

ANAT2111

INTRODUCTORY ANATOMY

Course Outline
Term 1, 2022

School of Medical Sciences
Faculty of Medicine & Health

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1. Staff

Position	Name	Email	Consultation times and locations	Contact Details
Course Convenor	Joyce El-Haddad	j.el-haddad@unsw.edu.au	Please arrange via email	Room 206, Level 2 Wallace Wurth (C27)
Co-convenor	Dr Ghaith Al-Badri	g.al-badri@unsw.edu.au	Please arrange via email	Room 208, Level 2 Wallace Wurth (C27)

A full list of academic staff supporting your learning in this course is available in the course Moodle site. Appointments and consultation with academic staff should be arranged **via email**. The course email address is introanatomy@unsw.edu.au

Please email from your **official UNSW student account**, include your **student number, course code** and state the **reason for your email** clearly. Except for questions of private/personal context, all questions/queries preferably should be posted in Teams.

2. Course information

Units of credit: 6 Units of Credit

Pre-requisite(s): A pass in BABS1201 or DPST1051 plus either a pass in ANAT2241 or BABS1202 or DPST1052 or BABS2202 or BABS2204 or BIOC2201 or BIOC2291 or BIOS1101 or HESC1501 or PHSL2101 or PHSL2121 or VISN1221

Teaching times and locations are available on <http://timetable.unsw.edu.au/2022/ANAT2111.html> and on the course Moodle page.

2.1 Course summary

Introduction to the topographical anatomy of the whole human body, based on the study of prosected human specimens. Topics for study include: general topographical and descriptive anatomy, and the musculoskeletal, nervous, cardiovascular, special sensory organ, respiratory, digestive, urinary and reproductive systems.

This course is designed for students who require the broad study of human anatomy, as well as those who wish to proceed to Level III studies or a major in Anatomy.

2.2 Course aims

This course aims provide students with an understanding of the structure and organisation of the human body as it relates to function.

2.3 Course learning outcomes (CLO)

At the successful completion of this course you (the student) should be able to:

1. Demonstrate the appropriate use of anatomical terminology
2. Demonstrate an understanding of the ethical considerations, and good practice of, working with human cadaveric tissue
3. Demonstrate an understanding of the structure and function of the following body systems and their components: musculoskeletal, cardiovascular, respiratory, digestive, urinary, reproductive, nervous, and special sensory organ systems of the human body
4. Demonstrate an understanding of the inter-dependence of body systems

2.4 Relationship between course and program learning outcomes and assessments

Course Learning Outcome (CLO)	LO Statement	Related Tasks & Assessment
CLO 1	Demonstrate the appropriate use of anatomical terminology	<ul style="list-style-type: none"> • Mid term assessment • End term assessment
CLO 2	Demonstrate an understanding of the ethical considerations, and good practice of, working with human cadaveric tissue.	<ul style="list-style-type: none"> • Continuous assessment • Mid term assessment • End term assessment • Final Exam
CLO 3	Demonstrate an understanding of the structure and function of the following body systems and their components: musculoskeletal, nervous, cardiovascular, special sensory organ, respiratory, digestive, urinary, and reproductive system of the human body.	<ul style="list-style-type: none"> • Continuous assessment • Mid term assessment • End term assessment • Final Exam
CLO 4	Demonstrate an understanding of the inter-dependence of body systems.	<ul style="list-style-type: none"> • Continuous assessment • Mid term assessment • End term assessment • Final Exam

3. Strategies and approaches to learning

3.1 Learning and teaching activities

Student learning and engagement with the content of the course underpins all learning activities.

Seminars

The seminars are designed to provide conceptual information and an overview of the content that will be the focus of the week's laboratory. It is advisable that students attend all seminars to achieve better learning outcomes and academic success. All seminars will be streamed live (with a few exceptions to accommodate for public holidays) and recorded and posted on ECHO360. It should be noted that while it is expected that the seminars will be recorded, please note that this cannot be guaranteed as we may encounter technical issues.

In some cases, there is pre-class work (some of which is online) to assist in preparation for tutorials or labs, and/or post-class work to help consolidate content covered.

Laboratory/Practical classes

The laboratory classes complement the seminars, and involve active learning in a small group situation. There is much research to indicate that this is the best method for the learning of anatomy and these sessions will give you a window into the wonder of the human body. In laboratory sessions, you will be required to study human bones, models, wet and plastinated prosected specimens as well as cross-sectional and radiological imaging. Every student is required to be involved in inquiry and take an active participation in the learning process.

It is strongly advised that students come well prepared in order to make the best use of their time in the laboratory. Each lab session links to content covered in preceding seminars and videos.

Self-directed learning activities

The purpose of these weekly activities is to help students interact with the content covered. During these activities students will identify the anatomical structures and their features. Students are also required to read the chapters as indicated by convenors where necessary from the prescribed textbook.

Tutorial sessions

Tutorials are interactive sessions online and focus on clarifying difficult anatomical concepts from that week.

You are encouraged to use the online discussion forums for questions and discussion related to the course content. Please engage in this discussion by answering and commenting on questions and queries from your peers. Teaching staff will respond to unanswered questions in this forum.

3.2 Expectations of students

You are reminded that UNSW recommends that a 6 units-of-credit course should involve about 150 hours of study and learning activities. The formal learning activities total approximately 50 hours throughout the term and students are expected (and strongly recommended) to do at least the same number of hours of additional study.

It is expected that for every timetabled hour of learning activity, you will need at least an hour of additional self-directed study. To assist your self-directed study, online learning modules are available in each topic. To master the course content, it is expected that you will engage with these for at least one additional untimetabled hour per week.

It is expected that you will attend all seminars, practical, and tutorial sessions. Each of these sessions are interactive and active participation is recommended. Laboratory and tutorial sessions, as well as the group assignment are collaborative learning experiences and is framed on being accountable for your learning and that of your peers. For some of these sessions, pre-work is required. This expectation will be clearly outlined in the course learning management system (Moodle).

The course utilises social learning platforms such as Microsoft Teams. It is expected that you will engage with these platforms in a respectful and professional manner and use your cameras in online practical settings. If you have any concerns about this, please contact the convenor as soon as possible.

4. Course schedule and structure

Update below a sample table of weekly class topics or themes, with activities and assessment tasks. This course consists of 90 hours of teaching contact. You are expected to take an additional 50 hours of non-class contact hours to complete assessments, readings, and exam preparation.

1. **Seminars** – Mondays 10:00 AM – 12:00 PM. These will be delivered via MS Teams and will be recorded.

2. **Preparatory activities** – activities available via Moodle and should be completed prior to attending labs each week. Please note that there are online activities that need to be completed before the first lab.

4. **Laboratory practicals** – students will attend either in-person or online labs. ANAT2111: Tuesday 2:00 PM – 5:00 PM or Wednesday 9:00 AM - 12:00 PM (D26, level 1, Anatomy lab 07 or if online on TEAMS). Wednesdays 10:00 AM to 1:00 PM only on week 5. Students will work through the lab manual in small groups.

5. **Videos** – available via Moodle and include additional videos, adaptive tutorials and labelling activities.

6. **Exam timeslot (for spot tests)** – Thursday 4:00 PM – 6:00 PM in week 5 and 10 only

The full schedule is included below. **Any changes to the timetable will be communicated via the course Moodle and Teams.**

Please note that the course integrates the use of Moodle and MS Teams. **It is suggested that you download the MS Teams app available via UNSW IT before the course commences.**

While it is expected that the seminars will be recorded please note that this cannot be guaranteed. **It is strongly recommended that students attend all seminars as they form the basis for the practical content for the week, and the continuous assessment.**

WEEK		SEMINAR	VIDEOS	LABS	TUTORIALS	CONTINUOUS ASSESSMENT	EXAM
	DAY AND TIME	MONDAY 10 AM – 12 PM (TEAMS)	Self-paced (best before labs)	ANAT2111: Tuesday 2-5 PM or Wednesday 9-12 PM (D26, level 1, Anatomy lab 07 or if online on TEAMS)	Thursday 3-4 PM TEAMS	ANAT2111: Tuesday 2-5 PM or Wednesday 9-12 PM	Thursday 4-6 PM in week 5 and 10 ONLY
Students are REQUIRED TO COMPLETE online tasks available in "Week 0" section on Moodle BEFORE the start of Week 1							
1	14 th Feb -18 th Feb	Terminology, Orientation and introduction to movement and Axial Skeleton	Anatomy terminology, and bone features	BODY REGIONS AND TERMINOLOGY AXIAL SKELETON	BODY REGIONS AND TERMINOLOGY AXIAL SKELETON	Week 1 Quiz	
2	21 st Feb – 25 th Feb	Appendicular skeleton and Joints	Joints and Skeletal System	APPENDICULAR SKELETON AND JOINTS	APPENDICULAR SKELETON AND JOINTS	Week 2 Quiz	
3	28 th Feb – 4 th March	Musculoskeletal system and CNS 1	Muscular System Nervous System pt 1	MUSCULOSKELETAL SYSTEM	MUSCULOSKELETAL SYSTEM	Week 3 Quiz	
4	7 th March – 11 th March	CNS 2 and PNS	Nervous system 2	NERVOUS SYSTEM	NERVOUS SYSTEM	Week 4 Quiz	
5	14 th March – 18 th March	Autonomic Nervous System and Cardiovascular System 1	Autonomic Nervous system	AUTONOMIC NERVOUS SYSTEM CARDIOVASCULAR SYSTEM	AUTONOMIC NERVOUS SYSTEM CARDIOVASCULAR SYSTEM	Week 5 Quiz	MID-TERM EXAM
6	FLEXIWEEK Activity: Cardiovascular system video						
7	28 th March – 1 st April	Cardiovascular system 2 and Respiratory System	Respiratory system	BLOOD VESSELS AND RESPIRATORY SYSTEM	BLOOD VESSELS AND RESPIRATORY SYSTEM	Week 6 Quiz	
8	4 th April – 8 th April	Digestive system	Digestive	DIGESTIVE SYSTEM	DIGESTIVE SYSTEM	Week 7 Quiz	
9	11 th April – 15 th April (15 th = Good Friday)	Urinary system And Female Reproductive System	Urinary and Reproductive Systems	URINARY AND FEMALE REPRODUCTIVE SYSTEM	URINARY AND FEMALE REPRODUCTIVE SYSTEM	Week 8 Quiz	
10	18 th - 22 nd April	Male reproductive system and Special Senses (PRE RECORDED)	Reproductive Systems Special Senses	MALE REPRODUCTIVE SYSTEM SPECIAL SENSES	MALE REPRODUCTIVE SYSTEM	Week 9 Quiz	END-TERM EXAM
11	Study period						
12	Final Exam period						

Exam Period: 29 April – 12 May

Supplementary Exam Period: 23 May – 27 May

5. Assessment

5.1 Assessment tasks

Assessment task	Length	Weight	Mark	Due date and time
Assessment 1: Continuous Assessment	55 mins	20	100	End of each lab, as indicated in schedule
<p>Online quizzes at the end of each week are based on the related learning activities and aim to encourage you to self-manage your mastery of the CLOs. These assessments usually include multiple choice questions (MCQs). The seven best quiz marks contribute to the final course mark.</p> <p><i>You will receive weekly automated and individualised at the end of the assessment period.</i></p>				
Assessment 2: Mid term assessment	45 minutes	20	100	Week 5 Thursday @ 5 PM
<p>The mid term assessment focusses on assessing your mastery of the practical content and skills in the first half of the course. This assessment includes identifying structures on specimens as well as some theory questions related to function and application.</p> <p><i>Performance outcomes as well as generalised cohort feedback regarding assessment items will be provided once the marks are finalised and reported.</i></p>				
Assessment 3: End term assessment	45 minutes	20	100	Week 10 Thursday @ 5 PM
<p>The end term assessment focusses on assessing your mastery of the practical content and skills in the second half of the course. This assessment includes identifying structures on specimens as well as some theory questions related to function and application.</p> <p><i>Performance outcomes as well as generalised cohort feedback regarding assessment items will be provided once the marks are finalised and reported.</i></p>				
Assessment 4: Final exam	120 minutes	40	100	Exam Period
<p>This is a two-hour comprehensive assessment covering the entire course content.</p> <p><i>Individual performance outcome will serve as feedback. General cohort feedback is provided via the course learning management system.</i></p>				

Further information

UNSW grading system: <https://student.unsw.edu.au/grades>

UNSW assessment policy: <https://student.unsw.edu.au/assessment>

5.2 Assessment criteria and standards

Assessment of Attributes	Level of Attainment			
	Developing	Functional	Proficient	Advanced
Assessment 1: Continuous Assessment	Limited understanding of required knowledge and concepts. Inaccurate understanding of concepts discussed in lectures and laboratory sessions	Can reproduce significant facts and definitions. Has adequate breadth, but limited depth of understanding	Exhibits breadth and depth of understanding of concepts in the knowledge domain. Able to apply concepts to new contexts	Exhibits accurate and elaborate breadth and depth of understanding of concepts in the knowledge domain. Can apply concepts well to clinical scenarios.
Assessment 2: Mid term assessment	Inaccurate understanding and explanation of concepts discussed in course. Cannot identify features in new contexts.	Can reproduce accurately required facts and definitions. Has adequate breadth, but limited depth of application of practical concepts.	Exhibits breadth and depth of understanding of practical concepts. Can use terminology accurately in new contexts.	Exhibits accurate and elaborated breadth and depth of understanding of concepts in the knowledge domain. Can apply concepts well to clinical scenarios.
Assessment 3: End term assessment	Inaccurate understanding and explanation of concepts discussed in course. Cannot identify features in new contexts.	Can reproduce accurately required facts and definitions. Has adequate breadth, but limited depth of application of practical concepts.	Exhibits breadth and depth of understanding of practical concepts. Can use terminology accurately in new contexts .	Exhibits accurate and elaborated breadth and depth of understanding of concepts in the knowledge domain. Can apply concepts well to clinical scenarios.
Assessment 4: Final Exam	Limited understanding of required knowledge and concepts. Inaccurate understanding and explanation of concepts discussed in lectures and laboratory sessions;	Can reproduce accurately required facts and definitions. Has adequate breadth, but limited depth of understanding of concepts as evidenced in integrating body systems.	Exhibits breadth and depth of understanding of concepts in the knowledge domain. Can use terminology accurately in new contexts and can discuss concepts appropriately.	Exhibits accurate and elaborated breadth and depth of understanding of concepts in the knowledge domain. Can apply concepts well. Can justify application of concepts based on anatomical and functional principles, and integration of body systems

5.3 Submission of assessment tasks

Late Submission

Late submissions will be penalized at 5% per day capped at five days (120 hours). Students will not be permitted to submit their assessments after this date.

Special Consideration

If you experience a short-term event beyond your control (exceptional circumstances) that impacts your performance in a particular assessment task, you can apply for Special Considerations.

You must apply for Special Consideration **before** the start of your exam or due date for your assessment, except where your circumstances of illness or misadventure stop you from doing so.

If your circumstances stop you from applying before your exam or assessment due date, you must **apply within 3 working days** of the assessment, or the period covered by your supporting documentation.

More information can be found on the [Special Consideration website](#).

6. Academic integrity, referencing and plagiarism

Referencing is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.

Please use a consistent referencing style for this course if needed.

Further information about referencing styles can be located at <https://student.unsw.edu.au/referencing>

Academic integrity is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility, and courage.¹ At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

Further information about academic integrity and **plagiarism** can be located at:

- The Current Students site <https://student.unsw.edu.au/plagiarism>, and
- The ELISE training site <http://subjectguides.library.unsw.edu.au/elise/presenting>

The Conduct and Integrity Unit provides further resources to assist you to understand your conduct obligations as a student: <https://student.unsw.edu.au/conduct>.

The School of Medical Sciences will not tolerate plagiarism in submitted written work. The University regards this as academic misconduct and imposes severe penalties. Evidence of plagiarism in submitted assignments, etc. will be thoroughly investigated and may be penalised by the award of a score of zero for the assessable work. Flagrant plagiarism will be directly referred to the Division of the Registrar for disciplinary action under UNSW rules.

Plagiarism at UNSW is defined as using the words or ideas of others and passing them off as your own. Examples include:

¹ International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

Copying	Using the same or remarkably similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement.
Inappropriate paraphrasing	Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
Collusion	Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes <ul style="list-style-type: none"> ▪ students providing their work to another student before the due date, or for the purpose of them plagiarising at any time ▪ paying another person to perform an academic task and passing it off as your own ▪ stealing or acquiring another person's academic work and copying it ▪ offering to complete another person's work or seeking payment for completing academic work. This should not be confused with academic collaboration.
Inappropriate citation	Citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.
Self-plagiarism	'Self-plagiarism' occurs where an author republishes their own previously written work and presents it as new findings without referencing the earlier work, either in its entirety or partially. Self-plagiarism is also referred to as 'recycling', 'duplication', or 'multiple submissions of research findings' without disclosure. In the student context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks and are encouraged to seek advice from

7. Readings and resources

Prescribed Text:

Marieb EN, Wilhelm PB & Mallat J (2017). *Human Anatomy, 8th ed.*, Pearson.

Atlas:

Logan BM (2016). *Logan's Illustrated Human Anatomy, 1st ed.*, CRC press.

Other books that are useful and may be used as texts instead (available in the Library):

- Drake, R. et al. (2019). *Gray's Anatomy for Students, 4th ed.*, Churchill Livingstone (**available ONLINE**)

- Moore, K. & Dalley, A. (2018). *Clinically Oriented Anatomy*, 8th ed. Wolters Kluwer.
- Tortora, G.J. and B.H. Derrickson (2018). *Tortora's Introduction to the Human Body*, 11th ed. John Wiley & Sons Australia Ltd.
- Rohen, J., Yokochi, C. & Lütjen-Drecoll, E. (2006). *Color Atlas of Anatomy: A Photographic Study of the Human Body*, 6th ed. Lippincott, Williams and Wilkins.

See also medalsciences.med.unsw.edu.au/students/undergraduate/learning-resources

8. Administrative matters

Student enquiries should be submitted via student portal <https://portal.insight.unsw.edu.au/web-forms/>

8.1 General Information

The Department of Anatomy is part of the School of Medical Sciences and is within the Faculty of Medicine & Health. **Professor Nalini Pather** is the Head of Anatomy and appointments to see her may be made through email (N.Pather@unsw.edu.au).

8.2 Communication

All students are advised that email is the official means by which the School of Medical Sciences at UNSW will communicate with you. All email messages will be sent to your official UNSW email address (e.g. z1234567@unsw.edu.au) and, if you do not wish to use the University email system, you **MUST** arrange for your official mail to be forwarded to your chosen address. Email correspondence with the University should be from your UNSW email address to reduce identity confusion.

The University recommends that you check your mail at least every other day. Facilities for checking email are available in the School of Medical Sciences and in the University library. Further information and assistance are available from the IT Service Centre (02) 9385 1333.

All current timetables, notices, and information relevant to you will be available on Moodle. It is your responsibility to check Moodle regularly.

8.3 Grievance Resolution Officer

In case you have any problems or grievance about the course, you should try to resolve it with the Course Convenors. If the grievance cannot be resolved in this way, you should contact the School of Medical Sciences Grievance Officer, Prof Nick Di Girolamo (n.digirolamo@unsw.edu.au).

8.4 Student Representatives

Two student representatives from each cohort represent the students in this course on the Department Student-Staff Liaison Committee. These representatives are expected to liaise with course convenors and student cohort, and to meet department committees as required; usually 2 times per term. During these meetings representatives will have the opportunity to report on any feedback relating to the course that has been gathered from peers either verbally or via email. Being a student representative gives you the opportunity to provide a voice for your student cohort, demonstrate your leadership, and is a role that can be listed on your CV.

9. Additional support for students

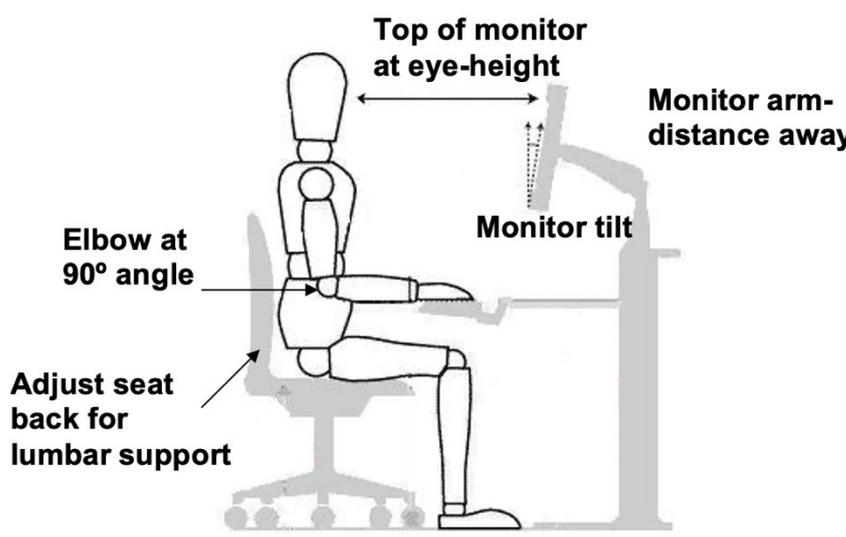
- The Current Students Gateway: <https://student.unsw.edu.au/>
- Academic Skills and Support: <https://student.unsw.edu.au/academic-skills>
- *Student Wellbeing and Health* <https://www.student.unsw.edu.au/wellbeing>
- UNSW IT Service Centre: <https://www.myit.unsw.edu.au/services/students>
- *UNSW Student Life Hub*: <https://student.unsw.edu.au/hub#main-content>
- *Student Support and Development*: <https://student.unsw.edu.au/support>
- *IT, eLearning and Apps*: <https://student.unsw.edu.au/elearning>
- *Student Support and Success Advisors*: <https://student.unsw.edu.au/advisors>
- *Equitable Learning Services (Formerly Disability Support Unit)*: <https://student.unsw.edu.au/els>
- *Transitioning to Online Learning* <https://www.covid19studyonline.unsw.edu.au/>
- *Guide to Online Study* <https://student.unsw.edu.au/online-study>

10. Student Risk Assessment

Medicine and Science Teaching Laboratory Student Risk Assessment	 UNSW SYDNEY	Practical Classes (Dry and Computer) for Medicine and Science Students C27 Wallace Wurth Building G06/07 D26 Ian Jacobs Building, Lab 08B
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Hazards		
Ergonomics	Musculoskeletal pain	<ul style="list-style-type: none"> • Correct workstation set-up • Check electrical equipment is in good condition before use • All portable electrical equipment tested and tagged • Disinfectants and wipes available for use before and after the practical
Electrical	Electrical shock/Fire	
Biological	Infection	

Workstation set-up



Personal Protective Equipment

Face masks may be required. Please following the instructions provided at the time of entry.

Emergency Procedures

In the event of an alarm, follow the instructions of the academic in charge. The initial sound (beep) is advising you to prepare for evacuation. During this time pack up your personal belongings. The second sound (whoop) gives instruction to leave. The assembly point is on the lawn in front of the Chancellery. In the event of an injury inform the academic in charge (and/or lab staff). First aider and fire warden contact details are on display by the lifts on the floor and in each room. There is a wall mounted First Aid Kit located at the end of the G06 or 08A Laboratory.

Clean up and waste disposal

No apparatus or chemicals used in these rooms.

I have read and understand the safety requirements for this practical class, and I will observe these requirements.

Signature: **Date:**

Student number:

ANAT-SRA-Med&SciStudent relates to RA-MED-06. Date for review: 01/02/2023



Hazards	Risks	Controls
<p>Chemical Formaldehyde Methylated spirits 2-phenoxyethanol</p> <p>Physical Cold temperature Heavy and sharp models (e.g. bone/plastic)</p> <p>Biological Fungi Bacteria (tetanus) Hepatitis B and C</p>	<p>Corrosive Flammable Irritant</p> <p>Cold Penetrating wound Foot injury</p> <p>Infection</p>	<ul style="list-style-type: none"> Low concentrations of chemicals used Adequate air changes and ventilation are provided Safety Data Sheets for chemicals available Ensure appropriate immunisation is current Always wear a laboratory coat Always wear enclosed shoes with full coverage of the dorsum of the foot Wear protective eyewear or glasses Wear a face mask (if required) Wear disposable gloves when handling wet specimens and do not cross-contaminate models or bones with wet specimens Do not handle food or drinks Do not place anything into your mouth Use disinfectant provided for cleaning models and surfaces Use the provided hand sanitisers regularly Wash hands with soap and dry thoroughly before leaving

Personal Protective Equipment required

 Lab. Coat	 Closed in footwear	 Safety Glasses	 Gloves	 Mask
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Emergency Procedures

In the event of an alarm, follow the instructions of the academic in charge. The initial sound (beep) is advising you to prepare for evacuation. During this time pack up your personal belongings. The second sound (whoop) gives instruction to leave. The assembly point is on the lawn in front of the Chancellery. In the event of an injury inform the academic in charge (and/or lab staff). First aider and fire warden contact details are on display by the lifts on the floor and in each room. There is a wall mounted First Aid Kit located at the end of the G06 or 08A Laboratory.

Clean up and waste disposal

- Cover wet specimens with the towels provided. Make sure that towels do not hang over the edge of the table as this may result in fluid dripping onto the floor. Fluids on the floor are a major safety hazard and should be reported to staff immediately.
- Replace stools under the tables (if applicable).
- Remove your gloves and dispose in the biowaste bins provided.
- Wash your hands thoroughly with the soap provided.
- Remove your laboratory coat as you leave the room.

Ethics Approval

This type of practical has been previously considered and approved by the UNSW Human Research Ethics Advisory Panel (HC180115).

Declaration

I have read and understand the safety requirements for this practical class, and I will observe these requirements.

Signature:..... **Date:**.....
Student number:



Hazards	Risks	Controls
Chemical Formaldehyde Methylated spirits 2-phenoxyethanol Physical Cold temperature Heavy and sharp models (e.g. bone/plastic) Biological Fungi Bacteria (tetanus) Hepatitis B and C	Corrosive Flammable Irritant Cold Penetrating wound Foot injury Infection	<ul style="list-style-type: none"> ▪ Low concentrations of chemicals used ▪ Adequate air changes and ventilation are provided ▪ Safety Data Sheets for chemicals available <ul style="list-style-type: none"> ▪ Wear warm clothing as required ▪ Always wear a laboratory coat ▪ Wear long-sleeved surgical gown when working with fresh tissue and embalming ▪ Always wear enclosed shoes with full coverage of the dorsum of the foot ▪ Wear protective eyewear ▪ Use QlickSmart blade removal unit to remove scalpel blades <ul style="list-style-type: none"> ▪ Ensure appropriate immunisation is current ▪ Wear a face mask (if required) ▪ Wear disposable gloves when handling wet specimens and do not cross-contaminate models or bones with wet specimens ▪ Do bring in any food or drinks ▪ Do not place anything into your mouth (e.g. pen) ▪ Use disinfectant provided for cleaning models and surfaces ▪ Use the provided hand sanitisers regularly ▪ Wash hands with soap and dry thoroughly before leaving

Personal Protective Equipment required



Emergency Procedures

In the event of an alarm, follow the instructions of the academic in charge. The initial sound (beep) is advising you to prepare for evacuation. During this time pack up your personal belongings. The second sound (whoop) gives instruction to leave. Follow the instructions of the academic in charge and the fire warden regarding the assembly point. In the event of an injury inform the academic in charge (and/or lab staff). First aider and fire warden contact details are on display near the entrance/exit doors. There is a wall mounted First Aid Kit located near the entrance/exit doors.

Clean up and waste disposal

- Refer to SWP-MED-MED-00093: GASU - Dissecting embalmed cadaveric material and SWP-MED-MED-00094: GASU - Recording and tracking dissection and waste.
- Fluids on the floor are a major safety hazard and should be reported to staff immediately.
- Replace stools under the tables (if applicable).
- Remove your gloves and dispose in the biowaste bins provided.
- Wash your hands thoroughly with the soap and dry your hands with paper towel.
- Remove your lab gown when you leave the Mortuary.

Ethics Approval

This type of practical has been previously considered and approved by the UNSW Human Research Ethics Advisory Panel (HC180115).

Declaration

I have read and understand the safety requirements for this practical class, and I will observe these requirements.

Signature:..... **Date:**.....
Student number:

11. Ethical behaviour and human remains

The learning activities in this course is centred around the study of human anatomical specimens that have been preserved and prepared from people who have donated their bodies to UNSW via a Bequeathal Program. Their donation makes it possible for you and your peers to study the human body. This is an extraordinary, generous act of these donors and their families and is a special privilege. Treating these remains with the utmost care and respect is mandatory, and our responsibility. It is good ethical practice and is mandated by NSW Law. The University operates the Bequeathal Program under the Code of Practice noted below, which all students are required to adhere to.

UNSW Department of Anatomy Code of Practice:

The University and Department of Anatomy recognises the magnitude of the contribution made by those who donate their bodies for the teaching of anatomy. We are committed to treating the human remains entrusted to our care with the utmost respect and professionalism. In keeping with this commitment, the University requires its employees and students to uphold all legal, public health, and ethical standards and guidelines associated with the handling of human bodies and human tissue samples.

Any activity which undermines its ability to meet UNSW's legislative obligations, or which devalues the contribution made by those who donate their bodies for the purposes of the teaching of anatomy to students will be in breach of this policy and subject to further action.

The Department of Anatomy hosts a thanksgiving service to commemorate those people who donated their bodies to enable our students to study anatomy. Families of donors are invited to attend this special ceremony. Staff and students participate in this event through readings of poetry, music and song, and in the laying of flowers as the name of each donor is read. If you would like to participate in this ceremony, please record your interest by emailing our Bequeathal Administrator (bequeathal@unsw.edu.au)