National Changhua University of Education

Regulations for Borrowing and Management of Medical Devices

Adopted at the Administrative Committee meeting on January 5, 2011

Article 1 The National Changhua University of Education (hereinafter referred to as the University) establishes the Regulations for Borrowing and Management of Medical Devices of the National Changhua University of Education (hereinafter referred to as the Regulations) to reasonably and efficiently regulate the provision of medical devices for the faculty, staff and students of the University for physical rehabilitation or emergency response when activities are held.

Article 2 The faculty, staff, students or clubs of the University may apply to the Health Center to borrow medical devices in accordance with the Regulations.

Article 3 The term “medical devices” herein shall refer to first-aid kits, ice buckets, crutches, walking sticks, walking aids, wheelchairs, stretchers, heating pads, and so on.

Article 4 Borrowing methods:

I. Time limit for borrowing medical devices: The time limit is seven days for first-aid kits, ice buckets and heating pads, a month for wheelchairs, crutches, walking sticks and walking aids, and a day for stretchers.

II. Borrowing procedures: The borrower or the individual commissioned must bring the service card or student ID card of the borrower to the Health Center for registration purposes.

III. Renewing procedures: If it is necessary and no one has made a reservation for the borrowed device, a renewal application may be filed with the Health Center before the borrowing time limit expires. The borrowing of devices can only be renewed twice.

IV. Returning procedures: The returning procedures shall be completed within the time limit for returning the medical devices. If the due date falls on a weekend, holiday or a day when the Health Center is closed, the procedures may be completed on the following day. When returning a borrowed device, the borrower and the person in charge of checking and receipt at the Center shall jointly confirm the condition of the device and verify whether all accessories are returned. The person in charge of checking and receipt shall sign his/her name and record the date and time when the device is returned in order to complete the returning procedures, with the exception of consumables.

Article 5 Those who fail to return devices within the time limit will have their rights to borrow suspended starting from the day after the time limit, and will regain their rights six months after the borrowed devices are returned.

Article 6 Any person borrowing a medical device shall assume the responsibility of properly using and keeping the medical device. In the event that the medical device is damaged or lost, the borrower shall be responsible for repairs or compensation.

Article 7 The Regulations shall become effective after being discussed and adopted at an Administrative Committee meeting and submitted to the President for approval. The same procedures shall also apply to the amendments.