

INTERNAL PROCESS

Introductory note

With the publication of Decree No. 274/99, of 22 July, the donation of bodies for teaching and scientific research purposes now has a legal framework. This diploma regulates the dissection of cadavers, or parts of them, for the purpose of the progress of Health Sciences and the training of professionals in this area and is fully respected by the Faculty of Medicine of the Catholic University of Portugal (FMUCP).

The teaching of Anatomy has an unquestionably relevant role in the training of medical students, and their learning depends on the detailed study of the human body. By donating their body, donors enable medical students to have a greater and better knowledge of the human organism, which will inevitably provide them with skills that will also be reflected in the care provided to living individuals. It is, therefore, important to remember that the teaching of Anatomy depends on the altruism and generosity of individuals who donate their bodies to science so that students and health professionals can develop skills and learning that only the in-depth study of the human body allows.

The Catholic University of Portugal is extremely grateful to all those who, endowed with philanthropic generosity, donate their bodies to science and the teaching of Medicine. The decision to donate one's body to teaching should be considered a vital gift for the consolidation and advancement of the Life Sciences in general and, therefore, a civic act of the greatest generosity.

Thus, and in accordance with the provisions of the aforementioned Decree, the donation of the body to the Faculty of Medicine of the Catholic University of Portugal (FMUCP) is processed in accordance with the procedure indicated in the following points.

The translation of this document into English is merely for convenience of the reader. In case of any inaccuracies or conflicts, the original version of this document in Portuguese has precedence.

I – Intention to donate

1. Those interested in donating their body to FMUCP must express their intention by filling out the Donation Declaration (see Annex I).
2. The Donation Declaration must be completed in full and signed by the future donor.
 - 2.1. The Donation Declaration is revocable at any time, by the donor himself, without any consequence, in accordance with the principle of autonomy and dignity of the donor.
 - 2.2. The Donation Declaration is strictly limited to the purpose provided for by law – "use for teaching and scientific research purposes" (art.3, no. 1, of DL no. 1 274/99 of 22 July).
 - 2.3. The Donation Declaration is configured as a free and willing expression of consent by its holder.
3. Throughout the process of intention and declaration of willingness to donate by the holder, FMUCP assumes the duty of information and clarification of the purposes, specificities of the procedures, and legal conditions that govern the validity of the Declaration of Donation.
4. In order to ensure the full clarification of the donor, FMUCP assumes, through the Donation Office, the duty and obligation to provide a moment in which the donor is informed, which must occur in person or, in exceptional or duly justified situations, by telephone. A record of the date must be made that proves the effective realization of this moment of clarification.
5. The signature must be notarized by a Notary, Lawyer or others who have equal competence in accordance with Decree No. 76/2006, of 29 March.
6. The expenses related to the recognition of the donor's signature will be covered by FMUCP. To do so, the donor must request an invoice (which must be delivered along with the remaining documentation) with the following data:
 - Name: Catholic University of Portugal;
 - VAT number: 501082522
7. The Declaration of Donation, with a notarized signature, must be delivered, in person, at the FMUCP facilities at the following address: Estrada Octávio Pato, 2635-631, Rio de Mouro - Sintra.
8. The original documents will be archived at FMUCP. A copy of them, as well as a proof of delivery, will be returned to the future donor.

9. Once in possession of the documents, the FMUCP Donation Office will integrate the data of the future donor into the internal database where, according to Decree 274/99, of 22/7, it must contain:
 - Full name;
 - Sex;
 - Date of Birth;
 - Place of Birth;
 - Place of Residence;
 - Identification number;
 - Date of previous contact;
 - Date of donation;
 - Contact person(s);
 - Person(s) with access to information after death
10. The family members and the respective Health Center must be informed of this decision, who will be responsible for notifying FMUCP immediately after the death.
11. At the same time, the donor will be provided with a "Donor Card", which should ideally be carried on their person, and which will inform the competent authorities and institutions of his decision.
12. The "Donor Card" must explicitly mention the scrupulous respect for the purpose of the donation of the body promoted by the will of its holder (as provided for by law - article 3, paragraph 1 of DL no. 274/99 of 22 July), and its use is for "teaching and scientific research purposes".
13. The "Donor Card" must explicitly state the revocability, at any time, by the donor himself.

II – After death

1. Once notified of the death, FMUCP will be in charge of starting the entire process, and the coordination of the FMUCP Donation Office must always confirm that:
 - 1.1. The name of the deceased appears in the internal database;
 - 1.2. Death comes from natural causes (age, chronic or prolonged illness), excluding from donation those that have been autopsied or that, for known clinical reasons, may pose a risk to third parties.
2. After the steps taken in the previous point, FMUCP will request the funeral home to transport the body to its facilities.

- 2.1. The expenses related to the transport and treatment of the corpse are fully borne by the FMUCP, except for funeral ceremonies.
3. FMUCP, through the Donation Office, will ensure, with the donor's relatives/significant people, information about the will expressed in life, procedures carried out, regarding cadaveric donation.

III – After the arrival of the corpse

1. Upon receipt of the corpse, the necessary procedures for its conservation are carried out in the preparation room of the FMUCP.
2. He will later go to the Anatomical Theatre where he will be studied in the context of medical education and research.
3. FMUCP ensures that in all procedures inherent to donation, the principle of respect for human dignity, the donor and their body, after death will be respected.
4. FMUCP ensures that in all procedures inherent to donation, the principle of non-instrumentalization will be respected, by the proper use and scrupulous respect of the body, for the purposes donated.
5. FMUCP ensures that in all procedures inherent to the promotion of respect for the corpse, at all times of its use.
6. Third parties previously indicated by the donor are guaranteed access to the necessary information so that they can carry out a thorough scrutiny of the compliance with the law and the regulations by the entity benefiting from the donation, after their death.

IV – Transfer of corpse/remains

1. Once the studies and teaching and research work are completed, the cycle closes and the final destination of the remains must respect the will clearly expressed in life by the donor, or in the absence of this, the will of the family must be heard and respected as to the destination of the remains, except when legal rules, namely for reasons of public health, impose a different procedure.

2. In the absence of a will expressed by the donor or the family, FMUCP will determine the cremation of the remains, informing the respective family members or contact person of this situation.
3. The expenses associated with the treatment of the remains are the sole responsibility of FMUCP, in an amount equivalent to the cost of the entire cremation process.

V – Donation Office

1. It is incumbent upon the FMUCP Donation Office:
 - 1.1. The processing of the donor's personal data, in compliance with the University's Data Protection guidelines;
 - 1.2. Confirmation of the identity of the donor and criteria for acceptability of the donation, in accordance with the provisions of paragraph 1.2) of point II of this procedure.
 - 1.3. The record of the identification of the corpse, in the service's own documentary support:
 - 1.3.1. Of the Elements of Identification of the corpse, when known;
 - 1.3.2. Reference to the entire process of using the corpse, from its origin to its destination;
 - 1.3.3. The name of the head of the service who authorised the performance of the acts referred to in Article 1 of Decree No. 274/99;
 - 1.3.4. Acts performed, in particular parts, tissues and organs extracted;
 - 1.3.5. The acts referred to in Article 18 of Decree No. 274/99.
 - 1.4. The monitoring of the entire donation process.
2. The Donation Office will be managed by a coordinator, preferably a doctor, unless otherwise indicated by the management bodies of FMUCP.

**DECLARATION OF DONATION OF THE BODY TO THE FACULTY OF MEDICINE OF THE
CATHOLIC UNIVERSITY OF PORTUGAL**

I, _____ (Full name),

of the _____ sex, born on ____/____/____, holder of the Citizen Card

No _____ - _____, valid until ____/____/____, natural of

_____, resident in _____

declare that I wish to donate my body to the Faculty of Medicine of the Catholic University of Portugal for anatomical, medical and scientific studies in accordance with the philanthropic spirit enshrined in the terms of Decree No. 274/99, of 22 July.

Date ____/____/_____

Donor's Signature

Note: Contacts to notify FMUCP after death:

- Monday to Friday, from 09:00 to 18:00 – Faculty of Medicine of the Catholic University of Portugal, by phone: 217214000 or email medicina.fm@ucp.pt
- On Saturdays, Sundays and holidays – by phone 215905115, available 24 hours a day.

In order to start the donation process, the future donor must:

1. Read the Internal Procedure of the Faculty of Medicine of the Catholic University of Portugal;
2. Fill out and sign this Donation Declaration;
3. To recognize the signature of a Notary, Lawyer or others who have equal competence in accordance with Decree No. 76/2006 of 29 March;
4. The Declaration of Donation, with a notarized signature, must be delivered, in person, at the FMUCP facilities at the following address: Estrada Octávio Pato, 2635-631, Rio de Mouro, Portugal.

Contact persons (if the donor wishes to indicate more people, this will and information must be registered in a document attached to this declaration):

1. _____ (Full Name) Phone _____
_____ Email _____
2. _____ (Full Name) Phone _____
_____ Email _____

Persons who are recognized, after death, as having access to the information necessary to carry out a thorough scrutiny of compliance with the law and the internal procedure of the beneficiary entity (if the donor wishes to indicate more people, this will must be recorded and information must be recorded in a document attached to this declaration):

1. _____ (Full Name)
Document of Identification: _____ Phone: _____

2. _____ (Full name) Identification
document: _____ Phone: _____

I declare freely, informs and clarifies that I have read and become aware of the Procedure Intern who governs the Body Donation process to the Faculty of Medicine of the Catholic University of Portugal and that I agree with its procedures.

Date ____/____/_____

(Donor's Signature)



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FACULDADE DE MEDICINA

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Annex I - Donation Declaration (Back)