

RESPONSES TO ANATOMY FACILITY MISCONDUCT AND COMPLAINTS

I. Disciplinary Procedures for Incidences of Inappropriate Handling or Unauthorised Access to Cadaveric and Anatomical Specimens

STUDENT MISCONDUCT

Griffith students found to inappropriately handle or access cadaveric specimens in the School of Anatomy facility will be subject to the Griffith **Student Misconduct Policy**, according to the usual University procedures as appended to this document (see flow chart). If the student is found to be guilty of misconduct, a penalty order may be issued (also appended), or the matter can be referred to the Student Misconduct Committee.

Potential inappropriate behaviour and staff responses

Low-level misbehaviour

In situations of *low-level misbehaviour* (such as: not carrying an ID card; not behaving in a quiet, orderly and decent manner when working in the anatomy facility; careless handling of human remains leading to specimen damage; making disrespectful remarks or gestures in relation to the cadaveric specimens), university staff and their immediate supervisors should make clear to the offending student and any witnesses that the behaviour is unacceptable and will not be tolerated, and if repeated will result in any of the actions listed below.

Serious misbehaviour

Taking account of the advice to use discretion and good judgement, in situations of more *serious misbehaviour* in the anatomy laboratory (such as: accessing the anatomy laboratory when not a student of anatomy or without the permission of the Head of School of Anatomy or nominee; inappropriate handling of or access to cadaveric specimens; unauthorised purposeful removal of a specimen identifier; unauthorised removal of a specimen from the anatomy laboratory), staff should exercise their authority and are permitted to:

- require a student to leave the anatomy laboratory;
- warn the student that they may be charged with misconduct;
- call a supervisor, another staff member or security staff for assistance in managing a situation;
- subtract marks for an assessment item;
- exclude the student from future participation in activities performed in the anatomy laboratory and deny access to anatomical independent learning facilities.

STAFF MISCONDUCT

Staff whose conduct falls below the standards outlined in the Anatomy Laboratory Code of Conduct will be counseled in accordance with the appropriate University policy. Significant departures from the standards of conduct in the Code may amount to misconduct on the part of the staff member and the University may discipline the staff member in accordance with the University's disciplinary procedures.

The University community is urged to monitor the application of the principles outlined in the Code and encouraged to challenge departures from these principles. Staff are encouraged to discuss breaches of the application of the Code with the Head, School of Anatomy, or other appropriate persons including Group HR staff. Suspected breaches of the Code will be investigated by those consulted and appropriate action taken.

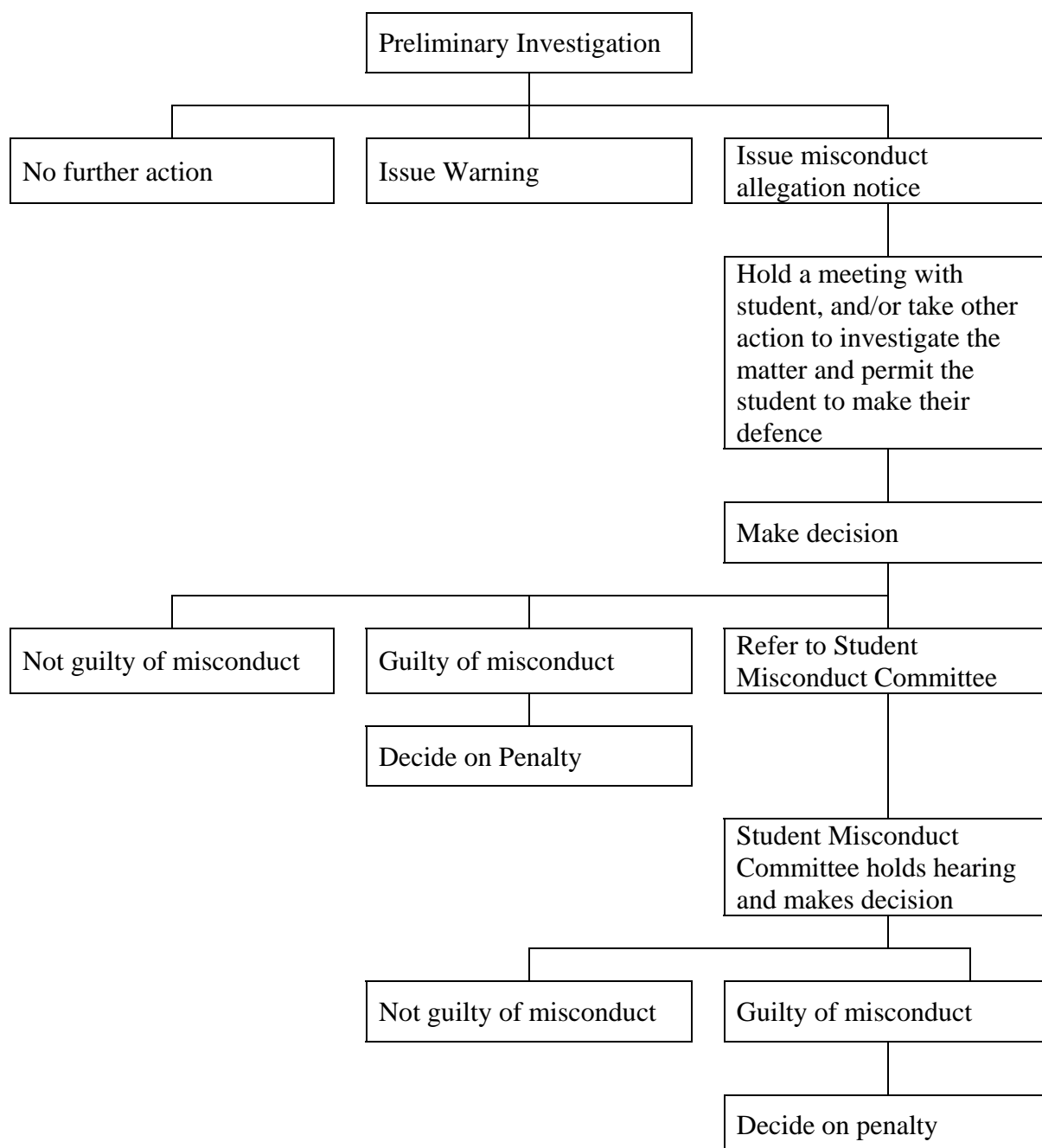
II. Management of complaints about behaviour in the anatomy facility

Complaints about behaviour in the anatomy facility should be directed in the first instance to the relevant course convenor who should act on the advice in a manner appropriate to the nature of the complaint. Should the convenor deem the complaint to be valid and reliable evidence of misconduct, the disciplinary procedures as outlined in this document should be enforced. If the complainant has issue with the convenor, the former should contact the Head of School of Anatomy directly as soon as reasonably possible, who will make a similar assessment and take action as appropriate, according to misconduct procedures. Typically, the response would be directed to the Chair of the Faculty Assessment Board responsible for the course.

III. Quality assurance

Any incidence of serious misconduct or complaint regarding treatment of cadaveric specimens, or recognition of a specimen by a staff member or student resulting in grief or distress, will be reported via the Incident Report Form and processed through the usual University channels for independent investigation. In addition the report must be forwarded to the Head, School of Anatomy without delay for immediate action to minimise the distress to the individual(s) affected. Examples of responses are (respectively): implementation of misconduct procedures, and removal of a specimen from the course resource collection.

Griffith Student Misconduct Policy procedures flow chart



(In cases of serious misconduct, a student may be subject to Interim Suspension)

All staff members involved in a student misconduct situation, whether as a decision-maker, complainant, committee member or in any other capacity, should adhere to *Principles of Natural Justice* and *Confidentiality*, that is, decision-makers must act fairly and without any actual or perceived bias.

- A person is innocent until proven guilty.
- Justice delayed is justice denied.

Persons should have an opportunity to present their views and respond to any adverse material.

- People should know the origin of evidence against them.
- All parties to a decision should be heard and all relevant arguments considered before a decision is made.

Details of an allegation and information about the complainant, the student, the investigation, the committee deliberations and the correspondence, should be restricted to persons who have a need to know in order to carry out their role in the process

Penalty Orders

Penalty Orders must be proportionate to the misconduct, having regard to what is just in the circumstances. The student may appeal against a penalty.

The decision-maker may select one or more of following penalty orders:-

- a reprimand;
- a probationary enrolment;
- This means that the student is advised that their continued enrolment is subject to their good behaviour. Any future instances of misconduct may result in suspension or exclusion. Note that an allegation of misconduct while the student is on a probationary enrolment must still be dealt with through the normal procedures outlined in.
- require the student to pay compensation equal to the cost of restoring or replacing an item;
- campus service
- suspension from accessing or using all or any specified University facilities or services for a period not exceeding six months;
- Where this penalty is invoked, attention must be paid to the impact of the suspension on the student's enrolment and ability to complete the courses in which the student is enrolled. Where the suspension is restricted to specific facilities, such as a computer lab, the library, or non-academic facilities, then the suspension may not necessarily affect the student's academic progress. However, if the suspension will affect the student's ability to complete courses, refer to.
- suspension from attending all or any specified classes for a specified period not exceeding six months
- refuse or cancel credit for a course;
- This penalty generally means taking away a passing grade which has already been awarded to the student. This can be done by changing a passing grade to a grade of Fail. This results in the student's GPA being lowered and, generally, the student must repeat the course in order to complete degree requirements, which will incur additional tuition fees or student contribution. If the decision-maker wishes to cancel the credit but not award a fail grade, the advice of Student Administration should be sought.