The human bodies available for dissection were donated by individuals who wanted their remains to be used for education and research. As a medical student, you are privileged to have the opportunity to use this anatomical donation. The rules and regulations of the anatomy laboratory are based upon **PATIENT PRIVACY, RESPECT, SECURITY, SAFETY, and MAINTENANCE**. These rules and regulations will be observed in the Gross anatomy Laboratory **AT ALL TIMES**.

**PATIENT PRIVACY:**

1. The privacy of each cadaver must be protected to the same extent as if you were the doctor and they were your patient. Specifically, students shall not disclose the name of any donor or other personally identifiable information concerning any donor (i.e., identifying marks, scars, tattoos, etc.)

**RESPECT:**

1. The anatomical donors are to be treated with the utmost respect at all times. Inappropriate or improper behavior and/or comments within and outside the gross anatomy laboratory is/are unacceptable.
2. The articulated skeletons, skulls, and isolated bones are to be afforded the same respect as cadavers.
3. Do not remove the number tag from your cadaver.
4. The cadavers are to be properly maintained. Drying tissue can be prevented by wrapping body parts in wet paper towels after each dissection. A special wetting fluid with a mold inhibitor is provided for this purpose in the Gross Anatomy Laboratories; do not use tap water. Any suspicion of mold or rot should be reported to the Gross Anatomy Laboratory Director immediately, since it can rapidly spread throughout the body and to other donors in the room. The plastic body bag should be closed after each dissection. Take good care of your cadaver – it is the best teacher you have in this course.
5. All cadaver waste tissues are to be disposed of in the regulated medical waste containers. No other waste is to be disposed of in these bins (see below for the disposal of other waste).
6. Dissection tables must be kept clean and free of excessive tissue.
7. The right of privacy and confidentiality due all medical patients is extended to our anatomical donors at all times.
8. Cadavers will be appropriately draped at all times. All regions not being studied should be draped. Entirely cover the cadaver when leaving it for any period of time.
9. Use of cameras, cell phones, or other photographic or video equipment is not permitted in the laboratory at any time unless specifically authorized by the course administrator in writing.
10. Only students, faculty, and other authorized Rowan University School of Medicine personnel are allowed in the Gross Anatomy Laboratory. Under no circumstances may a student bring an unauthorized visitor into the lab. Permission to bring a visitor into the lab can be granted only by the Gross Anatomy Laboratory Director and is restricted to healthcare professionals or individuals with an approved academic purpose.
11. NOTHING leaves the Gross Anatomy Laboratory without the permission of the Gross Anatomy Laboratory Director.
12. The use of ear buds/headphones/etc. to listen to music/etc. is strictly prohibited.

13. Food and/or drink (opened or unopened) is strictly prohibited in the Gross Anatomy Laboratory.

**SECURITY:**

1. Access to the Gross Anatomy Laboratory is via electronic ID card. Students have access to this laboratory 24 hours a day, seven days a week. Student access to the laboratory is recorded in the University ID card access database. For safety and security purposes after hours, students should only use the laboratory in the presence of another student – a “buddy system”.

2. Keep the doors to the laboratory **CLOSED** at all times.

**SAFETY:**

The following safety procedures are in place to prevent injuries and limit exposure:

1. Students must wear long pants and closed toed/heeled shoes whenever they are in the Gross Anatomy Laboratory. Open toed/heeled or perforated shoes (i.e., no sandals, flip flops, crocks, or similar type footwear), shorts, short skirts are not to be worn in this laboratory. You will be asked to leave the laboratory if you are in violation of this dress code.
2. Long hair must be pulled back for protection.
3. Student must wear a laboratory coat when in the laboratory. It is your responsibility to obtain and maintain your laboratory coat in a reasonably clean condition. The faculty will insist that you wear your laboratory coat.
4. Nitrile gloves must be worn throughout the dissection period. Ripped gloves must be replaced immediately.
5. Eye protection must be worn whenever you are within five (5) feet of an open cadaver. Regular glasses are sufficient eye protection. Students must wear safety glasses when using hammers, chisels, bone plyers or other cutting devices.
6. All used scalpel blades must be disposed of in SHARPS containers that are provided. NEVER dispose of SHARPS in the regular trash (see below for the disposal of other waste).
7. All injuries incurred in the Gross Anatomy Laboratory, no matter how insignificant they may appear MUST be reported immediately to an instructor. An incident report must be filed electronically, with the original sent to the Office of Risk Management and Insurance. The incident report form can be found at <https://sites.rowan.edu/rmi/reporting.html>.
8. If an injury occurs in the Gross Anatomy Laboratory after hours, students should first seek proper medical care and then report the injury to an instructor as soon as possible.
9. In case of an EMERGENCY, call Public Safety at 856-256-4911 or dial 9-1-1.

10. Students who are pregnant, or believe they may be pregnant, are responsible for discussing attendance in the Gross Anatomy Laboratory with their physician.

**MAINTENANCE:**

Part of being respectful is to be as clean and neat as possible. Therefore, anyone utilizing the space, for any purpose, must take an active role in maintaining it!!!

1. The laboratory must be kept neat at all times and you are expected to clean your area after each day’s dissection. This includes frequently emptying the bucket at the end of the table and wiping up any spills from the floor. You are provided space for storing your atlas and dissection tools – please use it!! Note that proper trash disposal is as follows:

|  |  |
| --- | --- |
| Cadaver (tissue) waste –  | regulated medical waste bins provided. |
| Gloves and cadaver soaked paper towels – | regulated medical waste bins provided. |
| SHARPS – | SHARPS containers provided. |
| Paper towels, papers, etc. –  | general trash bin provided |

**APPENDIX A**

**GROSS ANATOMY LABORATORY RULES AGREEMENT**

PLEASE READ, SIGN, AND RETURN TO THE COURSE DIRECTOR PRIOR TO

YOUR FIRST LABORATORY SESSION

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE RULES AND REGULATIONS AS DESCRIBED FOR USE OF THE GROSS ANATOMY LABORATORY AT ROWAN UNIVERSITY SCHOOL OF OSTEOPATHIC MEDICINE. FURTHERMORE, I RECOGNIZE AND ACKNOWLEDGE THAT THE USE OF CADAVERIC MATERIAL FOR THE STUDY OF ANATOMY IS A PRIVILEGE, NOT A RIGHT. I UNDERSTAND THAT IF I DO NOT ABIDE BY THESE BASIC GUIDELINE FOR THE APPROPRIATE STUDY OF ANATOMICAL SPECIMENS, I MAY BE REFUSED ACCESS TO THE LABORATORY, AND BE SUBJECT TO POTENTIAL ACADEMIC SANCTIONS.

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT NAME (PRINT):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT ID NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_