

## INSTITUTIONAL ANATOMICAL OVERSIGHT REVIEW COMMITTEE

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IAORC Chairman: Catherine G. Ambrose, Associate Professor, Department Of Orthopedic Surgery  
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### UNIT ADMINISTRATORS GUIDELINES

#### INSTITUTIONAL POLICY:

- Departments are to assign a Program Director (senior administrator or faculty member) to serve as designated responsible party.
  - Departments are required to maintain a tracking system and annually file logs with the Human Structure Facility.
  - Departments are required to maintain policies and procedures for the handling of deceased human bodies and anatomical specimens that are in accordance with the IAORC. Copy is to be maintained in the administrative office of the various programs.
  - Financial Aspects: Anatomical material may not be obtained from outside sources. UTH employees may not sell anatomical material.
1. Send notification appointing Program Director directly to the Chairman of the IAORC and to the Willed Body Program.
  2. Establish departmental procedures for training investigators on new policy and procedures.
  3. Incorporate new policy and procedures into departmental orientation for new faculty.
  4. Identify current faculty using anatomical material and ensure that a Program Request is submitted for current fiscal year.
  5. Establish monitoring procedures to ensure that the project has been approved by IAORC, that paperwork is in order and the new policy is being followed by all personnel associated with the project.
  6. Develop policy and procedure manual for department/program/school and submit copy to the Willed Body Program.
  7. Develop tracking system to track receipt, use and disposition for all anatomical specimens regardless of source from which specimen was obtained. The Specimen Log should reflect a "Project Identification Number" assigned by the Project Coordinator. This number should be a unique, sequential number for each specimen beginning with the initials of the School and Department/Program. Example: MSNBA-0000001 (Medical School Neurobiology & Anatomy-Record I)
  8. Develop a separate, inter-departmental tracking log that cross references the specimen identification number and IOARC Approval number to the patient record.
  9. Retain copy of required paperwork in administrative office.

Direct Questions to: Willed Body Program  
713.500.5603  
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