



Donor Consent Application Letter

QUT Body Donation Program

Private

To The Applicant for QUT Body Donation:

Thank you for your recent enquiry about the QUT Body Bequest Program.

Please find included in this download, a Donor Consent Form and a QUT Body Donation booklet which contains all the relevant information required to become a registered QUT Body Bequest Donor. Please read the information carefully, and if you wish to become part of the QUT Body Bequest Program, please complete both the Donor Consent Form and the Senior Available Next of Kin Forms and return post to QUT – MERF, PO Box 5678, Stafford Heights Qld 4053 or email your completed forms to bodybequestofficer@qut.edu.au.

Please note the conditions listed on page three of the Donor Consent Form do not necessarily exclude you from being accepted as a donor. This list simply represents some conditions that *may be* of concern when your body is finally accepted at your passing. All prospective donations are assessed on an individual case-by-case basis.

This is a very important step you are considering as you may be able to make a real difference to medical innovation with your generous donation.

If we can assist you with further information or if there is anything you do not understand, please do not hesitate to contact the QUT Body Bequest Office on (07) 3138 – 6944 or email bodybequestofficer@qut.edu.au.

We look forward to hearing from you soon.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Ian Mellor', is positioned below the 'Yours Sincerely,' text.

Ian Mellor, QUT Body Bequest Program Coordinator

On behalf of Professor Ross Crawford M.B., B.S. (QLD) F.R.A.C.S. (Orth); QUT Anatomy Licence Holder
Medical Engineering Research Facility, Research Infrastructure



Donor Consent Form

QUT Body Donation Program

Office Use Only

Reference No.:

Date Received:

Private

Donor Details & Terms of Consent

Donor Details					
Name:	Mr, Mrs, Ms, Miss (First, Middle and Surnames)				
Usual Address:					
	State	Postcode	Gender:	Male:	Female:
Email:					
Mobile Phone:			Alternate Phone:		
Date of Birth:					

Terms of Consent	
I have read and understood the <i>Terms and Conditions of Donation (Page 3)</i> and I consent to my donation and retention of my body at the time of my death by QUT, at one of its Schools of Anatomy for the following duration for the purpose of 'Anatomical Use': (Please Tick One Box Only)	
<input type="checkbox"/> Indefinite Donation	<input type="checkbox"/> Time Limited Donation (< 3 Years)
A body donation in this way will be retained for an indefinite period of time which implies that there will be <u>no specific time of cremation</u> .	A body donation in this way will be retained for a <u>maximum of a 3-year period</u> after which a cremation will occur.
Typical time frames for this type of donation are 3 months – 7 years.	Typical time frames for this type of donation are 3 months – 3 years.
Regardless of the donation type, The Donors' ashes will be available for collection by the Next of Kin once the 'Anatomical Use' is concluded. Some parts of the donor's body may be prepared for long-term preservation or retained for 'Anatomical Uses'.	

Signature of Donor Authorising Consent		(Ink or Electronic Signatures are Acceptable)	
Signature of Donor:			
Date:			
Signed in the Presence of Witness 1 (REQUIRED):		Signed in the Presence of Witness 2 (REQUIRED):	
Full Name:		Full Name:	
Relationship to Donor:		Relationship to Donor:	
Phone:		Phone:	
Email:		Email:	
Signature:		Signature:	
Date:		Date:	

Next of Kin Details

Next of Kin Details							
Name:	Mr, Mrs, Ms, Miss (First, Middle and Surnames)						
Usual Address:							
	State	Postcode	Gender:	Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>
Email:							
Mobile Phone:				Alternate Phone:			
Relationship to Donor							
I represent and warrant that I am one of the following persons (Next of Kin):							
(a) The Donor's spouse, civil partner or de facto.							<input type="checkbox"/>
(b) A Child who has attained the age of 18 years.							<input type="checkbox"/>
(c) A Parent of the Donor.							<input type="checkbox"/>
(d) A Sibling, who has attained the age of 18 years.							<input type="checkbox"/>
(e) A Personal representative (Under Schedule 1 of <i>The Acts Interpretation Act 1954</i>).							<input type="checkbox"/>

Donor Details

Donor Details (As Per Page 1)	
Donor Name:	Mr, Mrs, Ms, Miss (First, Middle and Surnames)

Next of Kin Signatories

Signature of NOK Authorising Consent	
(Ink or Electronic Signatures are Acceptable)	
Signature of Next of Kin:	
Date:	

Please Return Page 1 and Page 2 In the 'Reply-Paid Envelope' provided (and if not provided) To:
QUT – MERF, PO BOX 5678, Stafford Heights Qld 4053
or
Please Return Email Page 1 and Page 2 To:
bodybequestofficer@qut.edu.au

END OF DONOR REGISTRATION PAPERWORK

Terms and Conditions of Donation

The Donation of a Deceased's Body (The Donor) Is Subject to The Following Terms and Conditions of Donation:

- 1) The Donor must be over 18 years of age.
- 2) Queensland University of Technology (QUT) will accept donations of bodies from Donors who reside and pass away in the Brisbane and surrounding areas. QUT will pay for the transport and the cremation of the body of an accepted Donor within the greater Brisbane Area. Any private funeral or memorial service is at the personal cost of the Donors' family and Next of Kin (NOK). There is no payment of any kind for the acceptance of a body donation at QUT.
- 3) Donor bodies may be used during the term of the donation for teaching and learning, unspecified scientific research (with approval from the QUT Human Research Ethics Committee) and medical research and development, which includes surgical skills training, technique development and medical device development ('Anatomical Use')
- 4) Medical Imaging (I.e. MRI, CT and Intraoperative Imaging), unspecified scientific and anatomical photography (for example in the teaching of anatomy, research and surgical skills) may be performed as part of this 'Use'. QUT has access to these controlled images and ensures that published images will not identify The Donor. Usage will be in accordance with the *Transplantation and Anatomy Act 1979* and QUT Policies & Procedures.
- 5) Registration with the QUT Body Bequest Program does not guarantee final acceptance of The Donor at the time of death. The Donor, or my NOK, may revoke my preference or wish to donate my body at any time.
- 6) The Donor consents to QUT accessing my medical records for the purpose of determining acceptance of my body in compliance with the *Public Health Act 2005* and *Federal Privacy Legislation* and the *Transplantation and Anatomy Act 1979*.
- 7) The Donor consents to providing my body to other Universities or Schools of Anatomy, on a loan basis for the purpose of 'Anatomical Use(s)'.
- 8) Retaining unspecified amounts of tissue(s) from The Donor for ongoing teaching and research purposes will be disposed of separately in accordance with the Queensland Health, "*Best Practice Guideline for Schools of Anatomy in the Disposal of Human Remains August 2020*".
- 9) At the end of The Donor's time in the program, The Donor will be cremated, and the ash remains will be made available to the Donor's Personal Representative, Family or NOK (unless some tissue[s] has been retained as per Item 8 above).
- 10) An "indefinite" period of time will mean there will be no specific timeframe as to when The Donor will be cremated, but that it will occur as soon as possible after The Donor has been used for the 'Anatomical Use' for which it was donated / intended and is a discretion of QUT staff.
- 11) Final acceptance of The Donor is dependent on the condition of the body at the time of death and is assessed on a case-by-case basis. At QUT's discretion, QUT may elect not to accept The Donor for several reasons which may include: **(a)** The body is subject to an infectious or notifiable disease that is unable to be treated and/or **(b)** The body shows considerable signs of deterioration.
- 12) QUT will hold an official 'Thanksgiving Service' with the families to honour The Donor and their donation.

Who to Contact

Brisbane & Gold Coast Area Donors:

At the time of a donor passing away, the Donor's personal representative, family, next of kin or person otherwise legally responsible should contact **Metropolitan Funerals** on phone: **1800 636 660**.

Redcliffe, Bribie Island & Caboolture Areas Donors:

At the time of a donor passing away, the Donor's personal representative, family, next of kin or person otherwise legally responsible should contact **Traditional Funerals** on phone: **1800 672 331**.

Toowoomba Area Donors:

At the time of a donor passing away, the Donor's personal representative, family, next of kin or person otherwise legally responsible should contact a local Funeral Home Company.

Sunshine Coast Donors:

At the time of a donor passing away, the Donor's personal representative, family, next of kin or person otherwise legally responsible should contact **Gregson & Weight Funeral Directors** on phone: **(07) 5491 – 1559**.

Please advise them that the donor has been registered for the QUT Body Bequest Program.

If you are unsure of any details relating to the donation of the Donor's body or completion of these forms, please contact the QUT Body Bequest Officer at the Queensland University of Technology during business hours on (07) 3138 – 6944.

QUT Body Donation: <https://www.qut.edu.au/engage/giving/ways-to-give/body-bequest-program>

Please Keep Page 3 of 3 For Your Reference Only, Do Not Return To QUT.

Body donation at



INFORMATION ABOUT BODY DONATION AT QUT FOR SCIENTIFIC AND MEDICAL PURPOSES



The gift of your body could make a real difference
to medical innovation

Introduction...

Thank you for taking the time to enquire about the Queensland University of Technology (QUT) Body Bequest Program. You may be able to make a real difference to medical innovation by donating your body to QUT.

The QUT Body Bequest Program is a key component to medical education and training at QUT. It is through the generous gift of their body that members of the public play an important role in the training of health professionals such as surgeons, doctors, nurses and allied health workers. QUT needs your support to continue this essential training and ongoing research.



Applying

The application process is very simple. Included in this information pack is a form that needs to be completed with the donor's details and those of their chosen next of kin (a nominated senior spokesperson for the family). We ask that a senior spokesperson for the family be part of the donation process to ensure the family is aware of your wish to donate your body. We encourage you to discuss the body donation process with as many members of your family as possible, thus minimising future misunderstandings.

Please ensure the form is witnessed where applicable.

The form should then be returned to:

QUT Body Bequest Program

GPO Box 2434

Brisbane Qld 4001

or emailed to bodybequestofficer@qut.edu.au

A prepaid self-addressed envelope is supplied in the information pack for your convenience.



Acceptance

Unfortunately, registration as a prospective body donor does not mean that your body will automatically be accepted at the time of your passing, as certain conditions may prevent your donation from being suitable.

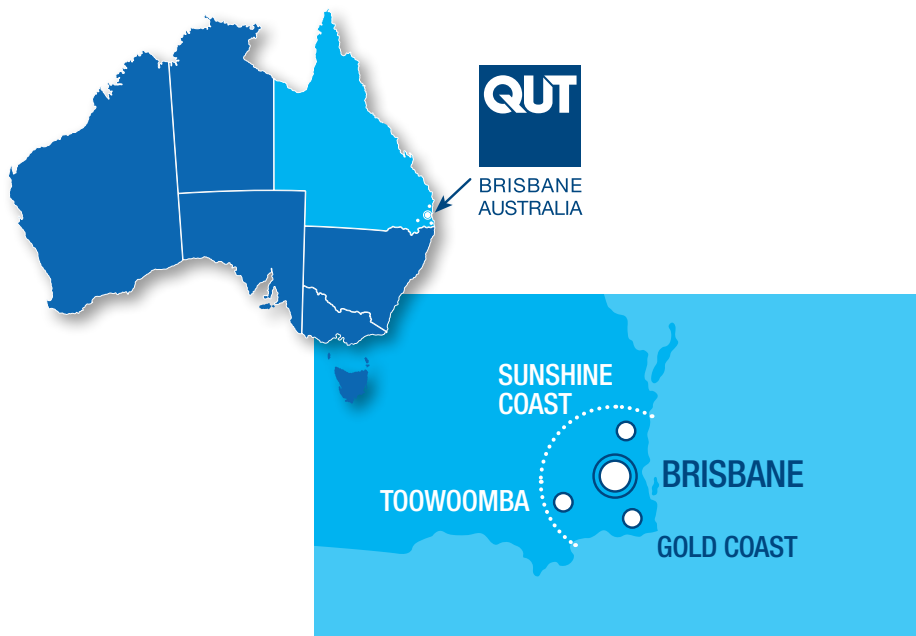
The possible situations that may prevent body acceptance include if:

- death occurred outside of the acceptance area
- the body is subject to an infectious or notifiable disease
- the body has a history of rapid onset dementia
- the body shows signs of deterioration.

QUT reserves the right to contact carers and medical professionals to access donor medical records to determine suitability for donation.

Acceptance area

The area of acceptance will be limited by the ability for the funeral industry to transport donors to QUT in a timely manner. It is envisaged that the main acceptance areas will be Sunshine Coast, Greater Brisbane and Gold Coast, but may not be confined to these areas. QUT cannot accept donors from New South Wales due to state legislation.



Non acceptance

If by chance the body is not accepted, the donor's family or next of kin will be contacted and advised that unfortunately QUT is unable to accept the donation. The family and next of kin will then be advised that all funeral/cremation arrangements should be undertaken by themselves and that QUT does not accept any further responsibility for the donor's body. Unfortunately, the body will at no time be stored on QUT premises if acceptance has been declined.

Acceptance procedure

When QUT is contacted regarding the death of a prospective donor, a funeral industry representative will collect and transport the deceased to the QUT Body Bequest Facility. When the donor body arrives at the facility, the body will either be embalmed or frozen until required.

QUT will cover the cost of the transport and ultimate cremation of donated bodies, but unfortunately burial is not a possible option.

At the conclusion of the body donation, family and next of kin will be advised of the impending cremation, and also that any cost relating to the storage or relocation of the ashes will be a private matter between them and the crematorium.

Terms of consent

QUT offers two different durations for donors and their families.

An 'indefinite donation' implies that a donation will be for an indefinite period of time, which means that there will be no specific time of cremation. Typical timeframes for this type of donation are three months to seven years.

A 'limited time' donation implies that a donation will be for a maximum three-year period, after which a cremation will occur. Typical timeframes for this type of donation are three months to three years.

Regardless of the donation type, the donor's ashes will be available for collection by the next of kin once the anatomical use is concluded. Some parts of the donor's body may be prepared for long-term preservation or retained for anatomical uses.

Education

The teaching of anatomy involves both examination and dissection of the human body, essential for understanding how the body works and why various diseases occur. The precious gift of donating your body can assist in the growth of this knowledge and benefit the training of many students.

QUT is involved in teaching anatomy to a wide array of students involved in many allied health disciplines. These areas of study include applied science, biotechnology, human movement studies, medical engineering, medical physics, medical radiation technology, paramedics, podiatry and radiotherapy.

The professions that come from these courses form the backbone of medical care in Queensland and Australia.



Surgical training

An important aspect of the QUT Body Bequest Program is facilitating the training of surgeons in specialised surgical procedures. Surgical workshops provide an important foundation step in bringing complicated medical procedures into the operating theatre of all our hospitals, both nationally and internationally. Surgeons are able to trial the latest in medical procedures and develop skills using the latest in medical devices and instruments. QUT has established world-class facilities to make surgical training in Queensland equal to the best found around the world.





Research

QUT is at the forefront of research into some of the most debilitating of diseases and injuries that affect the quality of life of a large number of Queenslanders and Australians. You can make an important contribution to this work by the generous gift of donating your body.

QUT has active research programs in areas such as regeneration of tissues lost as a result of trauma or tumour resection, medical implants and therapies to address spinal disorders and their injuries, and medical robotics to make medical procedures safer and more accessible.



Completion of Program

At the completion of the teaching, training and research, QUT will advise the next of kin of the impending cremation of the donor's body. QUT will cover the cost of transfer and cremation of the donor's body but please be advised that any additional costs for relocation, storage or disposal of the ashes will not be covered by QUT.

As part of the body bequest process, occasionally some bodies and parts of bodies may be retained for ongoing teaching or research, however it is usual that the whole body is cremated before the second anniversary of receipt of the body. If indefinite retention is selected on the registration form, it may mean that bodies or body tissue may be retained for extended periods of time past the second anniversary of receipt.

Thanksgiving Service

A memorial service is held regularly in remembrance of those who donated their bodies. These services give families and next of kin an opportunity to gain closure following the body donation of a loved one. They also provide an opportunity for families to meet with staff, students and researchers, and understand how precious and important the act of body donation actually is.

Book of Remembrance

The names of body donors will be recorded in a special 'Book of Remembrance' that will publicly acknowledge the generous gift of body donation. This book will be on permanent display at QUT.

CONTACTING QUT BODY BEQUEST PROGRAM

Please address correspondence to:

QUT Body Bequest Program
GPO Box 2434
Brisbane Qld 4001

Phone 07 3138 6944

Fax 07 3138 6936

Email bodybequestofficer@qut.edu.au

Web qut.edu.au/engage/giving/ways-to-give/body-bequest-program