

**\*ENSURE COPY OF DEATH CERTIFICATE, BURIAL PERMIT AND CORONERS RELEASE IS SIGNED AND TRANSPORTED WITH ACCEPTED DONOR\***

PROCESS FOR HOSPITAL OR HEALTHCARE INSTITUTION		ACCEPTANCE / REFUSAL
BEFORE contacting the Inspector of Anatomy please have the following:	WHEN and HOW to contact Inspector of Anatomy (IOA):	ONCE A DONATION HAS BEEN ACCEPTED:
<ol style="list-style-type: none"> <li>1. <b>Ensure the Death Certificate has been signed and completed by the attending physician.</b></li> <li>2. If you are calling from a hospital or care facility, the person who is knowledgeable about the clinical condition of the deceased (either the attending physician or other clinical designate) must speak with the Inspector of Anatomy.</li> <li>3. Full name of the deceased (ensure correct spelling).</li> <li>4. Date, time, and place of death.</li> <li>5. Cause of death.</li> <li>6. Date of birth.</li> <li>7. Most recent weight and height of deceased; girth size.</li> <li>8. Full name, address and telephone number of next-of-kin or designate.</li> <li>9. Location or address of donor for pick up.</li> <li>10. After speaking with the attending physician or clinical designate, the Inspector of Anatomy will be able to determine if the body can be accepted to Dalhousie University.</li> </ol>	<ol style="list-style-type: none"> <li>1. After death has occurred and Death Certificate has been signed, contact should be made to the Inspector of Anatomy.</li> <li>2. <b>Monday to Friday, 8:00 am to 4:00 pm: attempt to call the Human Donation Program at (902) 494-6850.</b> If you get voicemail, please do not leave a message concerning the death but instead move to the next step to contact the Inspector of Anatomy directly.</li> <li>3. <b>Evenings, weekends, and holidays:</b> call the Medical Examiner's office directly at (902) 424-2722 and press 5 to speak to an Inspector of Anatomy. If time of death is between 11:00 pm and 7:00 am, contact with the IOA can wait until after 7:00 am to ensure all necessary steps can be completed.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>A Burial Permit, Coroner's Release and a copy of the Death Certificate must be arranged</b> before the transfer service can transport to Dalhousie University. Any funeral home can issue a Burial Permit and arrange for a Coroner's Release.</li> <li>2. An accepted donor should be transferred to the hospital morgue (or local funeral home) to await pickup. The Inspector of Anatomy will advise if this is necessary.</li> <li>3. <b>If the body is accepted</b>, viewing will not be possible at the University. Ensure the family is aware of this arrangement.</li> <li>4. <b>If the body is refused</b>, Dalhousie University will not be responsible in any way for funeral arrangements and/or expenses; therefore, the family should be advised to proceed with alternate arrangements.</li> </ol>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>NOTE – MAID PROCEDURES</b>                       Contact to the Donation Program can be made prior to the procedure taking place to allow for pre-assessment.                       Contact to the Inspector needs to be made by the administering physician or nurse once procedure is complete.                 </div>		<div style="background-color: yellow; padding: 5px; margin-bottom: 10px;"> <b>PROCESS FOR HOME DEATHS</b> </div> <ol style="list-style-type: none"> <li>1. Call the family or attending physician or palliative care team.</li> <li>2. The attending physician will confirm the cause of death and then contact Inspector of Anatomy to see if body donation can be accepted.</li> <li>3. The Inspector of Anatomy may suggest the accepted donor be transferred to the nearest hospital morgue or a local funeral home to await pick up and completed paperwork.</li> <li>4. Once paperwork is complete, the Inspector and Donation Program will then arrange for the transportation to the University.</li> </ol>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>NOTE</b>  <b>If a donor is a potential Coroner's Case, please call the attending funeral home to advise that the donor wishes to donate their body to science. Request that a Coroner or Funeral Director contact the Inspector of Anatomy as soon as they can provide a status report.</b> </div>		
<div style="background-color: yellow; padding: 10px;">                     For more information or questions, please contact us at:   <b>Human Donation Program</b>  <b>Dalhousie University</b>  <b>Dept of Medical Neuroscience</b>                      Tel: 902-494-6850                      Fax: 902-494-4859                      hbp@dal.ca                      www.dal.ca/bodydonation                 </div>		