

IMPERIAL

Core Surgical Anatomy Programme

Induction to the Programme & the Human Anatomy Unit

- Rachael Waddington
- V2. 01/07/2025

CSA Personnel

Programme Director

- Professor George Hanna

Programme Co-Director

- Stella Mavroveli s.mavroveli@imperial.ac.uk

HAU Manager – CX Site

- Rachael Waddington r.waddington@imperial.ac.uk

Programme Administrator

- Debbie Gilpin d.gilplin@imperial.ac.uk

Anatomy Technical Officer - CX Site

- Will Lowe, 02033117039 w.lowe@imperial.ac.uk

Anatomy and Pathology Museum Officer - CX Site

- Jesse McCabe, 02033117331 j.mccabe@imperial.ac.uk

Technical Assistant

- Abby Pribadi (Temp)

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
- ✓ There will be a total of 22 sessions across the academic year
- ✓ Regular formative assessments (multiple choice tests) will take place to support learning
- ✓ Certificates will be issued to those trainees who achieved 80% AND passed the assessments
- ✓ Average pass mark across all assessments is: 51.5%
- ✓ Any concerns and information about attendance, assessment and feedback is shared with NHSE on a regular basis

Trainees:

- Will receive a reminder a week before the session
- Who miss two consecutive sessions will be reported to NHSE
- Will need to provide feedback after each session
- Can swap between triplicated sessions if **amended online in advance**

Programme Introduction

Locations

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

Practical Skills sessions, and Train the Trainer and The Surgical Frailty Journey training days will be held at St Mary's Campus.

Pathology and Anaesthesiology training will either take place at St Mary's Campus or as a webinar.

Access

In order to gain access to the Human Anatomy Unit, you will be loaned a guest access card for the academic year when you arrive for your first teaching session.

You must inform the HAU team immediately if you lose or misplace your ID card.

Programme Introduction

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	CASL
09:25-09:30	ROTATE		
09:30-10:20	Rotation 1	1 2 3	DR1 DR2 CASL/PM
10:20-10:30	ROTATE		
10:30-11:20	Rotation 2	1 2 3	DR2 CASL/PM DR1
11:20-11:30	ROTATE		
11:30-12:20	Rotation 3	1 2 3	CASL/PM DR1 DR2
12:20-12:30	Feedback Session	All	

NB: Sessions will be 2 or 3 rotations please check your timetable.

Programme Introduction

Learning Outcomes & Reading Materials

Learning objectives for each session can be found on the Human Anatomy Unit website, [London Core Surgery Skills & Anatomy Programme | Faculty of Medicine | Imperial College London](#) as well as a selection of reading materials that may prove beneficial to you – such as web links, textbooks and resources on Blackboard.

Assessment & Feedback

Assessment is a compulsory feature of the Programme and will take place at the end of each module, during one rotation of a teaching session. 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.

Programme Introduction

Booking Sessions & Attendance

Booking and Attendance Policies

Booking System - BOOKWHEN

You will sign up to each teaching session via an online form. Links will be added to each session on the 'Training dates' section of the website, and they will also 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.

If you need to swap sessions you **MUST** transfer your booking to the appropriate session.

If you are unable to attend a session – whether you've signed up online or not – you must email your reason for absence.

Programme Introduction

Lateness

If you arrive late for your scheduled session you will not be able to join your group until the next rotation.

The cut off timings are as follows:

Session 1

AM Session – Registration closes at 09:55hrs

PM Session - Registration closes at 14:25hrs

Session 2-16

AM Session – Registration closes at 09:35hrs

PM Session - Registration closes at 14:05hrs

Do get in contact if you are running late, so we can efficiently organise the groups for that session.

Information on trainee conduct & lateness will be regularly shared with NHSE and the TPDs.

Human Anatomy Unit Induction

This induction covers the mandatory information stated in the Imperial Day
One Induction Form.

Commitment to Safety

- At Imperial 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 that 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 the Health and Safety documents and local rules relating to HAU teaching sessions.
- Familiarise yourself with HAU areas including the emergency exits, call points and safety equipment
- Please contact the HAU Health & Safety Co-Ordinator and HAU Manager, Rachael Waddington, if you have any questions, concerns or require assistance for any matters.
- Email: r.waddington@imperial.ac.uk
- Tel: 020331 ext.11216

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

HAU Manager

• Rachael Waddington, 02033111216

r.waddington@imperial.ac.uk

Anatomy Prosector

• Áine Dowling, 02033117039

a.dowling@imperial.ac.uk

Senior Teaching Fellow

• Maniccam Thavarajah

m.thavarajah@imperial.ac.uk

Embalming Officer

• Geraldine Anderton, 02033117039

g.anderton@imperial.ac.uk

Anatomy Technical Officer

• Will Lowe, 02033117039

w.lowe@imperial.ac.uk

Anatomy and Pathology Museum Officer

• Jesse McCabe, 02033117331

j.mccabe@imperial.ac.uk

Technical Assistant

• Abigail Pribadi

a.pribadi1@imperial.ac.uk

HAU Teaching Areas

- HAU Office, Lab Block, 14th Floor - 14L10
- Dissecting Room (DR), Lab Block, 14th Floor - 14L09
- Clinical Anatomy Skills Laboratory (CASL), Lab Block, 13th Floor - 13L05
- Pathology Museum, Lab Block, 11th Floor - 11L07
- Pathology Museum Seminar Room, Lab Block, 11th Floor - 11L07 (through museum)
- Personal belongings can be stored in the Pathology Museum Seminar Room

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. 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.

Safety Personnel

HAU Safety Co-ordinator

• Rachael Waddington, 02033111216

r.waddington@imperial.ac.uk

Safety – Senior Lab Manager

• Yoyo Dixon

yoyo.dixon@imperial.ac.uk

OH Director

• Claire O’Brien, 020 7594 9385

c.obrien@imperial.ac.uk

Fire Safety Advisor

• Michael Ryan

m.ryan@imperial.ac.uk

Building Manager

• Anna McDadd

a.mcdadd@imperial.ac.uk

Evacuation and Fire Alarms

❖ **An intermittent alarm means standby - be prepared to evacuate building.**

❖ **A continuous alarm means evacuate the building.**

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

Risk Assessments & PEEP

Personal Emergency Evacuation Plan

- A Personal Emergency Evacuation Plan (PEEP) is required for anyone who has difficulties in hearing the alarm or evacuating a building unaided in the event of an emergency due to a mobility or sensory impairment, a temporary injury (e.g. on crutches), or because they have difficulty coping in crowds.
- Please see the HAU manager to discuss any accessibility or other needs that may require a risk assessment to be carried out i.e. pregnancy.
- Persons must contact Rachael Waddington if they have any medical conditions or allergies.

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 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: 02033111216
 - 13th Floor – Ms Geraldine Anderton
 - Email: g.anderton@imperial.ac.uk
 - [Tel:02033117039](tel:02033117039)
 - 11th Floor – Mx Jesse McCabe
 - Email: j.mccabe@imperial.ac.uk
 - Tel:02033117039

Fire Action Notice

If you discover a fire⁴⁴⁴



1. Raise the alarm immediately by operating the nearest break-glass fire alarm call point.
2. Telephone 3333 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.

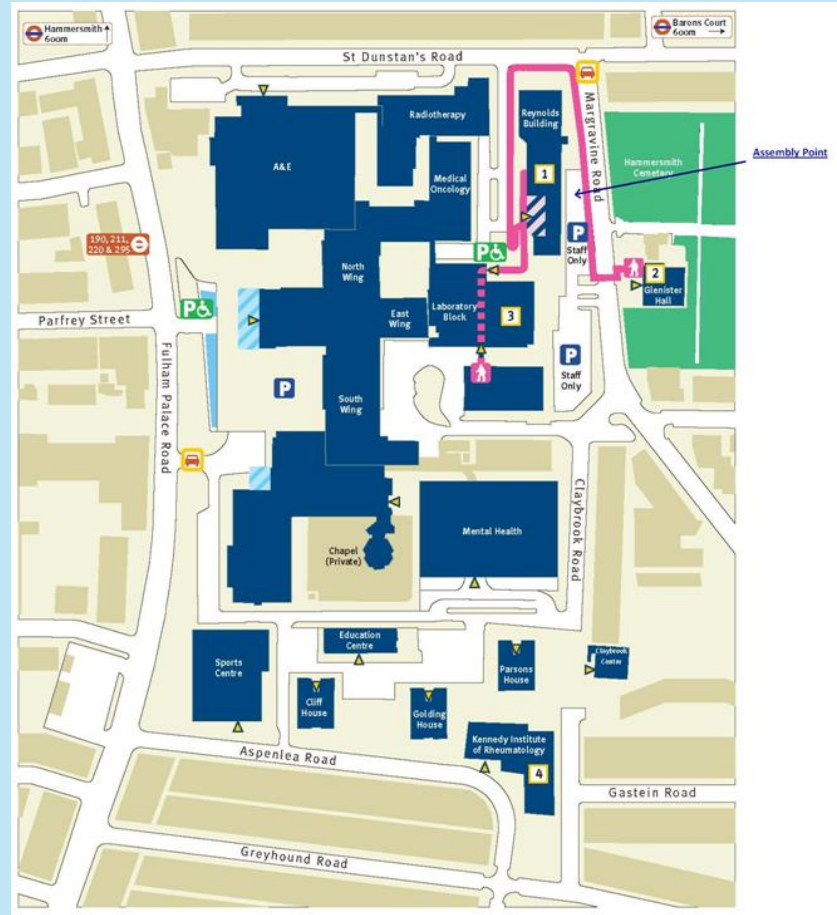


Charing Cross Campus Map

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

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

 Step Free Access Route



Assembly Point

Emergency Equipment & Information

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

- 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/exit to all HAU areas.

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 Corestream, available on the Safety Web Pages <https://www.imperial.ac.uk/safety/>
- HAU Staff will complete the forms and forward them to the relevant personnel.
- IF YOU FEEL UNWELL AT ANY POINT, PLEASE TELL SOMEONE

First Aid Arrangements

- HAU First Aiders
 - Rachael Waddington 020331 11216
 - Geraldine Anderton 020331 17039
 - Maniccam Thavarajah 020331 11216
 - Áine Dowling 020331 17027
 - Will Lowe 020331 17039
 - Jesse McCabe 020331 17331
- First Aid boxes are in all HAU Areas – seek a member of staff for assistance
- Emergency first aid can also be sought 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; <https://www.imperial.ac.uk/safety/safety-by-topic/access-control-and-permits/>
- Please ensure you read the HAU Teaching Risk Assessment before attending your first session.



Practical Class RA



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 four main categories:

	Red circle states prohibition e.g. No food or drink		Yellow triangle provides a warning e.g. Biohazard
	Blue circle states mandatory requirement e.g. safety glasses must be worn		Green square/rectangle provides safety information e.g. emergency exit
Access Signage			
	Red circle Highly restricted access		Yellow circle Limited access
	Amber circle Restricted 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.
- It is a privilege to be able to learn in this unique environment specifically one in which donors have gifted their bodies for your learning and professional development. Please ensure you handle all specimens with care and respect and maintain the dignity of the donors at all times. You must maintain the level of professional conduct expected during these teaching sessions .

You must abide by the HAU local rules and regulations at all times. Please be aware that any unprofessional behaviours or breach of these rules and regulations will result in disciplinary actions being taken.

- 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. QR codes will be provided for your CAS sessions. A printed register will be available for you to sign by your allocated station in the Dissecting Room

Conduct in the HAU

Dress Code

- **The following dress code must be adhered to comply with health and safety and HTA standards. The HAU dress code falls under the ICSM/NHS Clinical dress code guidance.**
- The dress code applies to all teaching/lab areas of the HAU: Dissecting Room, Clinical Anatomy Skills Lab, and Pathology Museum.
- Clothing:
 - Wear long trousers or skirts – wear suitable clothing so that your legs are covered to your ankle; shorts and short skirts are not appropriate in a lab environment.
 - In line with expectations of clinical placements and lab environments; clothing on the top half should cover the midriff and ideally cover your arm to the elbow. A short-sleeved T-shirt is acceptable – no sleeveless tops.
 - Footwear must be closed-toe and cover the dorsum of the foot; high heels and sandals are not suitable for a lab environment.
 - Tie back long hair and avoid wearing any dangling items i.e., ties/jewellery.
 - Ensure clothing is suitable to allow for physical clinical examinations in CAS sessions.
 - Headwear: Headwear is permitted where it fulfils cultural, religious or ethnic obligations.
 - Please see a member of HAU staff if you require reasonable adjustments when attending HAU teaching sessions

IMPERIAL

Dissecting Room

Donor Information

- Cadaver Acceptance

- All donor medical records are screened for evidence of infectious communicable diseases. The donation programme is managed by the London Anatomy Office.

- Cadaver Preparation

- Cadavers are embalmed with a formaldehyde-based solution. Formalin levels are monitored to ensure they are below working exposure limits (WEL).
- Prosections and other wet specimens are kept between 0.5% and 1% phenol solution. COSHH forms for all solutions are available for inspection at all times.
- Each donor and individual specimen is given a unique ID number. Please ensure you check that you are using the correct specimen allocated to your group, where applicable.
- All tissue derived from an individual subject must be placed in the appropriate container labelled with the specimen ID.

Dissecting Room (DR 14L09)

- The DR is a restricted area, with 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 on the 7th floor.
- 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 provided it is supervised by HAU staff.

PPE

Personal Protective Equipment

- PPE must be worn at all times in the Dissecting Room and comprises of:
 - Students - 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, when required
- 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](#)

- Any additional information detailing the requirements for onsite activities/teaching areas as well as instructions on donning and doffing of PPE will be provided by the College and during your teaching sessions.

Specimen Care

Care of Cadavers/ Prosections

- **All preserved human tissues are easily damaged** and if allowed to dry out will become unusable for further study - Ensure that the cadaver/prosections are sprayed periodically with the solution provided, to prevent drying out. A bottle of 10% Distel will be provided at each station to spray the donors during your sessions.
- When not in use, all specimens should be kept covered under moist cloth and plastic covers or in body bags.
- Demonstration specimens are the result of careful preparation and prosection and are difficult to replace. All specimens must be handled carefully as a mark of respect for the donor and for the benefit of other users.
- **Prosections supplied for study must never be dissected further.**
- Skeletons - Care is needed when handling bones or articulated skeletons, which are easily damaged if handled roughly. If any bone parts become separated, or metal fixings become detached, please inform HAU staff so that the situation can be remedied.
- Models - Please ensure all parts are reassembled after use and report any damage to a member of HAU staff.

IMPERIAL

Clinical Anatomy Skills Laboratory

Clinical Anatomy Skills Laboratory (CASL 13L05)

- The CASL is a restricted area, with 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 CASL 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 CASL.
- Personal belongings are not allowed in the DR. Lockers are provided on the 7th floor.
- Photography is not allowed in the CASL.
- College iPads may be used during teaching sessions in the CASL.
- 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. Ensure you replace bony specimens back into the correct box.
- Treat all bones, models, and equipment with care and notify a member of HAU staff immediately if anything is damaged

IMPERIAL

Pathology Museum

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
- 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.

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
- ❖ For academic issues, please contact Dr Stella Mavroveli, s.mavroveli@ic.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/>