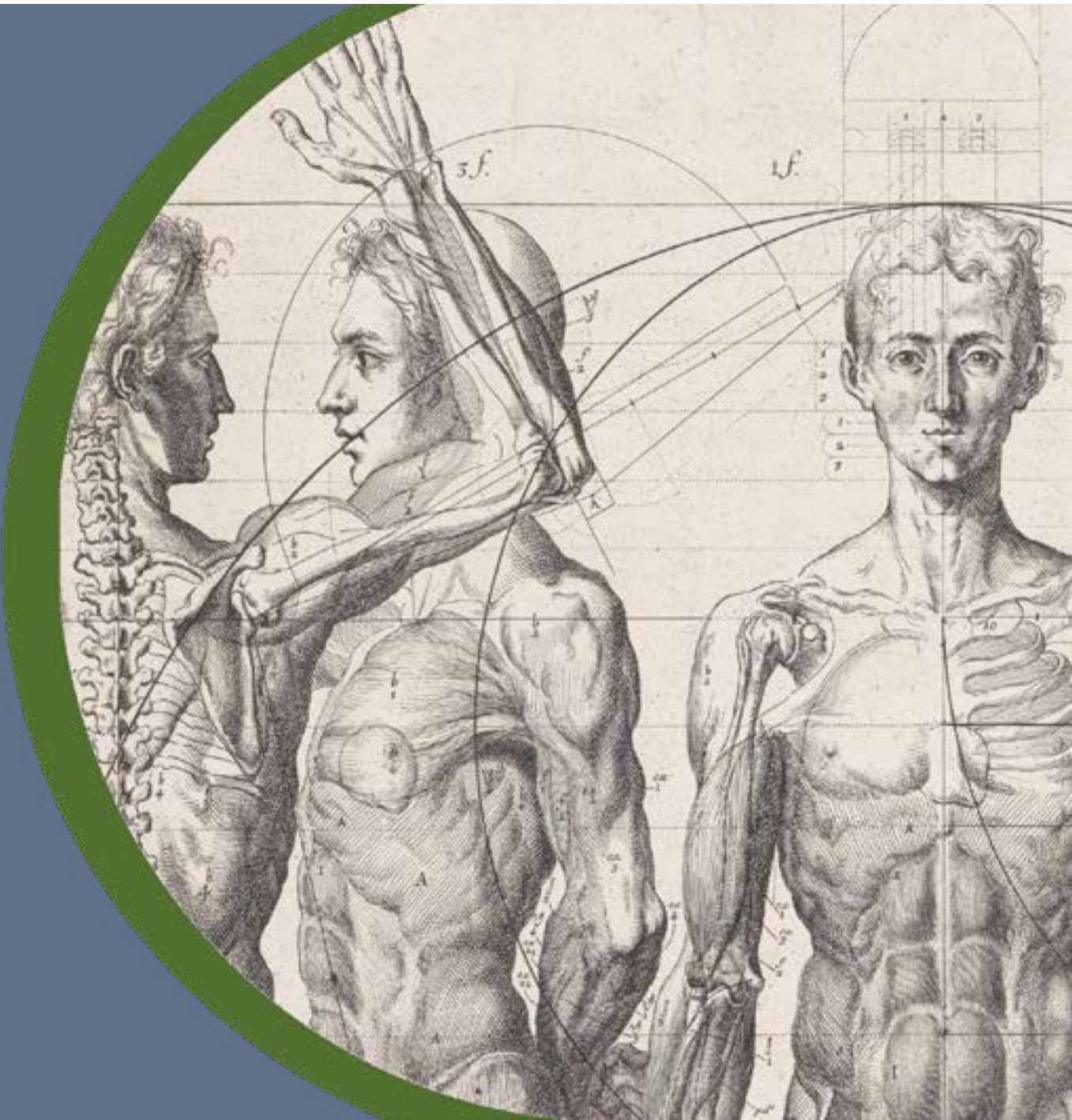




Donating your body for anatomical examination, education, training and research after death



Donating your body for anatomical examination, education, research and training relating to human anatomy and human health

Thank you for expressing a wish to donate your body for anatomical examination, education and training after your death.

Please read this booklet carefully and discuss it with your nearest relatives. It contains detailed information on the decisions that you and your family will need to make, as well as the forms you will need to complete should you decide to go ahead with donation. Please read this thoroughly as it is important that you understand this information before completing the forms. If you have any questions regarding body donation, please do not hesitate to contact us. Our team is always glad to discuss the body donation process and to provide any further information you need to reach a decision.

The mission of the University of Oxford is the advancement of learning by teaching and research and its dissemination by every means.

In order to continue to provide world-class education and training for our medical students, we rely on generous and public-spirited people who would like their bodies to be of use after their death. Bodies donated to Oxford are a vital resource for teaching students about the structure and function of the human body, for training healthcare professionals and for developing innovative medical and surgical techniques.

On behalf of our staff and students, thank you for the generous contribution you are making to medical science.

Body donation for anatomical examination at the University of Oxford

What will my body be used for?

We use donated bodies for teaching medical students and students on courses allied to medicine about the structure and function of the human body. We provide specialised training courses for doctors, surgeons and other healthcare professionals. From time to time we may host courses for anatomical artists and medical illustrators.

We host researchers undertaking research in connection with disorders, or the functioning, of the human body. Donated bodies are not used for research into specific diseases. If you wish to donate your body to research into a specific condition, please contact the relevant research organisation or charity.

What happens to my body?

Specialist staff embalm donated bodies in our mortuary and store them under strictly-controlled conditions, under the regulation of the Human Tissue Authority. Students and medical trainees attend teaching sessions in our Demonstration Room and nearby classrooms in our specialist anatomy education facility. Classes are led by medical tutors, researchers, anatomy prosectors and clinicians. We use modern imaging techniques to equip students for their clinical practice and we create histological slides to teach microscopic anatomy.

Can I donate my organs as well?

You may wish to donate your organs and tissue after you die. The Organ Donation (Deemed Consent) Act 2019 introduced an 'opt-out' system of organ and tissue donation in England otherwise known as 'deemed consent'. This means that all adults in England are considered to have agreed to be an organ and tissue donor when they die, unless they have recorded a decision not to donate or are in one of the excluded groups. The law does not apply to people that die under the age of 18. Different provisions apply elsewhere in the United Kingdom.

You can find out more and register your decision to opt-in or opt-out by joining the NHS Organ Donor Register and sharing your decision with your family. If you do not want to record your decision in this way you can simply tell your family and friends of your decision.

We are not able to accept donations for anatomical examination if organs or tissues have been donated. The only exception to this is the donation of corneas. You should discuss your preferences with your family. Your next of kin would need to know which form of donation you wished to prioritise.

Are all donations accepted?

We are not able to accept all donations and we cannot make a decision about acceptance until the time of death. If we are unable to accept in Oxford but believe that another medical school might be able to, we will ask your next of kin whether they would like us to pursue this as an option.

Because we can never guarantee to accept a donation, we strongly recommend making sure that your next of kin are aware of your alternative wishes should we have to decline. This reduces any uncertainty at a difficult time.

Although not exhaustive, the following is a list of some of the circumstances which may prevent us accepting a body for anatomical examination:

- Post mortem examination
- Death while overseas
- Some infectious diseases
- A recent diagnosis (less than two years) of some forms of dementia
- Open wounds on the body, such as those caused by bedsores, varicose ulcers or recent operations
- Sepsis
- Severe peripheral oedema
- Severe arthritic deformity, such that the deceased cannot lie flat
- Donation of organs for transplantation (except donation of corneas)
- Severe obesity or severely underweight
- Some forms of cancer

Am I too old?

There is no upper age limit on donation; donors aged 18 and over can be accepted.

Do I live close enough to Oxford?

We normally only accept donations from those with an OX, RG or SN postcode. If you move house but remain within this area, it is helpful (though not essential) if you notify us of your new address.

If you move away from Oxford and into an area normally allocated to another medical school, your existing forms may remain valid, and with your consent can be sent to that institution. If you do move out of the local area, please contact us to find out which medical school is the most appropriate to consider your donation.

How do I give consent for anatomical examination?

Under the Human Tissue Act 2004, written and witnessed consent for anatomical examination must be given prior to death. Consent cannot be given by someone else. For consent for body donation to be valid under the Human Tissue Act, it must be in writing and signed by the donor in the presence of a witness who attests their signature.

If you decide to proceed with donation, consent is given and witnessed on the paper bequest form enclosed in this booklet. Once signed and witnessed and returned to us, your consent is registered on our body donor register.

The Human Tissue Authority accepts that it may not always be possible to obtain written consent from an individual who has chosen to donate their body for anatomical examination, for example when a person with sufficient mental capacity is physically unable to write. In such circumstances, please contact us for advice on providing valid consent.

You may also indicate your choice to donate your body for anatomical examination in your will. If you decide to proceed with your donation, we encourage you to complete and return our bequest form and to insert a copy in your will. If you choose not to use a consent form in your will, the wording of your consent in your will should closely resemble the wording on the bequest form, that is **'I wish to donate my body after my death. I understand that it may be used for anatomical examination, education, training and research relating to human anatomy and human health.'**

If you have any questions about indicating your consent to anatomical examination, please contact us so that we can advise you.

How do I withdraw consent?

Your consent can be withdrawn at any time. Simply notify us in writing and your form will be destroyed. Please ensure that you also destroy any copies you may have made of the form, to avoid any confusion for your next of kin. We are always glad to hear from prospective donors and you are welcome to contact us to discuss or to withdraw your consent.

What are the funeral arrangements?

The form we will send to your next of kin or executor if we are able to accept your donation includes questions about what they wish the final funeral arrangements to be.

The medical school arranges and meets all the costs of a modest committal service and cremation. This includes the provision of a coffin and conveyance to the crematorium; a short service at the crematorium, at which the medical school is represented; and the cremation. We will also arrange the scattering of the cremated remains in a garden of remembrance at the local crematorium, unless your next of kin has indicated that they wish to have the ashes returned to them.

Families are given three options for their involvement in the funeral:

1. To receive no communication regarding the funeral or the scattering of the ashes.
2. To be notified of the date and time of the funeral in advance but not to attend.
3. To attend a funeral arranged by the medical school. If this option is selected, we will contact your next of kin and agree the date and the arrangements with them.

The majority of families opt to have the medical school arrange the funeral and cremation, but it is possible to have a sealed coffin returned to the family for private funeral arrangements. All expenses involved in arranging private funeral arrangements will be the responsibility of the family.

Funerals usually take place approximately three years after death. In some cases, it can take place much sooner, sometimes within six months.

We are always glad to hear from the families of our donors if they wish to discuss their options. We understand that their wishes may change when some time has passed after your death. For this reason, we will always try to contact your family to re-confirm their wishes before arranging a funeral.

Can I have a green burial?

Unfortunately, due to the nature of the chemicals we use bodies donated to the medical school are unsuitable for green burial.

Further questions

Our staff are here to answer any questions you may have, so please do not hesitate to contact our office if you need to talk to us.

What to do at time of death: Procedure for Next of Kin or Executors

If the death takes place in a hospital

The hospital staff will arrange for the deceased to be taken to the hospital mortuary.

If the death takes place at home

Please contact a funeral director of your choice to collect the deceased and take them to their Chapel of Rest.

In either case, the deceased will be kept under refrigerated conditions until we are able to make a decision about acceptance of the donation.

Please contact us on the next working day after the death

The Bequest Office is open from 8.30am–2.00pm Monday–Friday excluding bank holidays. A voicemail is available outside of these hours. We will ask you for details about the deceased, including the name and contact number for their GP. We will then contact the medical professionals involved in their care before death to decide if the donation can be accepted. We have a five-day period following the day of a death in which we are able to accept; this includes bank holidays and weekends. This means that we are less likely to be able to accept during holiday closure periods.

You will need to make an appointment with the Registrar to register the death

You will need to inform the Registrar of the potential for donation. You do not need to wait for a final decision about acceptance of the donation to register the death.

If the donation is accepted

We will send you forms to complete. We will ask you to state your wishes regarding arrangements for the eventual funeral. We will also ask for the original Certificate for Burial or Cremation (the 'green form') you receive from the Registrar when registering the death, and for a copy of the death certificate.

Please note that you can change your mind regarding your involvement in the funeral at any time while the donor is in our care. We are always glad to hear from the families of our donors if they wish to discuss their options. We understand that your wishes may change when some time has passed after the death. For this reason, we always try to contact you to re-confirm your wishes before arranging a funeral, so please let us know if your contact details change.

If the donation is declined

In some cases, Oxford is unable to accept a donation but another medical school can accept. If this is the case, you will be asked whether you would like us to pass the donation on to another institution. There is no obligation to do this. If the donation is passed to another medical school, the cost of transportation to that institution will need to be arranged with a funeral director, in consultation with the medical school, and paid for by the family or from the donor's estate.

If no medical school can accept, you will have to proceed with normal funeral arrangements. We regret that we are unable to make any financial contribution towards these private arrangements.

Notes on completing the Body Donation Consent Forms

Duration that your body is retained for: which option should you choose?

You have two options for how long your body may be retained by the medical school:

- For a maximum of 3 years.
- For an indefinite period. This gives the medical school the maximum flexibility in the use of your donation. If you select this option, there is no legal limit on the length of time a donated body or body parts may be used. You should be aware that, in almost every case, anatomical examination is completed within 3 years and the body released during this time.

If you would prefer that no part of your body be retained for longer than 3 years, please tick box 3A on the form. If you are willing for your body or parts of your body to be kept for longer than 3 years, please tick box 3B.

Images

From time to time the medical school prepares images and videos for teaching or training purposes; and may host training in anatomical drawing and medical illustration. No donor is ever identifiable in any of the images produced. Our policies for the production of images follow good practice and all such activity is closely controlled. Question 4 asks if you consent to the use of your body and body parts for photography, filming and drawing¹. Please tick either 'Yes' or 'No'.

Witnesses

Please complete and sign both copies of the consent form in the presence of your witness. Your witness can be anyone of your choosing, including spouse, next of kin, friend, neighbour, health professional, etc.

What to do on completion of the forms

Please complete both forms and send the 'University Copy' to us at the address on the back of this booklet. Keep the remaining 'Donor Copy' form in this booklet somewhere convenient for your next of kin (such as with your will or legal papers). They will need to refer to it when the time comes.

¹ The taking and displaying of images (including photographs, films and electronic images) is outside the scope of the Human Tissue Act 2004; however, the Human Tissue Authority endorses the good practice principles set out in guidance issued by relevant professional and regulatory bodies. For further information, please refer to the HTA's Codes of Practice, available at www.hta.gov.uk.

Privacy notice: authorisation for donation of body for anatomical examination

Data protection

In the course of completing this consent form, you have provided information about yourself ('personal data'). We (the University of Oxford) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

How we use your data

If you have completed this form because you wish to donate your body for anatomical examination, education and training after death, we will use your data to register you as a potential donor. If you have completed this form as a witness, we may use your data to contact you in the event of any queries about the donor's consent.

We are processing your data for this purpose only because you have given us your consent to do so, in signing this form. You can withdraw your consent at any time by contacting us at bequests@dpag.ox.ac.uk or 01865 272181. In this event, we will stop the data processing. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent. We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

Who has access to your data?

Access to your data within the University will be provided only to those who need to view it as part of their work in carrying out the purposes described above. We will not share your data with any third parties.

Retaining your data

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

Security

Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the University's Information Security website: (<https://infosec.web.ox.ac.uk/handling-information>).

Where we store and use your data

We store and use your data on University premises, in both manual and electronic form.

Your rights

Under the UK General Data Protection Regulation (GDPR), you have the following rights in relation to the information that we hold about you (your 'personal data').

- **The right to be informed.** As part of our commitment to handling personal data in a fair and transparent way we publish information about how we use your data.
- **The right to request access to your data** (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- **The right to request correction of your data.** This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- **The right to request erasure of your data.** This enables you to ask us to delete or remove your data in certain circumstances, for example if you consider that there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- **The right to object to the processing of your data**, where we are processing it to meet our public tasks or legitimate interests and there is something about your particular situation which makes you want to object to processing on this ground.
- **The right to request that the processing of your data is restricted.** This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer of your data to another party.**
- **Rights in relation to automated decision making and profiling.**

Further information on these rights is available from the Information Commissioner's Office (www.ico.org.uk). If you want to exercise any of the rights described above or are dissatisfied with the way we have used your information, you should contact the University's Information Compliance Team on data.protection@admin.ox.ac.uk. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at:

Bequest Office
Department of Physiology, Anatomy and Genetics
University of Oxford
Sherrington Building
South Parks Road
Oxford
OX1 3PT
01865 272181
bequests@dpag.ox.ac.uk

BEQUEST OFFICE

Department of Physiology, Anatomy and Genetics
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CONSENT FORM – DONOR COPY

Part A: to be completed by the donor

Title	
Surname / family name	
Forename(s)	
Address	
Postcode	
Telephone number	
Email address	
Date of birth	

Please indicate your consent below:

1. I wish to donate my body after my death. I understand that it may be used for anatomical examination, education and training relating to human anatomy and human health, and research in connection with disorders, or the functioning, of the human body.	<input type="checkbox"/>
2. I understand that while every effort will be made to carry out my wishes after my death, there is no guarantee that my bequest will be accepted.	<input type="checkbox"/>
3. Please tick either A or B as appropriate:	
EITHER A. No part of my body may be kept for more than 3 years.	<input type="checkbox"/>
OR B. I do not place any restrictions on the length of time that my body or body parts may be retained.	<input type="checkbox"/>
4. I consent to the use of my body and body parts for photography and filming, for the purposes of education, training and research; and for anatomical drawing and illustration. I understand that I will not be identifiable in any images produced.	Yes <input type="checkbox"/> No <input type="checkbox"/>

CONSENT FORM – DONOR COPY

PART B: witness declaration

I confirm that I have witnessed _____ (insert name of donor) completing this form and we have signed the form in each other's presence.

Title

Surname / family name

Forename(s)

Address

Postcode

Relationship to donor

Part C: to be signed and dated by both donor and witness in each other's presence

Signature of donor

Date

Signature of witness

Date

BEQUEST OFFICE

Department of Physiology, Anatomy and Genetics
University of Oxford
Sherrington Building
South Parks Road
Oxford OX1 3PT
01865 272181 bequests@dpag.ox.ac.uk



CONSENT FORM – UNIVERSITY COPY

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Title	
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Forename(s)	
Address	
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2. I understand that while every effort will be made to carry out my wishes after my death, there is no guarantee that my bequest will be accepted.		<input type="checkbox"/>
3. Please tick either A or B as appropriate:		
EITHER	A. No part of my body may be kept for more than 3 years.	<input type="checkbox"/>
OR	B. I do not place any restrictions on the length of time that my body or body parts may be retained.	<input type="checkbox"/>
4. I consent to the use of my body and body parts for photography and filming, for the purposes of education, training and research; and for anatomical drawing and illustration. I understand that I will not be identifiable in any images produced.		Yes <input type="checkbox"/> No <input type="checkbox"/>

CONSENT FORM - UNIVERSITY COPY

PART B: witness declaration

I confirm that I have witnessed _____ (insert name of donor) completing this form and we have signed the form in each other's presence.

Title

Surname / family name

Forename(s)

Address

Postcode

Relationship to donor

Part C: to be signed and dated by both donor and witness in each other's presence

Signature of donor

Date

Signature of witness

Date

Bequest Office
Department of Physiology, Anatomy and Genetics
University of Oxford
Sherrington Building
South Parks Road, Oxford
OX1 3QX
Tel: 01865 272181
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