

Anatomy Facility Hire at Brighton and Sussex Medical School

Frequently Asked Questions and Useful Information

How do I find the facility?

The Anatomy Facility is situated on the 2nd floor of the Medical Teaching Building (room 2.06). The building is located on the corner of Biology Road. There is a car park opposite the building.

The university operates on a pay-by-phone parking system. For courses, we can arrange a parking registration link for participants. Parking charges are then considered on the final invoice.

The campus is easily accessible by train and is serviced by Falmer train station which has good links to Brighton, London and the surrounding areas. There are also several bus routes which service the campus and the information regarding these can be found on www.buses.co.uk

Please also feel free to use the bike rack here if you travel by bicycle, located next to the back doors of the building.

I want to book a course – what is your availability for [given period]?

Our calendar has a degree of flexibility, and we are happy to work together to find dates that are mutually suitable for your course. Facility hours are generally 08:00-16:00, Monday to Friday. A degree of flexibility on start and finish times for large courses is something that can be discussed. Please indicate your preferred start and finish times on the proforma.

All external courses / teaching sessions need to fit around our student teaching and for this reason it is best to have as much notice as possible. It is to be expected that term time periods are a bit busier - October/November, January/February/March.

What is the process for arranging a course in your facility?

1. Please email anatomyfacility@bsms.ac.uk to inquire.
2. We will ask for you to fill in a proforma giving us the details of the course. Once this information is received, it will be reviewed by the Designated Individual (DI) to confirm if the activities are in line with our HTA licences.
3. If approved, we will issue you a quote based on the information provided.
4. Any requirements will be arranged, and our technical team will prepare the facilities ahead of the event, supporting with setting up and clearing the space when the event ends. Our team will also be present on the day of the event, supporting as needed.
5. Once the event is completed, you will receive a payment request giving the final costings based on the details of the day, followed by an invoice for the session.

How much does it cost to run a course in your facility?

The cost of running a course varies depending on the length and complexity of the course, the type and number of specimens required, and other variable factors. We are happy to issue you with a draft budget on receipt of a completed proforma so you can review all costs involved before we begin organising the course.

Can we order Fresh Frozen specimens and/or whole donors to use in your facility?

We can order fresh frozen donors and specimens for courses.

In general we need a minimum of 3 months notice to give the Nottingham Repository enough time to allocate specimens. Though, reserving specimens 10-12 months in advance is the best way to ensure availability, especially for courses requiring > 5 specimens. We may also be able to import specimens from the US using Science Care (subject to availability).

All specimens coming into our lab need to be ordered through our Anatomy Facility Manager as they hold responsibility under the HTA licence.

Please note that specimens will be ordered to arrive just prior to your course and to be disposed of soon after. If you require us to store the specimens beyond this (for instance for further research), charges will apply.

Can we use x-ray machines in your facility?

We do not have an x-ray on site. C-arms may be brought into the facility by an external provider. This must be arranged by the course organiser, and all equipment must meet current University Health and Safety standards. We will request this information from the course organiser in advance of the course. Failure to produce sufficient documentation will result in denied entry/use of the c-arm unit.

Do you have access to a CT scanner to enable us to potentially scan cadavers?

There is no CT scanner onsite so unfortunately this is not possible. We cannot allow the specimens to leave the department/building for scanning or any other purpose.

Is there on-site processing for cleaning instruments, etc?

We do not have access to an autoclave. We do have a dishwasher and sinks for handwashing.

Can we take images / live stream sessions?

We do have a camera in the facility. Specimens with the correct consent can be filmed with permission from the Anatomy Facility Manager and DI. Before any content can be created, our image policy must be reviewed and signed. If you would like to take images, please note this on your proforma so we can ensure that specimens with the appropriate consent are requested.

What other learning materials do you offer in your facility?

We have a wide range of prosections, potted specimens and can order fresh frozen material. We also have anatomical models as well as real and plastic bones. The plastic bones/models may be borrowed from the facility. No human material may leave the premises.

If we run a course in your facility, can we also use a seminar room?

Yes, we can usually arrange this though we do need to fit around teaching for our students. If you require a seminar / lecture room, please detail this on the proforma.

Do you provide catering for course delegates?

Yes, catering can be arranged on request. The University has an in-house caterer that can provide tea / coffee / snacks / sandwiches / hot food. Please note on your proforma if you require catering provisions or discuss directly with the Anatomy Administrator.

Can doctors in the Trust come and use your lab for research purposes?

We are happy for doctors in the Trust to come in for their own research purposes. A research proforma is required and must be approved by the Head of Anatomy / DI. Charges are assessed on a case-by-case basis.