

Guidelines on Management of Healthcare Equipment at I-Shou University

Ratified and promulgated by the President on August 11, 2004

- I. The Guidelines on Management of Healthcare Equipment at I-Shou University (hereinafter referred to as the “Guidelines”) are enacted to educate students, faculty members and staffs on healthcare, promote health education, and help them understand the importance of healthcare.
- II. The term “healthcare equipment” refers to: triangular bandages, first-aid kits, crutches, stretchers, hot/cold packs, fracture fixators, and books, magazines and videos related to healthcare.
- III. Healthcare equipment is kept at the Health Section under the management of the Section’s staffs.
- IV. Students, faculty members and staffs of the University may borrow healthcare equipment from the Section with their staff/student ID cards or other documents during office hours.
- V. Organizers, students, faculty members or staffs of inter-university/departmental or outsourced activities should request budget for medical supplies if the organizers intend to borrow first-aid kits or medical supplies from the Section.
- VI. Consent of the dormitory superintendent and registration are both necessary should

any University dormitory residents wish to borrow healthcare equipment kept at the dormitory management office.

- VII. Students should return the healthcare equipment they have borrowed before they graduate, complete courses, suspend schooling or are expelled, while faculty members and staffs should return the equipment they have borrowed before they leave the University for advanced studies abroad or resign. Those who fail to comply will be denied the clearance procedure (resignation procedure).
- VIII. Those who fail to return the healthcare equipment they have borrowed by a given deadline and still fail to give back the equipment despite a notice from the Section are liable for compensation. They will be barred from borrowing any of the healthcare equipment for a period of one to three months depending on severity.
- IX. Those who borrow the equipment must make compensation by a given deadline should the equipment were lost or damaged.
- X. The Guidelines become effective on the date of promulgation upon ratification by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.