

Département d'anatomie et de biologie cellulaire
Faculté de médecine, Université McGill
Pavillon d'anatomie Strathcona
3640 rue University, Montréal, QC H3A 0C7

POUR LES ETUDIANTS ET UTILISATEURS DU LABORATOIRE

Code de conduite dans le laboratoire d'anatomie

L'accès au laboratoire d'anatomie est un privilège, et il est essentiel d'accorder aux cadavres notre plus grand respect. Lorsque vous êtes dans le laboratoire d'anatomie, vous devez adhérer en tout temps au code de conduite suivant:

1. Aucun matériel ne peut être sorti du laboratoire. Tout matériel (par exemple, les modèles en plastique) sera fourni à la demande de l'utilisateur. Un numéro d'identification McGill sera nécessaire lors du prêt du matériel.
2. Vous devez répondre aux attentes des donneurs et leurs familles, et respecter leurs souhaits, en étudiant les cadavres dans le but déterminé. Vous devez traiter le cadavre de la façon que vous voudriez que l'on traite votre propre corps ou celui d'un membre de votre famille.
3. Il est interdit de placer ou d'exposer le cadavre ainsi que toute partie de son corps de façon inappropriée, comique, ou obscène.
4. Lorsque vous effectuez une étude, il est important de maintenir l'état de préservation du cadavre en l'humidifiant avec de l'alcool 50%.
5. Tous les cadavres et les parties des cadavres sont identifiés par un numéro. Il est très important que ce numéro reste avec le corps en tout temps, car il est nécessaire lors de l'enterrement. De plus, vous devez toujours remettre le matériel (« prosections ») dans l'endroit d'où vous l'avez pris.
6. Aucune photographie (que ce soit par cellulaire ou appareil-photo) n'est permise.
7. Aucun visiteur non-autorisé n'est permis dans le laboratoire.
8. Aucun étudiant n'est permis dans la salle de préparation.
9. Il est interdit de boire ou de manger dans le laboratoire.
10. Dans le laboratoire, le port des gants, des lunettes de sécurité, et des sarraus jusqu'aux genoux est obligatoire en tout temps. Le port des casquettes, des sandales, ou des chaussures ouvertes n'est pas permis.
11. Il est interdit de porter des lentilles cornéennes dans le laboratoire.
12. Les étudiantes enceintes ou celles qui sont possiblement enceintes devraient communiquer avec leur conseillère académique ainsi que le bureau universitaire de Santé, sécurité, et environnement (McGill Environmental Health and Safety) soit pour trouver une solution alternative qui remplacerait les crédits du laboratoire soit pour se retirer du cours.

13. Les produits d'embaumement contiennent des ingrédients potentiellement dangereux, dont l'éthanol, le phénol, la glycérine, et le formaldéhyde, et doivent être employés d'une manière responsable.
14. Les égratignures et les abrasions cutanées doivent être couvertes en tout temps.
15. Toute lésion de la peau ou autre accident physique survenu(e) dans le laboratoire doit être signalé(e) immédiatement auprès d'un responsable du laboratoire, qui remplira un rapport d'incident. De plus, des premiers répondants médicaux sont présents en tout temps.
16. Témoigner d'une violation d'une règle énumérée ci-dessus sans la signaler à un responsable du laboratoire sera considéré être complice de ladite violation; il incombe donc à tout utilisateur du laboratoire de signaler toute transgression du code de conduite.

Je confirme :

- avoir lu et compris le code de conduite ci-dessus, et de le respecter.
- comprendre que le Département d'anatomie et de biologie cellulaire dans la Faculté de médecine se réserve le droit de faire appliquer les standards du code de conduite et de imposer des sanctions, y compris l'expulsion du laboratoire/unité/programme en vertu d'une violation du code, d'une manipulation immorale du matériel humain, ou d'une agression verbale ou physique contre un(e) responsable ou un(e) étudiant(e).
- renoncer à toute réclamation contre l'Université qui pourrait se produire en l'absence de supervision immédiate de la part de ceux/celles qui sont engagé(e)s et prévu(e)s à cette supervision au laboratoire par l'Université.
- assumer tout risque lié aux pertes et aux dommages aux biens personnels en assistant à ce cours/laboratoire, et je renonce à toute réclamation et à toute responsabilité de l'institution mentionnée ci-dessus ainsi que de ses employé(e)s.
- comprendre qu'en assistant à ce cours/laboratoire, j'assume tout risque causé par ma propre négligence, y compris le dommage corporel ou la mort, et je décharge l'université McGill, ainsi que ses gouverneurs, employé(e)s, agent(e)s, et étudiant(e)s de toute action et de toute responsabilité de dommage à la personne, mort, ou perte quelconque causées ma négligence, ou par la négligence de mes héritiers, exécuteurs, administrateurs, ou toute autre personne suite à ou lié à mon usage du matériel humain.

Nom (lettres moulées) _____

Numéro d'étudiant(e) _____

Signature _____

Date _____



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FOR STUDENTS AND USERS OF THE ANATOMY LABORATORY

Code of Conduct in the Anatomy Laboratory

Access to human material in the Anatomy Laboratory is a significant privilege; it is important that donated bodies are treated with the greatest professionalism. As a user of the Anatomy Laboratory, you must observe and adhere to the following Code of Conduct:

1. No material is ever to leave the Anatomy Laboratory. Special study materials (e.g. plastic models) will be made available upon request. Your student identification number will be required to indicate responsibility for the loan.
2. You must respect the expectations of the donors and honor their wishes in accordance with the goals of body donation. You must treat the donated bodies and prosections as you would wish your own body, or that of a member of your family, to be treated.
3. It is prohibited to position or display a body or a part of a body in an inappropriate, comical, or obscene manner.
4. During studies, it is important to adequately moisten the body with 50% alcohol to maintain the proper preservation of the specimens.
5. Donated bodies and prosections have identification numbers. For burial purposes, it is important that these numbers not be removed and that all parts of each body remain on the original dissection table. Prosections should be returned to their original storage locations in the laboratory after use.
6. No photographs from mobile devices or cameras are ever to be taken in the Laboratory.
7. Unauthorized visitors are not allowed in the Anatomy Laboratory.
8. Students are not allowed in the Preparation Room.
9. Eating and drinking are not allowed in the Laboratory.
10. Knee-length laboratory coats, gloves, and safety glasses must be worn at all times. Baseball caps, sandals, and open-back shoes are not permitted.
11. Contact lenses cannot be worn in the Laboratory.
12. Pregnant students or students who suspect pregnancy should consult with their academic advisor as well as the Environmental Health and Safety (EHS) office either to determine an alternative to replace the laboratory credits or to withdraw from the course.
13. The embalming fluid, which contains ethanol, phenol, glycerin, and formaldehyde, is potentially hazardous and must be used in a responsible manner.

14. All scratches, abrasions, and open skin lesions should be completely covered when in the Laboratory.
15. Any cuts sustained in the Laboratory should be treated immediately. A First Aid Officer is available if further treatment is required. All accidents should be reported to the Laboratory Manager, and an incident report form should be filled out.
16. Witnessing a violation of any of the aforementioned points and not reporting the violation to a laboratory supervisor will be considered complicity with said violation; it is therefore incumbent upon all users to notify personnel of any breaches in conduct.

I hereby confirm that:

- I have read and understood the above Code of Conduct and agree to abide by it in its entirety.
- I understand that the Department of Anatomy & Cell Biology within the Faculty of Medicine has the right to enforce any or all standards of the Code of Conduct and can impose sanctions, up to and including removal from a lab/unit/program for a violation of the code, unethical use of human material, or verbal or physical aggression against staff or students.
- I waive and release all claims against the University that may occur at a time when I am not under the direct supervision of those engaged for this purpose by the University.
- I agree to assume all risks related to losses or damages to my personal property while attending the course/lab, and I therefore waive any claim or cause of action and liability against the aforementioned institution and its employees.
- I agree to assume all of the risks related to my own negligence or fault while attending the lab, including personal injury or death, and I hereby waive, release, and discharge McGill University, its governors, employees, agents and students from any and all claims or causes of action, and any liability for personal injury, death, or loss of whatsoever nature or kind caused by my fault or negligence which I or my heirs, executors, administrators, or anyone else may have, arising out of or in any way related to my use of the human tissue.

Name _____

Student Number _____

Signature _____

Date _____

Employees of the Body Donor Program – Code of Ethics and Conduct

The University and Faculty of Medicine recognize the magnitude and solemnity of the contribution that is made by those who donate their bodies for medical or scientific purposes and is committed to treating the human remains entrusted to its care with the utmost respect and professionalism. In keeping with this commitment, the University requires its employees to obey and uphold all legal, public health, and ethical and moral standards associated with the handling of bodies and human tissue.

Professional conduct when dealing with bodies and human tissues is expected from all employees of the Body Donor Program. Employees of the Body Donor Program should perform their professional duties in a manner consistent with current standards of good practice in the field of Mortuary Sciences. No anatomical specimens should be transported outside of the Strathcona Anatomy and Dentistry Building without prior written approval from the Director, proper documentation, and proper tracking. Employees of the Body Donor Program should recognize conflicts of interest and seek guidance from the Director to resolve them.

Employees of the Body Donor Program are required to familiarize themselves with federal and provincial legislation ([1,2,3,4](#)) and related Division-approved best practices regarding receipt, identification, storage, handling, tracking, and disposal of bodies and human tissues to ensure they conduct all their activities in strict adherence with these requirements. At the end of the academic year (or otherwise agreed-upon date), employees of the Body Donor Program are responsible for assisting the Director to ensure that all human tissue from a body is reunited in preparation for cremation and burial at the McGill University plot or returned to the family according to the wishes of the donor and his/her family.

The University, Faculty, and/or Department may conduct audits into the management and handling of bodies and human tissues to ensure that employees of the Body Donor Program are complying with legislative and University requirements at all times.

Bodies and human tissues may only be transferred between McGill anatomy laboratory facilities and other authorized facilities with written permission from the Director or delegate and under the supervision of a Body Donor Program employee(s). In supervising the transfer, employees of the Body Donor Program are responsible for ensuring that the:

1. Transfer is conducted efficiently and discreetly via the service of a third party/funeral home;
2. Bodies/human tissues are transported directly between the two anatomy facilities, using the appropriate documentation (SP3 forms, ERB approval for material used for research, Application for the Use of Anatomical Material Form signed by the Director, and the appropriate Quebec legislations);
3. Bodies/ human tissues are transferred in such a manner as to prevent viewing by members of the University community or general public; and
4. Body/ human tissue is secured and stored in such a manner as to prevent unauthorized access.

McGill University's anatomy facility will maintain a 'Body Tracking Register' when a body or human tissue/prosection is transferred in and out of the facility. Under no circumstances should bodies/ human tissues

be removed from or introduced to an anatomy facility without a concurrent update of the relevant 'Body Tracking Register'.

Identification information pertaining to donors, their families and loved ones, and parties interested in donation is strictly confidential and will be accessed or shared solely for administrative purposes. Access by a faculty member or employee of the Body Donor Program or any other University division to identification information pertaining to donors, their families and loved ones, or parties interested in donation, will be prohibited pending agreement with and signing of the present Code of Conduct and Ethics.

All requests for access to identification information, including authorized access to the Body Donor Database, as well as any medical records and/or medical imaging, will be subject to the approval of the Body Donor Program Administrator, who will serve as the sole arbiter of access requests. Inappropriate access to or distribution of body donor identification information, including medical information or images, will be subject to disciplinary action and an immediate removal from all access levels.

The respect of donors and their families, as well as parties expressing interest in body donation, will be maintained and fostered during all stages of the body donation process. Potential donors, donors past and present, and the family and friends thereof will be treated with discretion, professionalism, politeness, and compassion at all points of the body donation process, in recognition of the altruism of the act of donation as well as the sensitive nature of events, circumstances, and feelings related to the end of life and subsequent act of donation. Respect of the wishes of the donor and his/her family will be honored and accommodated to the extent of the program's administrative and/or technical capabilities.

I understand that, while not all stipulations of the code heretofore delineated will apply to the entirety of my position, participation in any activity within my realm of normal responsibility that directly or indirectly breaches any part of this policy or its underlying principles may result in disciplinary proceedings, including termination of employment. Disciplinary action including termination will be managed in accordance with the relevant labor laws, employee policies, and/or collective agreements of McGill University and the Province of Quebec.

Signature

Print name

Date

1. http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/L_0_2/L0_2.html
2. http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/S_2_2/S2_2_A.html
3. http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=3&file=/L_0_2/L0_2R1_A.htm
4. <http://www.lawofcanada.net/statutes/r-s-o-1990-c-a-21>