**Anatomy Laboratory at Brighton and Sussex Medical School**

**Frequently Asked Questions and Useful Info:**

**Anatomy holds two Human Tissue Authority licences, one for Anatomical Examination and one for Public Display. Depending on the purpose, and who will be attending your course depends on the licence under which your course will take place, and therefore the human material that is available. For example, we often undertake courses for postgraduate surgical training, this is under Anatomical Examination. A course for 6th form students, or science teachers would be under Public Display. We will ensure any course takes place under the correct licence.**

**I want to book a course – what is your availability for [given period]?**

Our calendar has a degree of flexibility, and we are happy to work together to find dates that are mutually suitable for your course.

Anything we book will need to fit around our student teaching and for this reason it is best to have as much notice as possible. It is to be expected that term time periods are a bit busier - October/November, January/February/March & May.

**Can we order Fresh Frozen specimens/cadavers to use in your lab?**

We can order in fresh frozen cadavers and specimens for courses.

In general we need a minimum of 3 months’ notice to give the Nottingham Repository enough time to allocate specimens. We may be able to import specimens from the US using Science Care up to 6 weeks before a course (subject to availability).

All specimens coming into our lab need to be ordered through our Prosector or Anatomy Assistant as they hold responsibility to ensure specimens ordered meet the standards of the HTA licence.

Please note that specimens will be ordered to arrive just prior to your course and to be disposed of soon after. If you require us to store the specimens beyond this (for instance for further research) a small charge will apply.

**How much does it cost to run a course in your lab?**

The cost of running a course varies depending on the length and complexity of course; the type and number of specimens required and other variable factors. We are happy to issue you with a draft budget on receipt of a completed proforma so you can see all the costs involved before we begin organising the course. We are transparent with our costings to ensure we meet the requirements of our HTA licence with respect to non-profit of human material.

**What is the process for arranging a course in your lab?**

1. We will receive your request and confirm that the activities are in line with our HTA licences. If they are:
2. We will ask for you to fill in a proforma giving us the details of the course
3. We will issue you a draft budget based on the information in the proforma (and from any other initial conversations/information)
4. We will make the arrangements for the course in communication with you
5. On the day our Prosector and/or Technician will set up the lab for you and clear down when your course ends. They will also be present in the anatomy suite throughout in case of any queries or need for support.
If you have requested teaching support from our faculty they will also be present
6. You will receive a payment request giving the final costings based on the details of the day, followed by an invoice for the session
7. We would be grateful if you would fill in our feedback form to help us continue to maintain and improve our standards of delivery

**Can doctors in the Trust come and use your lab for private study or research purposes?**

We are happy for doctors in the Trust to come in for their own private study purposes. In this instance we will not apply any charges, unless you require fresh frozen material, in which case we will need to recoup the cost of this from you.

Please note that if this involves a group of more than 5, we would not consider this to fall into this category and would apply charges for the hire of our lab space.

The usage of the lab for private study purposes can be organised through the Anatomy Assistant or Prosector. You will need to provide Trust ID and will be briefed on arrival about the Code of Conduct for the lab and you will need to sign in. PPE is provided.

We can and do undertake research relating to human anatomy that is suitable under our licences. Please contact us with a short overview and based on this we will be able to inform you if this is something that we can permit. If it is you will be asked to complete a research proforma. The usage of the lab for private study purposes can be organised through the Prosector and/or Technician

**Can we use x-ray machines in your lab?**

You may but we do not have any on site for your use. Therefore, we would require you to bring them in along with the relevant protective equipment.

**Can you arrange for C-Arms for the lab?**

C-arms can be bought into the lab, but we would need you to organise this. Vertec have a contact who often brings two into the lab space when they are required.

## **Do you have access to a CT/MRI scanner to enable us to potentially scan cadavers?**

There is a CT/MRI scanner onsite at the University, but not within the Anatomy lab. This is part of the Clinical Imaging Sciences Centre. However, the transport of human material requires careful planning and the use of the CT/MRI must be booked and charged for. So please contact us for further information.

**Is there on-site processing for cleaning instruments etc?**

We do not have access to an autoclave. We do have a dishwasher in our lab for instruments and sinks for handwashing.

**Can we take images / live stream sessions?**

We do have camera in the lab. Specimens with the correct consent can be filmed with permission and completion of our BSMS image form. If you would like to take images, please note this on your proforma so we can ensure that specimens with the appropriate consent are requested.

**What other learning materials do you offer in your lab?**

We have a wide range of prosections in our lab and can order in fresh frozen material. We also have anatomical models and real and plastic bones. The plastic bones may be borrowed from the lab, no human material may leave the premises.

**If we run a course in your lab, can we also use a seminar room?**

Yes, we can usually arrange this though we do need to fit around teaching for our students. If you require a seminar / lecture room, please detail this on the proforma.

**How do I find the lab?**

The Anatomy Lab is situated on the 2nd floor of the Medical Teaching Building (room 2.06). The building is located on the corner of Biology Road. There is a car park opposite the building.
Please note that you will need a voucher to park here which you can collect from the anatomy lab. It costs £2.50 per voucher (valid for the entire day) and the cost will be added to your invoice.

The campus is easily accessible by train and is serviced by Falmer train station which has good links to Brighton, London and surrounding areas. There are also several bus routes which service the campus and the information regarding these can be found on buses.co.uk

Please also feel free to use the bike rack here if you travel by bicycle, located next to the back doors of the building.

**Do you provide catering for course delegates?**

**Yes – catering can be arranged on request. The University has an in-house caterer that can provide tea / coffee / snacks / sandwiches / hot food. Please note on your proforma if you require catering provisions or discuss directly with the Anatomy Assistant.**