigned to them.
2. Dissections must follow the dissection guide and/or faculty written/oral instructions.
3. Dissections are to be completed using the best possible effort.
4. Dissected donor tissue (hard or soft embalmed) may not be removed from the donor table or the HAL unless being used as part of an EVMS approved research protocol or with permission of the HAL Director or by the Department of Biomedical and Translational Sciences Chair or Division Director for Education; or their designee.

D. Photographs/videos of the donor are prohibited unless approved upon written request to the HAL Director and Department of Biomedical and Translational Sciences Division Director for Education. Such request shall indicate the plan for use and dissemination of the photographs and how the donor's identity will be protected. If the request is approved, the photographs/video may only be taken with the HAL lab camera.

E. Personal electronic devices may only be used with permission from the HAL Director or by the Department of Biomedical and Translational Sciences Chair or Division Director for Education; or their designee.

F. EVMS teaching material to include skeletons, plastinates, and models must be handled with care and returned to their proper place. They should not be handled with used gloves nor be disarticulated.

G. The HAL is an institutional laboratory and subject to all laboratory safety policies. All individuals in the HAL must wear appropriate lab attire at all times, including closed-toe shoes and personal protective equipment (PPE) as outlined in HAL SOPs. Anyone not dressed appropriately will not be permitted in the HAL.

IV. PROHIBITED CONDUCT AND DISCIPLINARY ACTION

A. The following conduct is prohibited:

1. Consuming or storing food and drink in the HAL.
2. Disrespectful conduct directed towards a donor, including, but not limited to inappropriate or improper behavior and/or comments regarding the donors, unauthorized photography/videography/sharing of images, dissecting donors not assigned, and attempts to disfigure or mutilate a donor.
3. Removal of any donor or any portion of a donor (including any human soft tissue or bones to be discarded) from the HAL unless approved by the HAL Director or Department of Biomedical and Translational Sciences Division Director for Education; or their designee. All discarded tissue/bone must be disposed of in the specified containers.



4. Bringing unauthorized guests to the HAL or utilizing EVMS credentials to access the HAL for any non-curriculum-related activity that has not been approved in advance by the HAL Director or the Department of Biomedical and Translational Sciences Chair or Division Director for Education; or their designee.

5. Removal of any teaching materials (tools, models, bones, plastinates, etc.) from the HAL unless approved by the Department of Biomedical and Translational Sciences Chair or Division Director for Education; or their designee.

6. Failure to abide by HAL SOPs, directives issued by the HAL Director or HAL Manager, or any policy or procedure related to laboratory safety.

B. Violations of this policy may result in disciplinary action as follows:

1. Students will be referred to Student Affairs for action under the SOM & SHP Expectations for Student Conduct, Old Dominion University Code of Student Conduct, and/or to the student's program for action under program specific academic policies.

2. Faculty, Residents, or Staff will be referred to Human Resources for action under applicable Human Resources Policies.

3. Visitors will be referred to the compliance office at the Macon & Joan Brock Virginia Health Sciences.

4. Matters that may rise to criminal issues (e.g., theft, defilement of a body, etc.) will be referred to Old Dominion University Police.