

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Card Access to Gross Anatomy Lab		SOP #: AN.001.00
Effective Date	8/23/2018	
Last Revision/Review	8/23/2018, 8/28/2019	

1. Purpose

The purpose of this procedure is to formalize and to document the “Introduction to the gross anatomy lab” and “Orientation to the Gift” principles that underlie BCOM’s use of cadavers in medical education, as well as to guarantee and document that all who have been granted card access, whether temporary or on-going, have been made aware of the safety, behavioral, and attitudinal expectations that accompany said access. It also provides a means of capturing all other kinds of access with incident reporting, to account for any entry into the Anatomy labs by people who are not listed on the Anatomical Gifts Program approved access list.

2. Related Policy/Authority

The authority of the Anatomical Gifts Program to regulate access to the Anatomy Labs comes from the custodial agreement between BCOM and the whole body donors that BCOM has in its custody through a formal agreement with the Texas Anatomical Board and the Texas Tech University of the Health Sciences – Paul L. Foster School of Medicine.

3. Faculty/Staff Responsibilities

Director of the Gross Anatomy Lab — maintenance of lab logs; facilitation of card access; pre-lab orientation & training, lab safety orientation, maintenance of Access Approved list.

Chair, Department of Anatomy and Cell Biology — oversight of Anatomical Gifts Program, & the Director of the Gross Anatomy Laboratory.

4. Definitions/Abbreviations

The **Gross Anatomy Lab** is defined in this document as Room 210 of BCOM; when the Virtual Anatomy Lab (room 209) is closed for lab session and exam set-up, it includes that room also.

Card access in this SOP means the ability to use one’s swipe card to gain entry into the Gross Anatomy Lab during normal building hours. *Card access* also assumes that a person with this access has undergone the required orientation, training, and has formally recognized their responsibility to abide by the lab rules as to attitude, behavior, and safety.

Card access is also different than the access granted to participants in an educational or training session, in that it permits access as something other than a learner/participant in such a session.

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STANDARD OPERATING PROCEDURES

5. Procedural Steps

Faculty, staff, and students who wish to be granted temporary or on-going access to the Gross Anatomy Lab must ask for a **Request for Access to the Gross Anatomy Lab** form from the Director of the Gross Anatomy Lab. A copy of this form is attached below.

5.1 Request ACCESS TO GROSS ANATOMY LAB form

5.2 Complete the ACCESS TO GROSS ANATOMY LAB request form and return to Dr. Jon Jackson, Director of the Gross Anatomy Lab.

5.3 Requests for access are evaluated by the Chair of the Department of Anatomy & Cell Biology and the Director of the Gross Anatomy Lab.

5.4 Approved requests must be followed by completion of training and its documentation with the Department of Anatomy & Cell Biology

5.4.1 – *Orientation to the Gift*, video and reflection — can be completed on-line

5.4.2 – Intro to Gross Anatomy Lab — presentation by Dr. Jackson (or Dr. Donohue), on the rules and philosophy that govern our actions and expectations of safety, behavior, and attitude in and around the use of the gross anatomy lab and human anatomical specimens

5.4.3 – Initial Safety walkthrough and “equilibration” — an observed session in which those given card access are observed by Anatomy faculty facilitators while being introduced to the locations of important safety and first aid materials.

6. Reports/Charts/Forms/Attachments/Cross References

Identify if any reports are required to include data elements.

7. Maintenance

Dr. Jon Jackson, Director of Gross Anatomy Laboratory, Associate Professor of Anatomy & Cell Biology
Dr. Miriam Donohue, Associate Professor and Chair, Department of Anatomy & Cell Biology

8. Signature

Signature on File

Jon Jackson, PhD – Director of Gross Anatomy Lab

8/28/19

Date

9. Distribution List

Internal/External

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10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
8/23/18	All	New procedure	NEW	8/23/18