

Griffith Health – Use of Electronic Images from the Discipline of Anatomy

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1.0 Purpose

This Local Protocol provides operational guidance covering the capture, storage and use of photographic and video images of human cadaveric specimens for the study and teaching of the anatomy of the human body at Griffith University, Discipline of Anatomy.

2.0 Scope

The Local Protocol applies to Griffith University staff and students who may utilise electronic images while undertaking anatomical education or research. The Local Protocol applies no matter the location from which the staff or student may access the images.

3.0 Local protocols

3.1 Body Donation Program

Griffith University (University) obtains consent from donors to the Body Donation Program for the use of their body in whatever way shall be deemed most beneficial for the purpose of anatomical education and research.

These images are confidential and form part of the Griffith University intellectual property. The capture, storage and use of these images is regulated by the Discipline of Anatomy.

Several factors make it necessary for Griffith University Discipline of Anatomy to issue a protocol to regulate use and storage of cadaver images:

- the Discipline of Anatomy is a licensed School of Anatomy under the *Transplantation and Anatomy Act Qld 1979*. An incorrect or unauthorized use or dissemination of anatomical parts may constitute a breach of the Act.
- the donors and their families did not explicitly consent to the dissemination of anatomical images of their body, other than for the purpose of anatomical education and research within the Discipline of Anatomy;
- members of the general public could find anatomical images, and their public dissemination, to be offensive or inappropriate;
- unauthorised dissemination of cadaver images could result in damage to the reputation of Griffith University and/or the Discipline of Anatomy Body Donation program. Such reputational damage could:
 - a. decrease public respect and confidence in Griffith University and the Body Donation Program,
 - b. decrease the willingness of individuals to bequest their body to the Griffith University Body Donation Program.

3.2 Image Capture and Release

Permission to capture an image of a body, body part, or human tissue may be granted by the Discipline Head of Anatomy or his/her delegate, providing that the image does not contain any personal or identifying information, and only where she/he is satisfied:

- a. that the necessary consent has been provided by the donor; and
- b. that the recording fulfils a valid purpose for anatomical education or research.

To aid online, or digital, delivery of anatomical content, staff of the Discipline of Anatomy can make anatomical specimens available for digital or video image capture. The electronic images will be for the explicit purpose of anatomical education or research by Griffith University staff and students. Electronic images will only be made available for access via the Learning@Griffith site hosted by the Discipline of Anatomy.

3.3 Image Storage and Transfer

Electronic images must:

- be transferred over a secure network,
- be stored on equipment that is secure behind a firewall, encrypted, and password protected following the University policies,
- only be made available to students or staff of Griffith University.

Electronic images must not be used in the following circumstances:

- making or transferring images of parts of cadavers that might be easily identifiable; for example, un-dissected faces, skin markings or decoration,
- making images of cadavers on electronic devices not owned and/or under the immediate control of the University, including, but not limited to, students' phones, cameras, and iPads,
- making or transferring images of cadavers to electronic devices that are not password protected.

3.4 Image Access

Electronic images must only be accessible to students or staff of the University who:

- express a valid purpose for use of the images for anatomical education or research,
- acknowledge that they have read and understood the rules and procedures for accessing anatomy laboratories at Griffith University; and the local protocol for Use of Electronic Images from the Discipline of Anatomy.

3.5. Image Use

3.5.1 Staff Responsibilities

Electronic images can only be used by staff of Griffith University for the purposes of anatomical education or research.

Staff must ensure that:

- the image is used solely for the approved purpose. Under no circumstances is the image to be used in any manner that exceeds or contravenes the scope of the approval,
- images are stored on equipment and websites owned and/or administered by the University, behind a firewall, encrypted, and password protected following the University policies,
- images are only made available to students or staff of Griffith University,
- images are made available with the appropriate caution as to the sensitive nature of the content, i.e. "All Students are advised that the course resources may contain images of deceased persons essential to student assessment and engagement".

3.5.2 Student Use

Electronic images can only be used by students of Griffith University for the purposes of anatomical education or research.

Students must ensure that:

- their electronic devices are password protected,
- passwords, accounts, software and data are adequately secured and passwords to their student university accounts are not shared with anyone,
- images are not copied, downloaded, screenshot, retained, printed, shared or modified without written permission from the Discipline Head of Anatomy.

3.6 Compliance with the local protocol for Use of Electronic Images from the Discipline of Anatomy

3.6.1 Staff Compliance:

All staff must comply with this Local Protocol. Any alleged breaches of this Local Protocol will be dealt with in accordance with the applicable University policy or procedure, enterprise agreement, industrial instrument or contract.

3.6.2 Student Compliance

All students must comply with this Local Protocol. Any alleged breaches of this Local Protocol will be dealt with in accordance with the applicable University policy or procedure, Student Charter, or Student Misconduct Policy.

4.0 Definitions

For the purposes of this Local Protocol and related policy documents, the following definitions apply:

Anatomy based courses include any Griffith University course requiring access to the Griffith University Anatomy laboratories or Discipline of Anatomy electronic images stored on Learning@Griffith School of Anatomy Organisation site.

Cadaveric images are electronic images that are captured by photography or video and made available by the Discipline of Anatomy for the purpose of anatomical education and research.

Discipline of Anatomy refers to the Anatomy facilities and its operations. Under section 37 of the Transplantation and Anatomy Act (Qld) 1979, the Anatomy Facilities are defined as a School of Anatomy for the purposes of that Act.

Electronic Image is any Image stored in digital format that is either generated and/or received and/or stored and/or made available by the University.

Griffith University staff means full time, continuing, fixed term, part time, sessional or casual academic, technical or professional staff employed by the University for the purpose of delivering or supporting anatomy-based courses.

Head of School/Discipline means a person bearing that title, including a person for the time being, acting in or occupying that title. The Discipline Head of Anatomy is “the person in charge of a school of anatomy” as required under the *Transplantation and Anatomy Act (Qld) 1979* and *Transplantation and Anatomy Regulation 2017*.

Local protocol means operational-level procedures or practices that apply within a particular Academic Group or Division and that must be consistent with all policy documents above them in the policy document hierarchy. For the purposes of this document, the Local Protocol is the **Griffith Health – Use of Electronic Images from the Discipline of Anatomy**.

Record means information stored or recorded by means of a computer.

Student means a student enrolled in the University.

University means Griffith University established by the Griffith University Act 1998.

INFORMATION

Printable version (PDF) Downloadable version (Word)

Title	Griffith Health - Use of Electronic Images from the Discipline of Anatomy
Document number	2021/0001188
Purpose	This Local Protocol provides operational guidance covering the capture, storage and use of photographic and video images of human cadaveric specimens for the study and teaching of the anatomy of the human body at Griffith University, Discipline of Anatomy.
Audience	Staff; Students
Category	Academic
Subcategory	Griffith Health
Effective date	Approval Date
Review date	2023
Policy advisor	Dean, Learning and Teaching (Health)
Approving authority	Health Group Board

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	Transplantation & Anatomy Act 1979
Policy	Student Conduct Policy, Student Academic Misconduct Procedure, Student General Misconduct Procedure, Intellectual Property Policy
Procedures	School of Anatomy Laboratory Induction, School of Anatomy Code of Conduct
Local protocols	NIL
Forms	Griffith University Body Donation Consent Form