

Core Surgical Anatomy Programme

Induction to the Programme & the Human Anatomy Unit

Core Surgical Anatomy Programme

Programme Introduction

The aim of the Programme is to review the anatomy of the whole human body with a clinical slant, using cadaveric prosections, osteology, museum pots, model and imaging

Key features of the Programme

- ❖ Compulsory (a minimum 80% attendance is required)
- ❖ Trainees will be given a minimum 8-week notice for any changes to the Programme to allow rotas/clinics to be adjusted
- ❖ Regular formative assessments will take place to support learning
- ❖ Any concerns and information about attendance, assessment and feedback is shared with HEE on a regular basis

- ❖ **Trainees:**
 - Will receive a reminder a week before the session
 - Who miss two consecutive sessions will be reported to HEE
 - Will need to provide feedback after each session
 - Can swap between triplicated sessions if **agreed in advance**

First of its kind in the UK, tailored to the needs of CT1 trainees in order to provide more **in-depth knowledge in surgical anatomy** and to prepare trainees for their **Anatomy Demonstrator** role as a CT2

Programme Personnel

- ❖ Programme Director - Professor George Hanna
- ❖ Academic Lead – Anatomy - Professor D. Ceri Davies
d.ceri.davies@imperial.ac.uk
- ❖ Programme Co-Director - Dr Stella Mavroveli
s.mavroveli@imperial.ac.uk
- ❖ Programme Administrator - Debbie Gilpin
d.gilpin@imperial.ac.uk, 020 3312 2249
- ❖ Anatomy Technical Officer - Liz Eastlake
e.Eastlake@imperial.ac.uk, 020 3311 7039
- ❖ Pathology Museum Officer - Margaret Lever
Margaret.lever@imperial.ac.uk, 020 3311 7331

General Information

Locations

All anatomy sessions will be held at the Human Anatomy Unit, Imperial College London, Charing Cross Campus

Train the Trainer and Radiology, Pathology, and Pathophysiology training days will be held at St Mary's Campus

Access

In order to gain access to the Human Anatomy Unit, you will be loaned a guest access card for the academic year.

General Information

Please visit the Human Anatomy Unit Website [here](#) for current dates and timings of the sessions.

Example Session Timetable

DR 1/2 – Dissecting Room (14th Floor)

PMSR – Seminar Room (11th Floor)

CASL – Anatomy Skills Lab (13th Floor)

Please note your first session will be longer, to accommodate an Introduction, HTA & H&S briefing and provide access cards, etc.

Time	Details	Group	Area
09:15-09:25	Registration & Introduction	All	PMSR
09:25-09:30	ROTATE		
09:30-10:20	Rotation 1	1 2 3	DR1 DR2 PM
10:20-10:30	ROTATE		
10:30-11:20	Rotation 2	1 2 3	DR2 PM DR1
11:20-11:30	ROTATE		
11:30-12:20	Rotation 3	1 2 3	PM DR1 DR2
12:20-12:30	Feedback Session	All	

General Information

Learning Outcomes & Reading Materials

Learning objectives for each session can be found on the Human Anatomy Unit website, <https://www.imperial.ac.uk/human-anatomy-unit/education-and-training/core-surgical-anatomy-programme/> as well as a selection of reading materials that may prove beneficial to you – such as web links, textbooks and other resources.

Assessment & Feedback

Assessment is a compulsory feature of the Programme and will take place at the end of each module. Assessment will be formative and augmented with a feedback session. All dates will be posted on the Programme webpages before the formal start date of the teaching sessions. Clinical scenarios will be used to reinforce learning.

Group Allocation

You will be allocated to a group upon registration.

Expectations of Trainees

Booking and Attendance Policies

Booking System

You will sign up to each teaching session via the Acuity booking system – using the app allows you to more easily make, track & amend bookings, but you can also book online. The booking link will be sent to you in your session reminder emails.

You will **NOT** be able to attend a session if:

- ❖ You have **NOT** signed up for the session online
- ❖ You have **NOT** requested and received confirmation that you can swap sessions

If you arrive **late** for your scheduled session (**after 9.25am** for the morning session or **after 1.55pm** for the afternoon session) you will not be able to join your group until the next rotation.

If you are able to, do let us know if you are running late so the team know to expect you. Please email Debbie (d.gilpin@imperial.ac.uk) and Liz (e.eastlake@imperial.ac.uk) in this instance.

Human Anatomy Unit

Commitment to Safety

At Imperial College the safety of all staff, students, contractors and anyone else affected by the College's activities is recognised as being of prime importance. Senior management are fully committed to achieving a strong safety culture and believe that nothing is so important we cannot take the time to do it safely. Establishing and maintaining such a culture requires high standards of safety management, demonstrable leadership and personal commitment from everyone.

You have a role to play and the following information is provided to help you get started;

- ❖ Please make sure you read and understand all of the Health and Safety documents and local rules relating to the HAU teaching sessions.
- ❖ Familiarise yourself with the HAU areas including the emergency exits, call points and safety equipment
- ❖ Please contact the HAU Health and Safety Co-ordinator and HAU Manager, Rachael Waddington if you have any questions, concerns or need assistance for any reason. Email: r.waddington@imperial.ac.uk Tel: 020331 ext.17027

- ❖ Further information and Risk Assessments are available on the A-Z directory on Blackboard;
[A-Z Human Anatomy Unit H&S](#)

Smoke Free Imperial

From 1 August 2017, all Imperial campuses and properties will be smoke-free. This means that smoking by staff and students will not be permitted on or within 20 metres of College land.

This change supports Imperial's commitment to creating and maintaining a healthy environment for its community and visitors. Evidence shows that smoke-free policies are associated with reductions in the prevalence of smoking and exposure to second-hand smoke, and fewer cigarettes smoked.

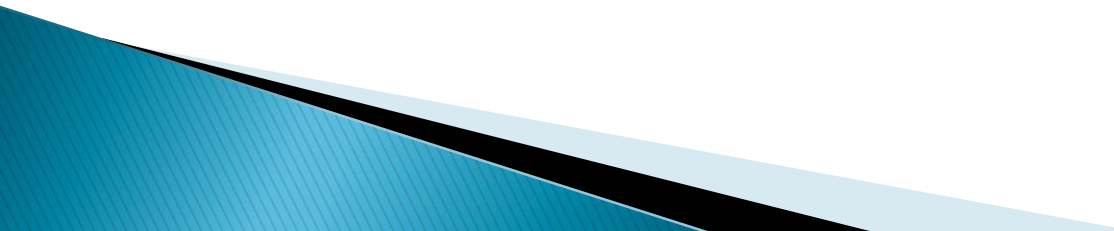
The new Smoke-Free Policy will bring us into line with the NHS policy, which has required all our hospital campuses to be smoke free for the past two years. The new policy will only be a change for three of the College's campuses.

A range of support is available via the College and the NHS for staff and students who are considering quitting smoking. For example, staff and students can self-refer to Occupational Health to receive six free weekly sessions, delivered by a trained advisor.

HAU Personnel

- ❖ Head of Unit
 - Professor D. Ceri Davies
d.ceri.davies@imperial.ac.uk
- ❖ HAU Manager
 - Rachael Waddington, 02033117027
r.waddington@imperial.ac.uk
- ❖ Senior Teaching Fellow
 - Maniccam Thavarajah
m.thavarajah@imperial.ac.uk
- ❖ Embalming Officer
 - Geraldine Anderton, 02033117039
g.anderton@imperial.ac.uk
- ❖ Anatomy Prosector Technician
 - Desiree Botana , 02033117039
d.botana-machando@imperial.ac.uk
- ❖ Pathology Museum Officer
 - Margaret Lever, 02033117331
Margaret.lever@imperial.ac.uk
- ❖ Anatomy Technical Officer
 - Liz Eastlake, 020 3311 7039
e.eastlake@imperial.ac.uk

HAU Teaching Areas

- ❖ HAU Office – 14th Floor 14L10
 - ❖ Dissecting Room (DR), Lab Block , 14th Floor - 14L09
 - ❖ Anatomy Skills Laboratory (ASL), Lab Block 13th Floor - 13L05
 - ❖ Locker Room, Lab Block 14th Floor - 14L03
 - ❖ Pathology Museum, Lab Block 11th Floor - 11L07
 - ❖ Pathology Museum Seminar Room , Lab Block, 11th Floor - 11L07 (through museum)
- 

Emergency Contacts

- ❖ The 24 hour College Emergency Telephone Number is **020 7589 1000**
- ❖ From College phones at CX, the extension number for Security is **4444**.
- ❖ Security must always be contacted in preference to dialling 999. The College campuses generally have complex roadways and Security will be able to meet and direct the Emergency Services to the exact location of the emergency.

Evacuation and Fire Alarms:

PLEASE FOLLOW HAU STAFF INSTRUCTION IN THE EVENT OF A FIRE ALARM

- ❖ An *intermittent* alarm means standby - be prepared to evacuate building
- ❖ A *continuous* alarm means evacuate the building

- ❖ In the event of discovering a fire, gas leak, security incident or other serious issue you must raise the alarm by activating the nearest alarm call point or calling security control.

- ❖ To evacuate the building, leave via the nearest signposted evacuation route to the designated assembly point.

- ❖ Lifts must **NEVER** be used to evacuate the building, use the stairwell instead as this is generally a fire protected area.

- ❖ Do not re-enter the building until given permission to do so by College Fire Safety/Security officers or the Fire Brigade.

- ❖ Report any other alarms or flashing beacons to a member of HAU staff or Security.

- ❖ Never obstruct the corridor or fire doors and always keep fire doors shut.

PEEP – Personal Emergency Evacuation Plan

A Personal Emergency Evacuation Plan, is required when a permanent or temporary medical condition (such as breaking a leg) occurs. The individual must obtain advice from the safety department in conjunction with the Colleges disability advisory service and HAU manager to ensure a plan is put in place.

Fire Drills/Testing

- ❖ Fire drills are not publicised and held at least annually.
- ❖ Fire alarms are tested regularly; tests are characterised by short bursts at irregular intervals.
- ❖ If you become aware that an alarm is not working, tell a Fire Warden or Security.

Fire Wardens

- ❖ Fire Wardens assist personnel to leave the building and direct them to escape routes and assembly points.
- ❖ You are required to co-operate with fire wardens

- ❖ **14th Floor** - Miss Rachael Waddington

Email: r.waddington@imperial.ac.uk

Tel: 02033117027

- ❖ **13th Floor** – Ms Geraldine Anderton

Email: g.anderton@imperial.ac.uk

Tel: 02033117039

Location of Emergency Equipment/ Information

Please familiarise yourselves with the following emergency equipment/information locations within the HAU areas

❖ **Location of Fire Call Points**

You must know where these are in your work area. They are located on all floors and indicated by the adjacent sign:



❖ **Location of Emergency exits and Evacuation routes**

Ensure you are aware of all escape routes and not just normal entry routes. They are located on all floors and indicated by the adjacent sign:



❖ **Location of Assembly points**

Indicated by the adjacent sign:

Assembly Point: **Reynolds Building Car Park - Margravine Road**



❖ **Location of Fire Extinguishers**

Located on all floors and indicated by the adjacent sign. Do not use unless you have attended the ICL Fire Training courses.



❖ **HAU Safety Notice Boards**

Located outside the entrance to all HAU areas.

Fire Action Notice

If you discover a fire:



1. Raise the alarm immediately by operating the nearest break-glass fire alarm call point.
2. Telephone **4444** on the nearest phone and inform the operator of the location of the fire.

If you hear the alarm bells:

An intermittent alarm means:

STAND BY - DO NOT EVACUATE

A continuous ringing means: **EVACUATE**

NON PATIENT CARE AREAS.



1. Leave the area immediately, quickly and calmly by the nearest exit. Go to your assembly area.
2. Stay as a group, do not wander away. Report any missing persons to the Fire Officer or Security.
3. Use the stairs

DO NOT USE THE LIFTS

DO NOT STOP TO PICK UP PERSONAL BELONGINGS

4. Your assembly point is:

REYNOLDS BUILDING CAR PARK

DO NOT RETURN TO THE BUILDING FOR ANY REASON UNTIL AUTHORISED TO DO SO.

PATIENT CARE AREAS.

PROGRESSIVE HORIZONTAL MOVEMENT.











The evacuation procedure is to move patients from the affected area to an adjacent unaffected ward or department.




Senior staff will co-ordinate the evacuation of patients, removing those closest to the fire first.

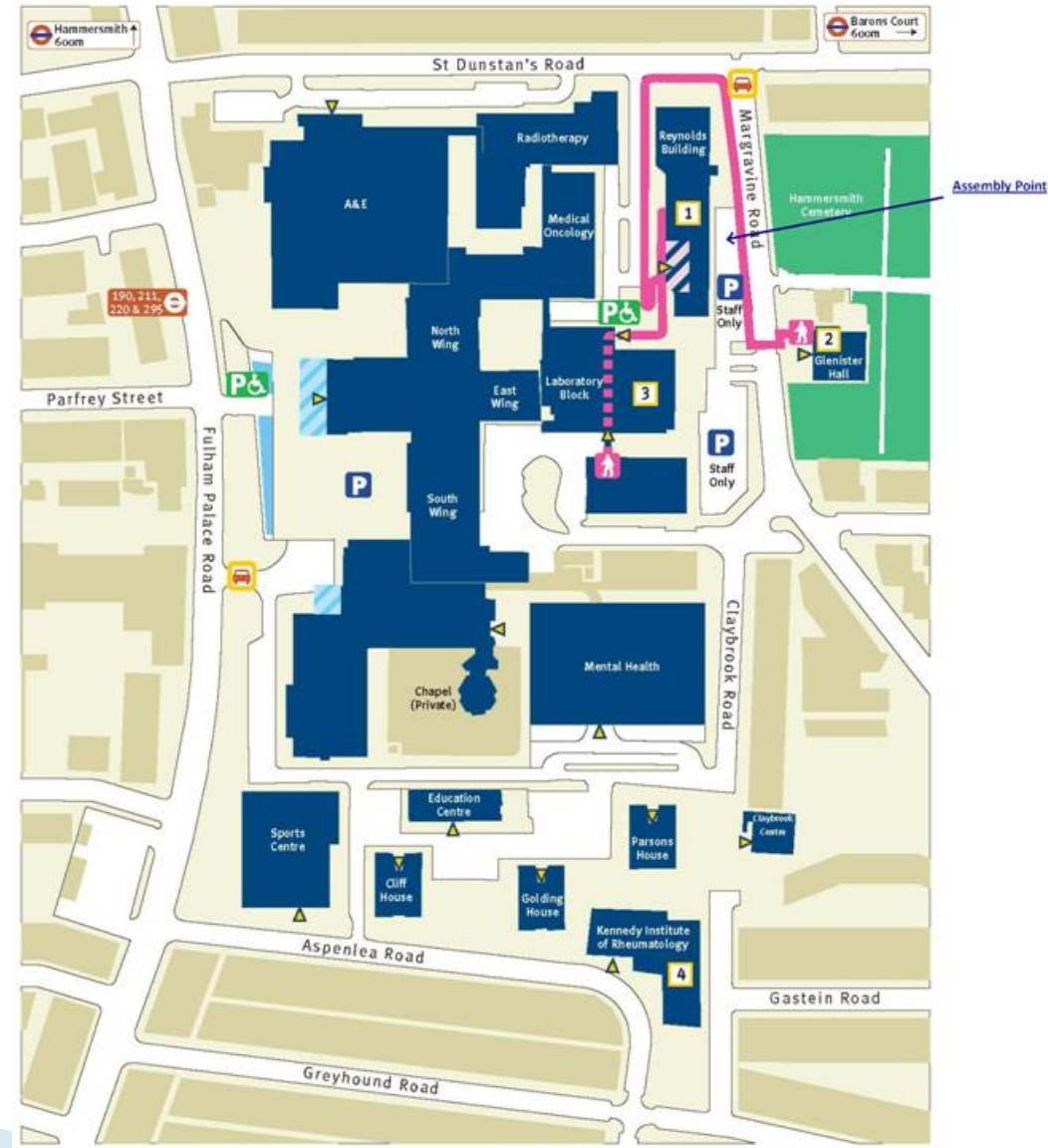
REMEMBER. Use wheels wherever possible. Beds, wheelchairs, office chairs are all on castors. Family or visitors should be asked to assist if possible.

Charing Cross Campus Map

 College main entrance
 Hospital main entrances
 Underground station
 Bus stops
 Vehicle entrance
 Parking
 Building entrances
 Disabled car park
 50 metres


1 Reynolds Building
 2 Glenister Lecture Hall
 3 Laboratory Block
 4 Kennedy Institute of Rheumatology

 Step Free Access Route



Safety Personnel

- ❖ HAU Safety Co-ordinator – Rachael Waddington, 02033117027
r.waddington@imperial.ac.uk
- ❖ Faculty Safety Advisor – Sukwinder Singh
Sukwinder.singh@imperial.ac.uk
- ❖ OH Director – Claire O’Brien, 020 7594 9385
c.obrien@imperial.ac.uk
- ❖ Fire Safety Advisor – Jonathan Ryan
j.ryan@imperial.ac.uk
- ❖ Building Manager – Anna McDadd
a.mcdadd@imperial.ac.uk


Accident Procedures


- ❖ Report accidents, near misses and occupational ill-health to a member of the HAU staff or local first aider **immediately**.
- ❖ No unwell/injured persons are to leave the HAU areas without authorisation from the academic leader or HAU first aiders.
- ❖ All accidents or near misses **must** be reported using SALUS, available on the Safety Web Pages <https://www.imperial.ac.uk/safety/>
- ❖ HAU Staff will complete the forms and forward to the relevant personnel.


IF YOU FEEL UNWELL AT ANY POINT, PLEASE TELL SOMEONE


First Aid Arrangements

HAU Anatomy Emergency First Aiders

 Rachael Waddington
020331 17027/17039

 D. Ceri Davies
020331 17026

 Maniccam Thavarajah
020331 17321

 Desiree Botana
020331 17039

First Aider Location Poster



A green poster with a white cross at the top. Below the cross is the text 'First Aid'. Underneath is the heading 'Your first aiders are:-' followed by two rows of input fields. Each row has a large white box for a name and a smaller white box labeled 'Tel:' for a phone number. Below this is the heading 'The nearest first aid box is situated:-' followed by a large white box for an address.

First Aid

Your first aiders are:-

<input type="text"/>	Tel: <input type="text"/>
<input type="text"/>	Tel: <input type="text"/>

The nearest first aid box is situated:-

First Aid boxes are located in all HAU Areas – seek a member of staff for assistance

Emergency first aid can also be sort through Security on the campus emergency number 4444. Security have access to an AED.

Serious injuries must be escalated to A&E for further medical attention.

Significant Hazards

- ❖ A **hazard** is anything with a capacity to cause harm, i.e. chemicals, sharps, biological hazards.
- ❖ Main Dissecting Room hazards are:
Contact with embalming/preservation Fluid - (ingestion, skin or eye contact)
Slips & Trips
Use of Sharps – always use the least sharp instrument necessary for the task
- ❖ Risk assessments and COSHH assessments are available for viewing at all times, located in the DR Anatomy Skills Lab, Pathology Museum and HAU Offices – please ask the HAU H&S Co-ordinator if further information is required.
- ❖ Some areas within the HAU have restricted access the level of restriction is indicated by the different coloured circles on the doors, shown below;
- ❖ [Please ensure you read the HAU Practical Class Risk Assessment, below, before attending your first session.](#)
- ❖ [COVID-19 teaching risk assessments must followed in conjunction with HAU & HTA safety protocols.](#)



Teaching Risk
Assessment RA112



Safety Signage

You must comply with all safety signage and displayed notices across College. If you do not understand the meaning of a sign or notice – please ask before entering the area.

Safety signage usually falls into 4 main categories:



Red circle

states prohibition e.g. No food or drink



Blue circle

states mandatory requirement
e.g. safety glasses must be worn

Access Signage



Red circle

Highly restricted access



Amber circle

Restricted access



Yellow triangle

provides a warning e.g. Biohazard



Green square/rectangle

provides safety information
e.g. emergency exit



Yellow circle

Limited access



Asbestos

Do not pierce, cut or remove labelled materials

Conduct in the HAU

The HAU is regulated by the Human Tissue Authority and licensed under the Human Tissue Act 2004. The HAU is licensed to carry out anatomical examination: this includes education, training and research.

Access

Only Anatomy academic staff, support staff, appointed Demonstrators, Imperial College, students and authorised visitors are allowed entry into HAU areas. All persons must comply with the local rules.

Registration

You must register your attendance upon entry to any HAU area.

Attitudes and conduct

- ❖ Human cadaveric material must be treated and handled with the respect and dignity.
- ❖ You must comply with all College policies and regulations, failure to comply with the Imperial College London Student agreement as well as the HAU rules and regulations will result in disciplinary action being taken.

Dissecting Room

HAU Local Rules

Dissecting Room (DR 14L09)

- The DR is a restricted area, access to authorised persons only
- College ID badges or relevant ID must be worn at all times
- All persons must behave in a professional and respectful manner
- All students, visitors, and staff external to the HAU must sign in or be registered upon entry to HAU areas.
- All entrants to the DR must wear appropriate Personal Protective Equipment (PPE), as instructed.
- No item is to be removed from the DR unless specifically authorised by HAU staff
- Mobile phones, cameras, personal iPads, and other electronic equipment are not allowed in the DR
- Photography is not allowed in the DR
- Personal belongings are not allowed in the DR. Lockers are provided in room 14L12
- Consumption of food or drink is forbidden
- Loose/long hair must be tied back
- Footwear must cover the dorsum of the foot
- Ensure good housekeeping at all times and ensure your work area is tidy and stools are tidied away after use
- Only handle models, museum pots, bones, radiographs, charts, books, and IT equipment, etc. with clean non-gloved hands.
- Manual handling: Only HAU staff trained in manual handling techniques are allowed to move the heavy museum pots. Cadavers may be manipulated by team lifting providing it is supervised by HAU staff
- Ensure COVID-19 procedures are followed at all times

PPE – Personal Protective Equipment

PPE **must** be worn at all times in the Dissecting Room and comprises of:

- ❖ **Trainees** - Blue thumb loop gown or disposable apron and arm protection sleeves
- ❖ **Teaching /HAU Staff** - Yellow thumb loop gown or disposable apron and arm protection sleeves
- ❖ Safety glasses/visor (clean before and after use)
- ❖ Gloves – Various sizes and types available
- ❖ Face Mask

Please inform a member of HAU staff if you experience any issues with the PPE provided or require assistance.

Please watch the Video, below, before attending your first HAU teaching session.



HAU PPE Instructional Video.mp4

PPE COVID-19 update - Additional information detailing the requirements for onsite activities/teaching areas as well as instructions on donning and doffing of PPE will be provided when on site.

Cadaver Acceptance and Preparation

Cadaver Acceptance

All donor medical records are screened for evidence of infectious communicable diseases and only 'safe' cadavers are accepted.

Cadaver Preparation

Cadavers are embalmed with a formaldehyde based solution. Any concerns regarding fume levels should be communicated to HAU staff, who will carry out monitoring and take appropriate action.

Prosections and other wet specimens are kept in a 0.5% phenol solution. COSHH forms for all solutions are available for inspection at all times.

Each donor and specimen are given a unique Id number. Please ensure that any material that is separated from a specimen is notified to a member of HAU staff, in order that it can be reunited.

Important Points to Note

Hand washing sinks ONLY



Specimen Sinks



WASTE BINS
PPE & paper only



Anatomy Skills Laboratory

HAU Local Rules

Anatomy Skills Laboratory (ASL 13L05)

- The ASL is a restricted area, access to authorised persons only
- College ID badges or relevant ID must be worn at all times
- All persons must behave in a professional and respectful manner
- All students, visitors, and staff external to the HAU must sign in or be registered upon entry to HAU areas.
- All entrants to the ASL must wear appropriate Personal Protective Equipment (PPE), as instructed.
- No HAU property is to be removed from the rooms unless specifically authorised by HAU staff
- Mobile phones, cameras, personal iPads, and other electronic equipment are not allowed to be used in the ASL
- Personal electronic equipment and personal belongings must be stored in the lockers provided on the 7th floor.
- Photography is not allowed in the ASL
- College iPads may be used during teaching sessions in the ASL
- Consumption of food or hot drinks is forbidden at all times.
- Ensure your work area is left clean and tidy at the end of a teaching session and place rubbish in the bins provided.
- Treat all bones, models, and equipment with care and notify a member of HAU staff immediately if anything is damaged
- Ensure COVID-19 safety procedures are followed at all times

Pathology Museum

HAU Local Rules

Pathology Museum and Seminar Room (11L07 & 11L07I)

- The Pathology Museum is a restricted area, access to authorised persons only
- College ID badges or relevant ID must be worn at all times
- All persons must behave in a professional and respectful manner
- All students, visitors, and staff external to the HAU must sign in or be registered upon entry to HAU areas.
- All entrants to the Museum must wear appropriate Personal Protective Equipment (PPE), as instructed.
- No HAU property is to be removed from the area unless specifically authorised by HAU staff
- Mobile phones, cameras, personal iPads, and other electronic equipment are not allowed to be used in the Museum.
- Photography is not allowed in the Museum or Seminar Room
- College iPads may be used during teaching sessions.
- Consumption of food or hot drinks is forbidden at all times
- Personal belongings must not block main thoroughfares.
- Only HAU staff trained in manual handling techniques are allowed to move museum pots, please ask a member of staff for assistance if necessary
- Please replace chairs and catalogues and ensure your work area is clean and tidy before leaving
- Ensure COVID-19 safety procedures are followed at all times

Support and General Information

- ❖ The health and personal well being of our students is important to us. Support is available from your personal tutors and further information, help and support can be found on the Imperial Health and wellbeing website [Imperial Health and Wellbeing](#)
- ❖ For any non academic concerns or queried relating to your session in the Human Anatomy Unit, please contact Rachael Waddington, r.waddington@imperial.ac.uk
- ❖ Your information will be held as part of HTA licensing requirements. All information is governed under Imperial Good Data Protection Regulations ; <http://www.imperial.ac.uk/admin-services/legal-services-office/data-protection/>