

# Anatomical Examinations and Anatomy Licensing (PD2023\_44) Inspection Checklist



Premises name: \_\_\_\_\_ Licence number: \_\_\_\_\_

Premises address: \_\_\_\_\_

ABN/ACN: \_\_\_\_\_

Owner/occupier name: \_\_\_\_\_

Owner/occupier email: \_\_\_\_\_

Owner/occupier phone: \_\_\_\_\_ Owner/occupier mobile: \_\_\_\_\_

Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_ Date: \_\_\_\_\_

INDICATE THE FOLLOWING: **YES, NO, NOT OBSERVED** or **NOT APPLICABLE**

## 1. ADMINISTRATION MANAGEMENT

Adequate complaint management procedure in place that demonstrates mechanisms to address complaints  
\_\_\_\_\_

Work Health and Safety policy and Safe Work Method Statement (SWMS) in place for the activities undertaken  
\_\_\_\_\_

Procedures in place to ensure anatomical examination is conducted in a manner that affords dignity to the deceased  
\_\_\_\_\_

Policy in place for handling infectious bodies  
\_\_\_\_\_

## 2. CONSENT FORMS

Comprehensive consent forms are used that allow terms and conditions to be specified on the consent  
\_\_\_\_\_

Anatomical examinations are conducted with the written authority of the designated officer, a senior next of kin or a Coroner  
\_\_\_\_\_

Contact details available for the next of kin  
\_\_\_\_\_

Written consent available for the extended or permanent retention of human tissue  
\_\_\_\_\_

## 3. BODY AND TISSUE REGISTER

Name and address of the person who had lawful possession of the body/ tissues and who delivered the body into the holder's possession  
\_\_\_\_\_

Date when the holder took possession of the body/tissue  
\_\_\_\_\_

Register contains details of date, place and cause of death; sex; name; age; and last place of residence of the deceased  
\_\_\_\_\_

Systems in place to track human tissue removed from a body to ensure cross-referencing of all human tissue removed from a specific body  
\_\_\_\_\_

# Anatomical Examinations and Anatomy Licensing (PD2023\_44) Inspection Checklist



INDICATE THE FOLLOWING: **YES, NO, NOT OBSERVED** or **NOT APPLICABLE**

## 4. TRANSFER OF BODIES OR HUMAN TISSUE

Details available for transfer of a body or human tissue from one institution to another

There is a process in place that ensures transfers are not contrary to the authority given

The following minimum details are required on the register:

a) The body or human tissue transferred

b) Date the body or human tissue was transferred

c) The name and address of the person to whom the body or human tissue was transferred

d) The name of the licensed premises, hospital, or other place where human tissue is to be retained

e) Details of the arrangements made with respect to the return of the human tissue

Bodies are only transferred to other licence holders or, with the approval of an inspector, to a person in charge of anatomical examinations outside NSW

Tissue is only transferred to other licence holders, authorised officers of NSW, interstate hospitals, or persons approved by the Secretary, NSW Health

Records available for the return of a body or human tissue, unless it has been wholly or substantially destroyed

## 5. DISPOSAL AND RETENTION OF HUMAN REMAINS

Bodies/tissues are disposed of, in accordance with wishes of the deceased or the appropriate senior available next of kin/s

Cremation permits issued in accordance with Part 8, Div 4 of the Public Health Regulation 2022

The following minimum details are entered on the register when bodies/ tissues are disposed of:

a) The fact that the body/ tissue was disposed of

b) The date of disposal

c) The name and address of the person engaged to dispose of the body

Bodies are disposed of within four years from the date of death unless retained in accordance with written authorisation for a maximum of eight years

Human tissue is disposed of within four years from the date of death unless retained in accordance with written authorisation or consent for permanent retention

# Anatomical Examinations and Anatomy Licensing (PD2023\_44) Inspection Checklist



INDICATE THE FOLLOWING: **YES, NO, NOT OBSERVED** or **NOT APPLICABLE**

## 6. ANATOMY ROOMS

Appropriate attire and personal protective equipment available (such as gowns, gloves, masks, glasses)

First aid procedures and equipment readily available

## 7. SECURITY

Physical separation of the anatomy facility from the remainder of the building

Access only provided to authorised staff, students or assigned personnel

## 8. STORAGE

Sufficient refrigerated storage compartments for the number of bodies/ tissue within the facility

Adequate storage available for embalmed body parts

Refrigerated storage area temperature 1-5°C

Long term storage is maintained at -20°C

## 9. LABELLING

Sufficient systems in place for permanent non-identifying labelling of bodies and tissue

Sufficient systems to track all bodies/tissue within register

## 10. WASTE DISPOSAL

Containers for general, clinical and sharps waste

Waste containers located appropriately and sufficient

Liquid waste disposed in accordance with local water authority requirements

Clinical wastes are disposed of in accordance with appropriate environmental guidelines

# Anatomical Examinations and Anatomy Licensing (PD2023\_44) Inspection Checklist



INDICATE THE FOLLOWING: **YES, NO, NOT OBSERVED** or **NOT APPLICABLE**

## 11. CHEMICAL MANAGEMENT

Safety Data Sheets (SDS) are available for reference

Chemicals are stored in a safe manner

## 12. CONSTRUCTION OF FACILITY

Vehicle reception area is screened from public view

Power supply outlets in wet areas protected with protective covers

Hoses are fitted with backflow prevention devices

Hand wash basins have hot and cold water, hands-free operation and adequate soap and disposable paper towel

Adequate separate sinks available with hot and cold water for cleaning equipment and appliances

Slabs, tables, fittings, and all fixtures in good repair and working order

Walls and partitions impervious and capable of being easily cleaned

Floors are non-slip with wet floor surfaces being impervious and easy to clean

Wet floor areas have adequate drainage, floor wastes and coving at floor to wall junctions

Ceilings are sealed and able to be effectively cleaned

Sufficient lighting in place

Isolated ventilation provided within the premise with exhausted air directed through HEPA filters

Sufficient toilet and showering facilities available with air lock between remainder of facility

Equipment, ventilation and plant are maintained in accordance with the manufacturer's specifications

Practical measures to eradicate and prevent harbourage of pests (housekeeping, exclusion measures, pest control program)

# Anatomical Examinations and Anatomy Licensing (PD2023\_44) Inspection Checklist



## COMMENTS

Licence holder name: \_\_\_\_\_

Licence holder signature: \_\_\_\_\_

Officer name: \_\_\_\_\_

Officer signature: \_\_\_\_\_