

****** ENSURE DEATH CERTIFICATE 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"> 1. Ensure the medical certificate of death section has been completed by the physician on the Registration of Death form. 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. 3. 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. 4. Full name of the deceased (ensure correct spelling). 5. Date, time of death, and place of death. 6. Cause of death. 7. Date of birth. 8. Most recent weight and height of deceased; girth size. 9. Full name, address and telephone number of next-of-kin or designate. 10. Address/location of donor for pick up. 	<ol style="list-style-type: none"> 1. After death has occurred and registration of death has been signed, contact should be made to the Inspector of Anatomy. 2. Monday to Friday, 8:30 a.m. to 4:00 p.m.: call the Office of the Inspector of Anatomy at (902) 424-0453. If you get voicemail, please leave a message and someone will return your call as soon as possible. <i>If your call is not returned within one hour, please call again.</i> 3. Evenings, weekends and holidays: call QEII Locating (902) 473-2222 to page the Inspector of Anatomy. Your call will be returned as soon as possible within the next business day. If time of death is between 12:00 midnight and 7:00 am, contact with the IOA can wait until after 7:00 am to ensure all necessary steps can be completed. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p align="center">NOTE</p> <p>If a donor's remains are sent to the Medical Examiner's Office, contact the Medical Examiner's Office (424-2722) to advise that the donor wishes to donate their body to science. Request Medical Examiner's office to contact the Inspector of Anatomy as soon they are able to provide a status report.</p> </div>	<ol style="list-style-type: none"> 1. Signed, original registration of death form must accompany the body before the removal service can transport to Dalhousie University. 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. 3. If the body is accepted, a viewing will not be possible at the University. Ensure the family is aware of this arrangement 4. If the body is refused, 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.
		PROCESS FOR HOME DEATHS
		<ol style="list-style-type: none"> 1. Call the family or attending physician. 2. The attending physician will confirm the cause of death and then contact Inspector of Anatomy to see if body donation can be accepted. 3. If death takes place at home outside Halifax /Dartmouth, the Inspector of Anatomy may suggest the accepted donor be transferred to nearest hospital morgue or a local funeral home to await pickup. The Office of the Inspector of Anatomy will make arrangements for the transport of the donor to Dalhousie University.
NOTE		
<p>For information on the Human Body Donation Program, contact: Dalhousie University Department of Medical Neuroscience Tel: (902) 494-6850 Website: http://medical-neuroscience.medicine.dal.ca/donation/</p>		