

Father Muller Medical College, Mangalore
DEPARTMENT OF ANATOMY
Guidelines for utilizing Dissection Hall &/Cadavers for
workshops/conferences/CMEs

Application for Requesting utilization of Dissection Hall /Cadavers:

1. Name of the Organising Chairperson/ Organising Secretary:
2. Name of the Department & Institution:
3. Title of the Programme with dates:
4. Nature of the Programme:
(Institutional/ State/ National level and CME/ Workshop/Conference...etc)
5. If there is requirement of cadaver for the programme: YES/ NO (tick)
6. If yes number of cadavers required:
7. If there is requirement of formalin fixed organs/soft tissues/wet bones:
Specify the requirement:
Numbers required:
8. Date/s of requirement:
9. Venue:
10. Permission from Dean / Administrator, FMCC: Yes/ NO (Please provide a copy)
11. Number of delegates:

Signature of the Organising Chairperson/Secretary:

Approval From Head of the Department of Anatomy:

SOPs for Utilising Dissection Hall/ Cadavers:

1. **Who can apply:** Only the units/departments belonging to Father Muller Charitable Institutions (FMCI) can apply
 2. The programme/event should have been approved by the FMCI and there must be a prior approval from The Dean/Administrator, FMCI to utilize the dissection hall/cadavers.
 3. The organizing team should be present throughout the workshop to monitor the program.
 4. No expenses will be borne by the Department of Anatomy, other than maintaining the cadavers during the workshops/ events.
 5. All the required equipment/ materials to be arranged by the hosting team/ department.
 6. Any damage to the fixtures/ the equipment during the workshop should be borne by the hosting department.
 7. The organizers required to maintain the hygiene and cleanliness of the premises during and after the event.
 8. No decoration is allowed in the Dissection Hall.
- 9. Conduct During Event**
- Respectful handling of cadavers/ body parts; photography/videography only with prior approval.
 - External participants must be accompanied by faculty (Only registered participants can enter the premises).
10. **Biohazard management:** Proper disposal of tissues, sharps, and chemical waste as per biomedical waste rules.
 11. If there is videography of the procedure, a copy of the same can be provided to the department of Anatomy, which shall be purely utilized for the educational purposes by the department.
 12. Request should be sent at least 2 months prior to make necessary alternate arrangement of the sessions if any in the labs.

13. **Respectful closure:** Conclude events with **acknowledgment of donor contribution to medical education.**

14. Dissection Hall Maintenance Charges-

A) If the programme is hosted as an educational programme:

(by any faculty/department under FMCI) – **NIL Charges**

B) If the event is hosted for outside delegates –

The organisers **NEED TO PAY MAINTENANCE CHARGES.**

The charges need to be paid by the organizers towards the - Department of Anatomy Fund – and also needs to be mentioned in their Budget Proposal to FMCI.

The charges will vary and will be finalized based on the specific requirement of the event.
