

Anatomy Laboratory – Teaching Session Proposal Form

This form has been prepared in order to facilitate the process of arranging an anatomy teaching session within the Anatomy Laboratory. In addition new regulations from the Human Tissue Authority (HTA), who licence the Anatomy facility at BSMS, require additional information to be provided by organisers and for detailed records to be kept on each course or session held.

Session leader's details			
Name of session leader:	Title	Initial(s)	Surname
Institution:			
Department/School/Division:			
Address to which all correspondence should be sent (including invoice details):			
	telephone numbers: (including mobile if possible)		
	fax number:		
	e-mail address:		

Session Proposal	
Title of course of which the session is part <i>(include level e.g. BSc year 2):</i>	
Overall aim of session: <i>(brief outline of rationale for the session and the background of the session participants in terms of their anatomical knowledge)</i>	
Session Details <i>(Please provide a description of what should ideally be covered during the session. State what sort of specimens are required and number and level of teaching staff needed)</i>	

Operational details	
Proposed date and time of the session: <i>(Please include proposed duration of the session. Sessions outside normal hours may not be possible)</i>	
Proposed number of participants: <i>(In due course a full list of names will be required in order to fulfil HTA requirements. All participants will be required to sign in on the day. We have a maximum number of participants of 50 depending on what type of session is required, so this maximum may need to be reduced)</i>	
Facilities required: <i>(include whether seminar rooms, lecture theatre and atrium are required. These will obviously incur an extra cost)</i>	
Will participants be accompanied by tutor? Please include contact numbers of all those involved (mobiles if possible)	yes <input type="checkbox"/> no <input type="checkbox"/>
Please provide details of any other requests:	

CONDITIONS:

Costings: The costings for all sessions will be calculated on receipt of this form. Once agreement is reached, cancellation of the session by the organiser, without 7 days notice given to the Head of Anatomy, will result in a charge being applied (20% of total session charge). If the organiser cancels the session with less than 48 hours notice or there is a failure to attend the session, a full charge will be incurred. All agreed costs associated with preparation for a session (creation of special prosections, ordering of cadaveric material) will be payable by the organisers irrespective of whether the course runs or not (unless cancelled by the Anatomy Department).

HTA: The organiser will ensure that all session participants abide by the HTA regulations and Health and Safety rules as outlined by the Head of Anatomy.

Acceptance of conditions	
Signature of Course Organiser	
Date	

Please send a completed form to:

Professor Darrell JR Evans
Head of Anatomy and Designated Individual
Brighton and Sussex Medical School
University of Sussex Campus, Falmer
Brighton BN1 9PX

or send as an e-mail attachment to : d.evans@bsms.ac.uk

For Office Use Only	
Provisional agreement for session <i>(include signature Head of Anatomy)</i>	
Costings calculated <i>(include total amount and date of agreement from organiser)</i>	
Invoice information forwarded to BSMS Finance Office <i>(include date)</i>	
Invoice paid and resources transferred to devolved codes <i>(include date of notification from BSMS finance office)</i>	