



REQUEST FOR INFORMATION

When registering a death, this information is required by the NSW Registrar of Births, Deaths and Marriages. It is considered confidential and will not be used for any other purpose.

OUR COMMITMENT TO PRIVACY

The University of Wollongong is committed to protecting your privacy. Under both the Privacy AND Personal Information Act 1988 (NSW) and the Privacy Act 1998 (Cth), UOW will take all reasonable steps to ensure that the collection, use, disclosure and handling of your personal information complies with the law.

DISCLOSURE

The information that you have provided on this form will be used by UOW to maintain a register of donations and to facilitate the retention and disposal of your body.

You have a right to access and correct your personal information held by UOW.

UOW may disclose your personal information, including health records to third parties such as the NSW Registry of Births Deaths and Marriages to obtain a Death Certificate, and to other relevant agencies.

You are not required by law to supply your personal information to UOW, however, if you do not complete this form in full UOW may not be able to fulfil your wishes that your remains be available for anatomical examination and research.

CONTACT

If you have any queries relating to the retention and use of your personal information by UOW please contact us as follows:

**The Privacy Officer
Administration Building (36)
Personnel & Financial Services
University of Wollongong NSW 2522
Telephone: (02) 4221 3555**



Office use only:
Donor No.

OFFER OF REMAINS FOR ANATOMICAL EXAMINATION

This form is supplied for the convenience of donors and for the administrative use of the University of Wollongong and is in no way legally binding if the donors or their relatives at any time wish to alter or revoke any part thereof (*in writing*).

Please discuss with your family/next of kin your intention to donate your remains for anatomical examination and research

It is suggested that you place:

- **ONE** copy in your will
- **ONE** copy with your senior next of kin
- **ONE** copy with your primary care practitioner

Return the other (Original) to: **Body Donation Programme**
Graduate School of Medicine
University of Wollongong
Northfields Avenue
Wollongong NSW 2522
or fax to (02) 4221 4341

PLEASE PRINT ALL INFORMATION THANK YOU

Family Name: (Mr/Mrs/Miss/Ms) _____ **Other Name/s:** _____

Address: _____
(Please notify the Body Donation Programme of any change of address)

Date of Birth: ____/____/____

Telephone: Home _____ **Work:** _____ **Mobile:** _____

Email Address: _____

It is my wish that after death my remains be made available to the University of Wollongong, to be used in whatsoever way shall be deemed most beneficial for the purposes of research and teaching of anatomy. I understand that circumstances may make it impossible for the University to accept my offer.

Signed: _____ **Date:** _____

Preference as to disposal of remains (please tick one box only):

1. Burial in your designated prepaid plot
(This option should be finalised by the family prior to donation as the University is unable to cover the financial costs of this option).
2. Cremation and subsequent scattering of ashes in the garden of rest
3. Cremation and subsequent return of ashes to the senior next of kin or Executor of Will *(please supply contact details - see below)*

Senior next of kin or Executor of Will:

Family Name: (Mr/Mrs/Miss/Ms/Dr) _____ **Other Name/s:** _____

Address: _____
(Please notify the Body Donation Programme of any change of address)

Telephone: Home: _____ **Work:** _____ **Mobile:** _____

Do you wish your relatives or anyone to be notified when cremation has taken place?

YES NO

If YES, please supply names and addresses of contact below:

Family Name: (Mr/Mrs/Miss/Ms) _____ **Other Name/s:** _____

Address: _____
(Please notify the Body Donation Programme of any change of address)

Telephone: Home: _____ **Work:** _____ **Mobile:** _____

Family Name: (Mr/Mrs/Miss/Ms) _____ **Other Name/s:** _____

Address: _____
(Please notify the Body Donation Programme of any change of address)

Telephone: Home: _____ **Work:** _____ **Mobile:** _____

Do you consent to the taking of tissues (tissue includes an organ, or part, of a body and extracted from or from part of it) for the purpose of permanent retention (e.g. tissue for museum or archival purposes beyond the allowable 8 year maximum) by the University for the purpose of anatomical examination? Such consents allow the University to make the greatest use of the donated remains.

YES NO

Do you consent to allow the University of Wollongong to transfer your body to another Licensed Premise elsewhere in Australia?

YES NO

We, the undersigned senior next of kin, or if you have a Will, the Executor/Executors of the above, have no objection to his/her wishes as stated above.

Name: _____

Name: _____

Address: _____

Address: _____

Email: _____

Email: _____

Relationship to donor: _____
(family/executor)

Relationship to donor: _____
(family/executor)

Signed: _____

Signed: _____



Office use only:
Donor No.

FORM OF INFORMATION FOR ANATOMICAL EXAMINATION

This form is supplied for the convenience of donors and for the administrative use of the University of Wollongong and is in no way legally binding if the donors or their relatives at any time wish to alter or revoke any part thereof (*in writing*).

Please discuss with your family/next of kin your intention to donate your remains for anatomical examination and research

DONOR'S NAME:

Family Name: (Mr/Mrs/Miss/Ms) _____ **Other Name/s:** _____

1. Occupation (*if retired give former occupation*): _____
2. Date of Birth : ____/____/____ Sex: Male Female
3. Place of Birth: _____
(Town) (State) (Country)
4. If not born in Australia, year of arrival: _____
5. Parents:

Father's Name:

(Family Name)

(Other Name/s)

Occupation:

Mother's Maiden Name:

(Maiden Family Name)

(Other Name/s)

Occupation:

6. Donor's present marital status (*please tick*):

Married Widowed Divorced Single De Facto

7. Donor's Marriage(s) / De Facto Relationship(s):

For De Facto relationships please indicate below partners full name and year that the relationship commenced

Marriage: _____ at age: _____ (years)
(Town) (State) (Country)

To Whom: _____
(Family Name) (Other Name/s)

Second Marriage: _____ at age: _____ (years)
(Town) (State) (Country)

To Whom: _____
(Family Name) (Other Name/s)

Third Marriage: _____ at age: _____ (years)
(Town) (State) (Country)

To Whom: _____
(Family Name) (Other Name/s)

Please note: If there have been other marriages, please write similar details on a separate sheet.

8. All Children (born alive) of all marriages, in order of birth (if now deceased, please write 'D' next to Date of Birth):

<u>Given Name(s)</u>	<u>Male/Female</u>	<u>Date of Birth</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note: If there are more children, please write similar details on a separate sheet.

9. Are you of Aboriginal or Torres Strait Islander origin? Yes No

10. If you receive a pension, please state the type (eg: War, Invalid, Aged): _____

11. Do you have a Pacemaker (or any other battery powered device) attached to your body?

(please give details) _____

Relevant Medical History

12. List any surgical procedures performed on you in the past: _____

13. List any broken bones sustained in the past: _____

14. Have you, or do you suffer Arthritis? Yes No

15. Have you, or do you suffer from Cancer? Yes No

What type of Cancer? _____

16. Have you resided in the UK between 1980 and 1996 for a total (cumulative) time of 6 months or more? _____

17. Have you received blood transfusions in the UK since 1 January 1980? _____

18. List any other illness leading to change in the body: _____

19. Have you, or do you suffer a back condition? Yes No



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Donor No.

OFFER OF REMAINS FOR MEDICAL RESEARCH

This form is supplied for the convenience of donors and for the administrative use of the University of Wollongong and is in no way legally binding if the donors or their relatives at any time wish to alter or revoke any part thereof (*in writing*).

Please discuss with your family/next of kin your intention to donate your remains for anatomical examination and research

PLEASE PRINT ALL INFORMATION THANK YOU

Family Name: (Mr/Mrs/Miss/Ms) _____ **Other Name/s:** _____

Address: _____
(Please notify the Body Donation Programme of any change of address)

Date of Birth: ____/____/____

Telephone: Home: _____ **Work:** _____ **Mobile:** _____

Do you consent to allow the University of Wollongong to use your body and/or tissue from your body for medical research purposes? Please indicate your consent for the following types of research:

YES NO Research for educational benefit
(staff / student research)

YES NO Sponsored research
(UOW offers this service as a 'not for profit' operation)

Do you consent to the taking of tissues (tissue includes an organ, or part, of a body and extracted from or from part of it) for the purpose of permanent retention (e.g. tissue for museum or archival purposes beyond the allowable 8 year maximum) by the University for the purpose of medical research? Such consents allow the University to make the greatest use of the donated remains.

YES NO

* All research is subject to approval from the University of Wollongong's Human Ethics Committee.

* If you indicate "NO" to both of the above options, your body will not be used for research purposes.



INFORMATION FOR DONORS

The Importance of Body Donation

People who donate their bodies for anatomical examination and / or medical research make an invaluable contribution to the advancement of medical knowledge. It is a unique gift that helps to promote health and alleviate suffering within the community – a gift that is greatly appreciated by medical researchers, teachers and students alike. The University of Wollongong offers a Body Donation Programme to the public to help us train health-care workers and scientists including doctors, nurses, medical scientists, exercise physiologists, dietitians and other health-related professionals.

The Body Donation Programme

The objective of the Body Donation Programme is to obtain human materials for educational and scientific study so that we can provide our students with the best possible education and training. In conducting the Body Donation Programme we strive to operate in a way that is consistent with the spirit of the 'good clinician'. Therefore, in our contact with donors registering with the programme, we provide a service that is both compassionate and professional.

What does 'Anatomical examination' mean?

'Anatomical examination' is the study of human anatomy for educational purposes. This may involve examination of the exterior and interior parts of your body. To examine the interior parts, your body will be dissected using surgical instruments. This may involve the removal of the skin; the opening of the various cavities of the body; the opening of the skull to allow examination of the brain and the removal of your limbs. All such procedures are performed by trained and highly skilled Anatomy Laboratory staff and / or medical students under supervision. Student dissections are performed to provide surgical experience and training to future doctors.

What is meant by 'Research for educational benefit'?

Staff and students within educational institutions conduct medical research for the purpose of providing answers to medical questions and publishing the results to a wider academic audience. The data contained within the publications provides educational information that may influence future medical research and / or be used to educate students on particular medical matters.

What is meant by 'Sponsored research'?

The University may, when approached, provide services to outside organisations for the purpose of medical research. Medical researchers from these organisations may wish to conduct research involving your body and/or tissue from your body. Examples of such research may include, but are not limited to, the development of new surgical techniques, collection of tissue for examination (structure, disease state etc.) to develop new medical

treatments and the testing of new imaging techniques. The University provides this service on a 'cost recovery' basis and does not attempt to make any financial gain from your donation.

Will my personal information be disclosed in the research findings?

No. Any results obtained from research conducted on your body and / or tissue will be grouped with those of other donors for the purposes of report generation. Please note that you will not be individually identified in any publication, report or oral presentation of the research findings.

Will my body be used for teaching or research?

Most bodies are used to teach medical students and those in allied health fields such as nursing and the medical sciences. Some bodies are used for research to advance our medical knowledge or to study new operative techniques for example. The University will not use your body for research unless you provide consent.

What is meant on the donation form by "retention of tissue" for teaching purposes?

An organ or other part of your body may be unusual (due to an abnormally developed, or diseased organ or part), and as a result may be particularly useful for teaching and research purposes. Such a specimen may be "preserved" so that it may be used over and over without deterioration so that many groups of students may study it.

Who may serve as a witness to my donation?

Any person 18 years or older, preferably someone expected to survive you, may act as your witness. Signatures of two such witnesses are required on our donation forms.

Can I donate someone else's body, such as my wife's or my husband's?

A solicitor (or the person who has legally been given Power of Attorney) for the donor is able to sign donation papers during the donors' life.

Should the donor inform someone of the bequest? Is it necessary to include my body donation in my will?

Your survivor or designated responsible party should be informed of the arrangements you have made. You may also choose to inform your family, doctor and solicitor of your wishes.

You do not need to include the bequest in your will, as your will may not be read in time for delivery of your body to the University. It is more important to have your instructions readily available on a wallet donation card, or donation form, and have your survivors fully aware of your intentions. However, should you wish to include the donation in your will, a simple statement including the words "I have expressed the wish for and consented to the anatomical examination of my body at the Faculty of Health and Behavioural Science of The University of Wollongong and the removal of tissue from my body to be used for medical and or scientific research purposes and I confirm that my wish and that consent has not been withdrawn or revoked by me." can be included. Please note that it is not sufficient to just include this statement in your will. You are still required to formally apply to the University, as described above, in order to formalise the bequest.

What arrangement should I make if I am admitted into a hospital, move to a retirement community, a nursing home or any type of care facility prior to my death?

If you are admitted into a hospital, move to a retirement community, a nursing home or any type of care facility, it is recommended that a copy of the "Offer of Remains for Anatomical Examination" form be placed on your chart or care plan. When death occurs, the University should be notified immediately by phoning (02) 4221 4111 or 0418 277 345. Arrangements will then be made to receive the body into our programme.

Will any payment be received for the body?

No payment may be made by the University to the donor in connection with a body donation. However, by donating your body you are exempted from all funeral expenses.

Will any payment be received if my body is used for research?

No payment may be made by the University to the donor in connection with a body being used for research. All medical research is conducted on a 'cost recovery' basis.

If a bequest is made, and the donor has a change of mind later, can the gift be rescinded?

Yes, if the request is made in writing by the donor or his/her Power of Attorney.

What is the procedure upon the death of the donor? What if I should die on a weekend or holiday?

When you die, your immediate next of kin, executor, Power of Attorney, or medical staff member should notify the Body Donation Programme as soon as possible by calling (02) 4221 4111 or (02) 4221 4342. If the call is made outside office hours, the caller will be directed to contact the mobile phone (0418 277 345) of the Body Donation Programme Coordinator. If your body is deemed suitable and the donation accepted, the body will be collected and transported to the University either by our nominated Funeral Director or one of your family's choice – at no cost to your next of kin. Here an embalming process will be carried out to preserve the tissues in a sterile condition. The body is then placed in cold storage until required.

How long will the University keep my body?

Under the NSW Anatomy Act (1977) and the Human Tissue and Anatomy Legislation Amendment Act (2003), the University is legally allowed to retain your body for teaching and research purposes for four (4) years. The University may apply to the Anatomy Inspector (NSW Department of Health) for an extension of the retention period up to a maximum of four (4) years. The University of Wollongong, in most cases, will apply for the extension of the retention period in order to maximise the use of such a valuable donation. The University will dispose of your body at a time no longer than eight (8) years from your date of death. You are encouraged to inform your family as to the length of the donation period.

Will the University accept my body if I die out-of-state?

No. Because of transportation costs, legal issues, and potential deterioration of the body, donations will only be accepted if death occurs within the State of NSW.

What expenses are involved upon the death of the donor?

The University will assume all costs to transport the donor's body provided that death occurs within a 100 km radius of the main Wollongong campus. Should death occur outside the 100 km range, the cost of the transport will be covered on a pro-rata basis with the family. The only expense to the family or to the estate may be the cost of the Death Certificate. Should a donor wish to include a bequest in their will to cover these costs or toward supporting various research programmes, the University would be most grateful for such additional generosity.

Is it possible for an ambulance service, or even my family, to deliver my body to the University?

No, NSW state law requires a licensed funeral director to conduct all body transportations. All donors are transported in a professional and ethical manner in vehicles equipped with proper mortuary transportation systems.

Are there any conditions which would invalidate my donation?

You should be aware that there are certain circumstances which preclude the University from accepting a human body. These include if the donor:

- **has been significantly affected by certain medical conditions or procedures, such as amputations or disease,**
- **has undergone an autopsy,**
- **has undergone whole organ donation,**
- **is obese or emaciated,**
- **has Variant Creutzfeldt-Jakob Disease (vCJD) or rapid onset dementia of undetermined nature**
- **Has certain other communicable diseases (e.g. all strains of hepatitis, AIDS/HIV, tuberculosis) or antibiotic resistant bacterial infections such as Methicillin-resistant Staphylococcus aureus (MRSA),**
- **Has resided in the UK between 1980 and 1996 for a total (cumulative) time of 6 months or more,**
- **Has received blood transfusions in the UK since 1 January 1980, or**
- **cannot be transferred to the University within 48 hours of death.**

It should be understood that determination of the acceptability of a body for donation can only be made at the time of death, since the cause of death may render the donation unusable for study. To avoid undue grief and disappointment to members of your family, they should be made aware of these conditions.

Can a person be too old to donate his or her body?

No. Age is not a consideration in body donation. Only the conditions described above may make a donation unacceptable. Donors must be over 18 years of age to be accepted into the programme.

Will my family receive a report of your findings?

No. We do not conduct autopsies and no specific reports regarding your body will be prepared. Bodies are used anonymously in education and research and no record of our findings will be kept by students. As your body may be utilised in anatomical research, scientific reports will be published in appropriate scientific journals. However, at all times your particular results will remain anonymous.

What about autopsies before donation?

Bodies that have undergone autopsy are not accepted into the programme as their value for anatomical study has been limited.

What is the final disposition of my body following study?

When the University has completed anatomical examination of your body (which may take up to eight (8) years), your body will be cremated or buried according to your wishes. Costs of cremation will be borne by the University with your ashes returned to your next of kin or scattered at the University's Memorial Stone (see below). Costs associated with burial, and any additional services, will be a private arrangement between your next-of-kin and the provider of the service. In the case of burial, the University requests potential donors purchase a pre-paid plot of their choice.

Is there a memorial service for the donors?

Yes. The University of Wollongong conducts an annual memorial service commemorating our donors. The University has placed a Memorial Stone at the Lakeside Memorial Park and Crematorium at Kanahooka in recognition of those who have donated their bodies to science. Visitors are welcome to view the memorial within the crematorium's operating hours.