

Guidelines for the Management of Health Care Equipment

Approved at the Office of Student Affairs' Executive Meeting on October 3, 2011
Approved at the Office of Student Affairs' Executive Meeting on November 16, 2016
Ratified by the Dean of Student Affairs on December 16, 2016

- I. The Guidelines were formulated to equip the University's faculty and staff with health knowledge and provide them with health services, in order to help them develop the concept of self-care.
- II. The Health Section assigns a person to manage the health care equipment specified in the Guidelines (including first aid kit, crutch, wheelchair, cold pack, hot pack, Nursing Anne, long spine board, splint, stretcher, and triangular bandage), and take stock on a regular basis.
- III. The University's faculty and students can borrow health care equipment with their faculty and student or other ID cards during opening hours.
- IV. Students who are graduating, have completed studies, have been expelled or suspended, and faculty who plan to study abroad or have resigned should return the health care equipment they borrowed before they leave the University. Only then can they apply for the exit procedure.
- V. The borrowing rights of those who fail to return the health care equipment on time will be suspended for 3 months.
- VI. A user must pay compensation within a deadline if the health care equipment they borrowed is lost or damaged.
- VII. The Guidelines become effective after being approved by executives of the Office of Student Affairs and ratified by the Dean of Student Affairs. Amendments must follow the same procedure.