

CHARTER FOR STAFF AND USERS OF BODY RECEIVING FACILITIES

- 36 ARTICLES -

Preamble

Body donation is an altruistic gesture essential to the teaching of human anatomy, medical training, and research. This institution has been authorised by ministerial decision to host a body receiving facility for medical education and research purposes. The facility has a public service mission in the fields of training and research.

The body receiving facility is attached to the institution's health sciences unit and contributes to its common mandate to act in the public interest by training future health professionals in matters relevant to public health and in the application of the principle that all persons are entitled to protection and respect for their dignity even after their death. It also contributes to the fulfilment of the training needs of health personnel and professionals, and to the progress of science through research.

The purpose of this Charter, submitted by all personnel assigned to the receiving facility and all users of the facility, is to promote ethical principles of professional and scientific integrity as necessary for the operation and management of the facility, which will be receiving bodies donated for medical training and research purposes and to relations with the other entities.

This Charter is binding upon each user of the receiving facility. It will also be displayed on the premises of that facility.

1. Staff and users of the body receiving facility

Article 1.1: Only the staff assigned to the receiving facility, the facility's manager, and persons authorised by the manager shall have access to its premises.

Art. 1.2: The receiving facility's staff and its users - namely any professionals or personnel not attached to the facility and any students admitted to the facility, shall be bound by a duty of discretion and confidentiality as required to ensure compliance with the public policy provisions of the civil code, and in particular article 16-1-1 thereof:

"The respect due to the human body does not cease with death. The remains of deceased persons, including the ashes of those whose bodies have been cremated, must be treated with respect, dignity and decency."

Art. 1.3: All facility staff and users shall receive appropriate information and shall sign at the bottom of this charter after reading the provisions hereof. Signers shall retain a copy of the document.

Art. 1.4: Facility staff and users may bring any questions they may have regarding ethics or scientific and professional integrity, in particular any possible breaches of this Charter before the Professional Conduct Committee of the health sciences unit to which they are attached, or before the Ethics, Scientific and Educational Committee (**see Art. 6.3**).

Art. 1.5: Facility personnel shall be given appropriate training upon undertaking their duties, and shall be closely monitored by supervisors from the institution to ensure compliance with the statutory provisions applicable to them (cf. Art. 4.5).

Art. 1.6: The recruitment and promotion of staff (including teaching, research, administration and technical support personnel) shall be conducted based on fair and transparent criteria and methods free of discrimination or favouritism associated with sex, age, or socio-economic, ethnic, political, union, or religious background, and consistent with the principles of scientific integrity.

Art. 1.7: The personal data collected, particularly relating to the personnel of the body receiving facility and to users, exclusively professionals and staff not allocated to the facility, mentioned in Art. 1.2, are processed in house in the receiving facility under conditions defined in an order, made in application of Article R. 1261-32 of the public health code having regard to the General Data Protection Regulation (GDPR). Only the manager and accredited staff of the body receiving facility will have access to this data of a personal nature for the requirements of their jobs and only within the limits of what they need to know. Each person has a right of access, correction and limitation in respect of personal data relating to them through the data processing manager of the body receiving facility. Non-accredited personnel and users cannot have access to the identity of the body of a donor nor to any other personal data relating to the said donor or to the personnel and users mentioned in Art. 1.2.

2. Relations with donors and their families

Art. 2.1: One or more receiving facility agents will be specifically assigned to handle relations with persons requesting information on the donation process, donors, and their families or close relations.

Art. 2.2: The information provided to adult individuals planning to donate their body must be truthful and clear. It will in particular address how the body will be used, what will become of the body, and will specify the terms for the granting and revoking of consent. An informational document prepared at the national level will be provided to the individual so that they can read it before making any decision. The agents referred to in the previous article will answer any question posed by the individual or their close relations.

Art. 2.3: The wish to donate one's body for the purposes of medical education and research is a private decision. This decision is made as a result of reasoning that is strictly personal in nature. The decision to make this reasoning public by informing close relations or on the contrary to keep the matter entirely confidential is entirely up to the donor.

Art. 2.4: Staff and users of the body receiving facility shall respect the donors' choice as to whether they wish this procedure to be kept confidential. Staff and users of the receiving facility chosen by the donor must never violate the donor's confidentiality, even by disclosure to the donor's family or relatives; the authority to make such disclosure belongs exclusively to the donor during his or her lifetime. The intermediary for persons wishing to donate their body should nevertheless advise them to discuss this decision with their close relations.

Art. 2.5: The undertaker is mandated by the authorised institution to assist the family or close relations after the donor's death. They will be informed, humanly and prudently, of the conditions under which the body will be used, with the strict respect due to the body.

No information relating to the specific use to be made of the donor's body should be disclosed.

The undertaker will provide them with a copy of the informational guide referred to in article 2.2 of this Charter on behalf of the staff and users of the authorised institution's receiving facility. This guide informs the family and close relations of the donor's reasoning. The provision of a unified informational document allows confirmation that the donor was fully informed before submitting their signed declaration of consent to donation.

3. Acknowledgement of body donation and Tribute to donors

Art. 3.1: The body receiving facility, which ensures the preservation of the body it has received, shall be the custodian of the body until it is returned to the family or close relations or funeral operations are conducted by the institution.

Art. 3.2: Its staff will implement all appropriate measures to express the institution's appreciation of the donor for this act.

Art. 3.3: Staff and users are invited to attend the remembrance ceremony organised each year in honour of donors.

4. Ethics reaffirmed

Art. 4.1: Educational practices and research work requiring the use of bodies must be conducted with respect for the donor and their body, as well as with respect for the donor's family and close relations.

Art. 4.2: For this purpose, the body receiving facility's activities must be conducted in a manner entirely independent of any private interests.

Art. 4.3: Receiving facility staff and users must prevent any situation likely to give rise to a conflict of interest, whether personal, family or professional.

Art. 4.4: Receiving facility staff and users have an institutional and academic framework that guarantees that they will act with both professional and scientific integrity.

For other users of the facility, namely the students, this guarantee is part of the learning pathway offered at the institution, in compliance with principles of transparency, loyalty, impartiality and integrity.

Art. 4.5: Any persons participating in the activities of the body receiving facility, including staff - training, research, laboratory technicians - or users, shall be provided with appropriate information on the proper approach to be taken with regard to the body.

Specific training actions are organised for institution staff and users before they may participate in the receiving facility's activities. These actions particularly address the necessary precautions to be taken before and during any contact with the bodies, the risks involved, and the prophylactic measures to be taken.

Users, staff and students associated with the institution and with external organisations also undergo ethics training relating to the donation of bodies and the respect due to them before they may participate in the above-mentioned activities.

Art. 4.6: Student users of the body receiving facility shall report to the chair of the Ethics, Scientific and Educational Committee any situation in which they may find themselves that they feel may constitute an abuse of authority or an infringement of the provisions of this Charter.

They may express themselves freely, in compliance with the requirements of this Charter, regarding the conditions of their educational pursuits at the body receiving facility, without risking any retaliatory reproach or sanction from its staff, their teachers or, where applicable, other users.

Art. 4.7: A donated body may not be subject to any commercial exchange and may be used only for medical education and research purposes.

Art. 4.8: The personnel of the body receiving facility must carefully review any draft agreement concluded with an external organisation. The draft agreement must guarantee the independence of the receiving facility, which shall remain responsible for the preservation of the body until it is returned to the donor's family or close relations, or until funeral operations have been conducted. The Ethics, Scientific and Educational Committee will issue an opinion confirming absolute compliance with the principles of this Charter.

Art. 4.9: Apart from the financial components necessary for the pursuit of the medical education and research activities specified in the agreement discussed in the preceding article and approved by the competent deliberative bodies, no financial contribution, material support, or gift of any value whatsoever shall be permitted, in order to ensure consistency with the provisions of this Charter.

Art. 4.10: Funds received in cash by the institution are intended only to compensate the costs incurred by the body receiving facility to make the bodies available to health professionals, teachers or researchers from external organisations using them on the facility's premises or outside the institution when a temporary removal of the body has been authorised in accordance with the legislative and regulatory provisions in force.

Similarly, funds received in cash from an external organisation shall be specifically provided for under the agreement and intended exclusively to compensate for the costs incurred for providing the institution with expertise on specific matters, or specific equipment for high-level medical training and research.

Art. 4.11: In any agreements entered with external organisations, the receiving facility will advance procedures and recommendations intended to guarantee the quality of the education provided and research developed at such external organisation, particularly in matters of ethics and professional conduct. The implementation of such agreements shall be subject to an internal evaluation prior to any possible renewal.

5. Use of bodies

Art. 5.1: The use of bodies donated for the purposes of medical education and research shall be limited exclusively to medical training activities and research work conducted on the premises of the body receiving facility, which will guarantee its preservation. The same guarantees apply when activities are to be conducted outside the body receiving facility, on the institution's premises or on the premises of an external organisation, in the context of a temporary removal of the body authorised in accordance with the laws and regulations in force.

Art. 5.2: Within the institution authorised to host the receiving facility, bodies may only be removed from the facility or anatomical laboratory when for reasons of material organisation (for example, a lack of medical imaging equipment) the activities cannot be carried out on their premises.

Art. 5.3: Any use of the body for any purpose other than medical training and research objectives pursued under the supervision of the director of the receiving facility is prohibited.

Art. 5.4: all operators, staff and users, are specifically warned that any use, sampling or segmentation not authorised by the director of the host facility and approved by the Ethics, Scientific and Educational Committee shall constitute a punishable criminal offence.

Art. 5.5: Preference is given, in the activities conducted, to the performance of work involving the whole body. No segmentation may be performed during training or during the conduct of a research project except as regularly authorised, and must be conducted upstream by receiving facility staff.

Art. 5.6: The personnel of the receiving structure shall take the greatest care to restore the body to its original appearance immediately after completion of all activities to be performed involving the body.

Art. 5.7: Hygiene and safety rules shall be strictly observed in the body receiving facility. The institution shall provide the necessary means to ensure compliance with said rules.

6. Final Provisions

Art. 6.1: This Charter shall be displayed on the premises of the body receiving facility.

Art. 6.2: A copy of the present Charter shall be given to each person designated in Arts. 1.1 and 1.2.

The institution shall use every means possible to ensure that the abovementioned persons are aware of the Charter. It is enforceable against each of them.

This Charter shall be binding upon and enforceable against each signatory hereto.

Art. 6.3: Any breach of this Charter may incur disciplinary proceedings and/or a report to the Public Prosecutor's office.

The application of this Charter shall not preclude the implementation of the provisions of the **Ethics and Professional Conduct Charter of the colleges of Medicine and Dentistry, in particular its title XIII**, with regard to the consequences for breaches of the provisions, principles and values thereof.

Charter posted at the following location: Date: / /

Room:

Date provisions acknowledged: / /

Signatures	
Surname and given name of signatory	The facility manager (Surname and given name)

