

GROSS ANATOMY LABORATORY POLICIES & RULES

The Virginia State Anatomical Program (VSAP) provides the University of Virginia School of Medicine the embalmed anatomical donors used for dissection. As a medical student, you are *privileged* to have the opportunity to use this anatomical donation. It was the intent of each donor that you use this opportunity to learn from his or her gift. Please be mindful of their expectations and honor their wishes by dissecting with purpose and respect. Always remember that dissection is a privilege, not a right.

The following policies and rules will be observed at all times. Failure to abide by the policies and rules set forth in this document may result in the filing of a Concern Card for unprofessional behavior.

Respect for Anatomical Donors: All anatomical donors are to be treated with the utmost respect at all times.

- The right of privacy and confidentiality due all medical patients shall be extended to our anatomical donors at all times.
- Articulated skeletons, skulls, and isolated bones are to be afforded the same respect as anatomical donors.
- No derogatory, disrespectful, or offensive comments should be made about the donor, either in the lab or elsewhere.
- Discussion outside the lab regarding donors or the dissection process is to be conducted with discretion and respect. Do not discuss your dissection experiences in an inappropriate public forum or on any social media network (e.g., Facebook, Twitter, etc.).

Lab Access: Students have access to the Anatomy Lab 24 hours a day, seven days a week. The only exceptions are Wednesday and Thursday prior to a Friday lab practical exam.

- Only students, faculty and other authorized UVA personnel are allowed in the gross anatomy lab.
- Access to the anatomy lab is electronic via ID card key. Student access to the lab is recorded in the University ID card access database.
- **For safety and security after hours, students are encouraged to use the lab in the presence of another student.**
- Keep the doors of the laboratory closed **AT ALL TIMES**.
- **In case of an EMERGENCY, use the lab phone to call the police (9-911).** The lab phone is located in the back hallway of the lab on a shelf to the left after you pass through the double doors.

Visitors: 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 Director of Gross Anatomy Education or the Anatomy Lab Manager and is restricted to healthcare professionals or individuals with an approved academic purpose. All visitors must be accompanied at all times by an authorized student or faculty.
- Do not allow any unauthorized person entry into the laboratory!
- Visitors less than 18-years-of-age are not permitted in the lab.

Professional Behavior: Professional behavior is expected in the lab at all times.

- Proper respect for all donors, donor tissues, and other study materials shall be maintained.
- **NOTHING leaves the lab without the written permission of the Anatomy Lab Manager or Director of Gross Anatomy Education.**
- Maintain an appropriate level of voice and conversation.
- Neither the anatomical donor, nor any parts thereof, are to be positioned or displayed in an inappropriate, comical, or obscene manner.
- Students are allowed to dissect only the donor assigned to their group. However, students are encouraged to examine other donors.
- Lab computers should not be used for personal business during lab sessions.
- **Photography by students or visitors is not permitted at any time using any device. 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 Director of Gross Anatomy Education or the Anatomy Lab Manager.**

Lab Hygiene and Safety: The following safety procedures are in place to prevent injuries and limit exposure to chemicals.

- **Attire:** Students must wear clothing appropriate to the laboratory setting at all times. You will be asked to leave the laboratory if you are in violation of this dress code. Appropriate attire includes:
 - **Gowns:** Gowns will be provided to students. These gowns are to be worn at all times when working with embalmed tissues or anatomical donors. When in the clean classroom, store your gown on a hook for later use. The anatomy lab manager will launder gowns at regular intervals or when they become soiled.
 - **Gloves:** Nitrile gloves will be provided to students and must be worn throughout the dissection period. Gloves should always be removed prior to exiting the anatomy lab.
 - **Protective eyewear:** Eye protection must be worn whenever you are in the dissection lab. Regular prescription eyeglasses are sufficient eye protection. **We provide you one plastic rim onto which a disposable plastic eye shield is attached. The rim and attached eye shield should be stored in your locker.** When the replaceable eye shield is worn out from scratches, we will have replacements in a drawer near the sinks in the lab. **However, we suggest that you provide your own high quality eye protection.**

- **Clothing:** A dedicated pair of scrubs for the lab is recommended. Regardless, long pants are required; shorts, skirts, dresses or tank tops are not permitted. **You aren't required to change into/out of scrubs in the locker room before and after labs. However, if you need to change, you may use the locker room to do so.**
- **Shoes and shoe covers:** Closed-toed shoes are the required footwear in the laboratory; open-toed or perforated shoes (*e.g.*, sandals) are not to be worn in the anatomy lab. **To prevent the production of medical waste (shoe covers), you may dedicate a pair of shoes for use in the anatomy that never exit the locker room until the end of the course when they can be disposed or cleaned. In this situation, daily use of shoe covers isn't necessary. If you will be exiting the lab wearing the same shoes you wore in the lab, you must use shoe covers.** In addition, the shoe covers must be disposed of in biohazard waste prior to exiting the lab; shoe covers are never to be worn outside the lab.
- **Scalpel blades and other sharp objects.** During laboratory dissection, all sharps (loaded scalpels) not being used must be placed in the orange trays, so everyone at the table knows the location of sharp objects. All used scalpel blades and other sharp objects must be disposed of in the provided sharps containers or Qlicksmart blade collection box. Never dispose of "sharps" in wastebaskets or garbage cans (see below for the disposal of other waste).
- **Injuries and emergencies.** All injuries incurred in the gross anatomy laboratory, no matter how insignificant they may appear, must be reported immediately to the Anatomy Lab Manager, or an anatomy faculty if the manager is not available. The Anatomy Lab Manager or anatomy faculty will assist in administering first aid and determine whether the student should be directed to a facility for further treatment.
 - If you accidentally splash your eyes with fluids or tissues, use the EMERGENCY EYEWASHES located at every sink to flush your eyes.
 - If an injury occurs in the anatomy lab after hours, students should first seek proper medical care and then report the injury to the Anatomy Lab Manager or Director of Gross Anatomy Education as soon as possible.
 - **In case of an EMERGENCY, use the lab phone to call the police (9-911) The lab phone is located in the back hallway on the countertop that is to your immediate left after passing through the double doors.**
- **Pregnant students.** Students who are pregnant, or believe they may be pregnant, are responsible for discussing attendance in the gross anatomy lab with their physician and informing the Director of Gross Anatomy Education as soon as possible.
- **Food and drink.** Food and/or drinks are strictly prohibited in the dissection laboratory.

Care of your anatomical donor: Take good care of your donor because it is the best teacher you have in this course!

- **Do not remove the numbered tag from your donor.** If the tag becomes separated from the donor, inform the anatomy lab manager as soon as possible.
- Donors should be appropriately draped at all times. All regions not being studied should be draped with hydrated muslin. **Cover the donor entirely when leaving it for any period of time.**

- To prevent tissue desiccation and the development of mold, keep donors hydrated with wetting solution (the wetting solution contains a mold inhibitor and is contained in carboys near the sinks).
- Donors must be completely, and correctly, covered at the end of each lab and any study session. The donor must first be completely covered with a muslin sheet moistened with the wetting solution. Second, the plastic body bag should be closed completely after each dissection or when leaving it for any period of time.
- The inside of the plastic body must be kept clean and free of excessive tissue. In addition, the dissection table upon which the donor rests must be kept clean and dry to prevent mold growth.
- Any suspicion of mold or tissue deterioration should be reported to the Anatomy Lab Manager immediately. Since mold can spread easily and rapidly throughout the body and to other donors in the room, students should change their gloves when examining any other donor.

General Lab and Table Maintenance: The laboratory must be kept clean and neat at all times; you are expected to clean your dissection area, table, and instruments after each dissection.

- All dissection instruments are to be cleaned after each lab session and stored in the plastic boxes on the shelf under the table.
- Atlases should be stored on the computer stand that accompanies each dissection table.
- Please handle bones and models with clean gloves and return them to the proper designated spaces in the lab.
- **Waste:** Different types of waste are generated in the anatomy lab. Note that proper waste disposal is as follows.
 - **Donor (tissue) waste** (includes skin, fat and small pieces of muscle, but not bone): During lab, we will provide large, lid-covered red biohazard bins into which tissue waste should be disposed.
 - **Gloves and fluid-soaked paper towels:** Use the red hazardous waste containers for gloves, booties, and any other biohazard materials.
 - **Scalpel blades:** If you are using a traditional scalpel handle, use the Qlicksmart dispensers (mounted on walls throughout the lab) to remove scalpel blades. If you are using a scalpel with a red handle, you will have to manually remove the blade and dispose of the blade in a Sharps container located on the lab countertops.
 - **Other sharp objects:** Dispose of any other sharps objects in the red Sharps boxes located on the lab countertops.
 - **General waste** (e.g., paper towels, paper): Use the regular gray trash cans to dispose of general waste.
- **Anatomy (Clean) Classroom.** We maintain the classroom space and central corridors as clean areas. Please remove gowns and gloves when working in these areas.

Acknowledgement of Policies and Rules for the Anatomy Lab

After you have carefully and completely read this document, please type your name in the online Qualtrics Survey form to indicate that you acknowledge the following points. (https://virginia.az1.qualtrics.com/jfe/form/SV_4YCGCJ6gN7Al8fr).

- I understand and pledge to abide by the rules and policies as written in the document. The Anatomy Laboratory Policies and Rules document can always be accessed via the main page on the Online Anatomy Lab Manual: <https://anatomylab.class.virginia.edu/>.
- I understand the consequences resulting from the failure to follow these policies and rules, gross negligence, or disrespect for the donated bodies may result in the immediate restriction of my access and privileges to use this facility, and may result in the filing of a Concern Card for unprofessional behavior and/or dismissal from University of Virginia School of Medicine.
- I acknowledge that the activity of dissection, as well as the environment of the anatomy lab, has risk, and that failure to abide by the policies and rules for the Anatomy Laboratory at the University of Virginia School of Medicine may result in injury to myself and/or others in the lab.