Policy Statement

It shall be the policy of Continuing Medical Education Department of Memorial Health University Medical Center to provide safe, quality, and ethical anatomical dissection labs and teaching labs as education for physicians and all other allied health professionals who will benefit from this type of hands-on training.

Purpose of Policy

A. Establish procedures for securing the teaching lab and the anatomical dissection lab and procuring the supplies necessary in order to provide an ethical and safe environment for learners.

B. Establish policies and procedures for use of the teaching lab and the anatomical dissection lab to enable users to provide a quality learning experience for all students.

C. Determine a primary contact for all Memorial Health University Medical Center hands-on training occurring in either the teaching lab or the anatomical dissection lab to provide quality assurance for each program.

D. Provide an understanding of the agreement with Mercer University School of Medicine, and how that agreement affects the labs’ usage.

E. Establish fees for Lab Liaison, Lab and Auditorium Rental, Cleaning, and any other fees that may be incurred for the training.

Entities to Which This Policy Applies

Memorial Health University Medical Center and External Customers

Definition of Terms

CME – Continuing Medical Education

MHUMC – Memorial Health University Medical Center
Memorial Health, Inc. – Parent company of Memorial Health University Medical Center and Memorial University Medical Center
ADL – Anatomical Dissection Lab
IACUC – Institutional Animal Care and Use Committee
USDA – United States Department of Agriculture
MUSM – Mercer University School of Medicine

Procedure

1. All labs, whether held in the Teaching Lab or the Anatomical Dissection Lab, must be scheduled with the following persons (in order):
   a. CME Coordinator
   b. Lab Liaison for Quality Assurance
   c. Conference Services Coordinator

2. The CME Coordinator will discuss the specifics of the course with contact information for the Course Director. Once the appropriateness of the course has been determined, the CME Coordinator will provide the Course Director with the Lab Liaison for Quality Assurance. The Course Director and the Lab Liaison will determine possible dates for the lab. Once these possible dates have been established, the Lab Liaison will contact the CME Coordinator and the Conference Services Coordinator to secure a date. The Lab Liaison will, in turn, notify the Course Director of the confirmed lab date.

3. All supplies, to include animals, must be procured by the Lab Liaison. Any charges for these supplies will be billed directly to the Course Director. Under no circumstances will any costs incurred for the training be charged to MHUMC without the written permission of the Executive Director of Medical Education.

4. Any labs that use live animals must adhere to the IACUC Protocols and follow the strict guidelines established by the USDA. The CME Coordinator has a copy of these protocols and guidelines available for review.

5. Any labs that use live animals will also incur a fee from an outside veterinary sedation monitoring company. MHUMC has no control over these fees and charges.

6. Any labs held in either the anatomical dissection lab or the teaching lab may incur a fee for Program Management from the Lab Liaison. No labs may be held without the Lab Liaison present, unless approved by the Executive Director of Medical Education. The fee for Program Management is determined by an agreement with the contracted Lab Liaison and Medical Education.
7. When using either lab facility, the donors (whether human or animal) are to be treated with the utmost respect at all times. Inappropriate or improper behavior and/or comments within and outside the laboratory are unacceptable. The right of privacy and confidentiality due all medical patients is extended to our anatomical donors at all times. The cadavers are to be maintained based on instructions and guidelines given by the clinical instructors. Any animals used for labs are maintained by an outside veterinary contractor.

8. The Course Director or Lab Liaison are responsible for instructing the students on waste disposal, cleanliness, and organization of the lab facilities. Dissection tables should be kept clean and free of excessive tissue or samples. Failure to follow these instructions will result in limitations on future courses.

9. Under no circumstances may any item(s) be removed from either lab facility without permission of the Lab Liaison, Course Director, or Executive Director of Medical Education.

10. Access to the anatomy lab is via electronic ID card key. Only Mercer students have access to the Anatomical Dissection Lab 24 hours a day. All other course participants will be allowed access only by the Course Director, Lab Liaison, or Medical Education Staff Member.

11. Mercer medical students must follow the policies, procedures, and guidelines set by MUSM Administration. A copy of these instructions can be found in the MUSM, administrative staff offices.

12. Access to the Teaching Lab is via key. Security, Housekeeping and Medical Education have copies of this key. The key may be checked out from Medical Education by the Lab Liaison or Course Director for approved courses only.

13. Mercer University School of Medicine has access to the Anatomical Dissection Lab based on a contract with MHUMC and MUSM. MUSM permanently stores cadavers in the room, along with the supplies necessary to conduct training for their first and second year medical students. Lab property of MUSM is not available for use by any other course under any circumstance.

14. Mercer University School of Medicine must schedule use of the ADL Lab. This effort is to maximize the use of the space in a manner that supports all educational efforts of MHUMC. All inclusive dates for the MUSM courses must be scheduled through Conference Services by MUSM in order for the
room to be reserved. Dates not scheduled by MUSM in a timely manner will be considered open and available for use by other courses.

15. The Surgical Education Curriculum provides Residents of the Department of Surgical Education and OB/GYN Education with Laparoscopic Trainers. These classes are also held in the ADL Lab. Classes are scheduled with Conference Services. Dates not scheduled by Surgical Education for Residency Program in a timely manner will be considered open and available for use by other courses.

16. External Fee Schedule. Fees to use the Anatomical Dissection Lab or the Teaching Lab are $1,500.00 per day. The dates scheduled should include the pre and post course set-up and break down times. The fee for use of the Medical Education Auditorium is $1,000.00 per day. This includes audio visual equipment and technical support on weekdays only. Cleaning of the labs or auditorium areas prior to the course will be done at the expense of the hospital. If detailed cleaning is necessary after the course, these expenses will be the responsibility of the Course Director. Fees incurred for this cleaning expense will be determined by the Environmental Services Director or his/her designee.

17. All groups using the space (internal and external) are responsible for notifying Environmental Services (912-350-8585) at the end of each day or completion of the program, whichever is more appropriate, to have the trash removed and the room cleaned. Failure to do this will result in limitations on future bookings.

18. All groups using the labs and auditorium (internal and external) are responsible for securing the facility by contacting Security (912-350-8600) at the conclusion of the program to lock all doors. Failure to do this will result in limitation on future bookings. Conference Services will notify groups using the Medical Education Auditorium of the External Customers Policies and Procedures for Conference Space Use.

Approved by:

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Director, Medical Education Administration

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