

MCU Procedures for Use of Medical Equipment

1. These procedures are based on the university's hygiene regulations, article 14.
2. If the medical equipment is needed in connection with any activities held by MCU faculty and staff or student clubs, please check with the Division of Student Affairs Health Services Section and fill out the application form before borrowing the medical equipment.
3. Medical equipment covered under this procedure :
(1) first-aid kit (2) other related items
4. Medical equipment use information :
 - A. User qualification : School faculty and staff who have a first-aid certificate are allowed to use the first-aid kit and other medical equipment.
 - B. Use time limitation : 1 to 7 days, extension available if necessary
 - C. Use formalities :
 - 1) Application : Complete the medical equipment borrowing form 3 days before borrowing items to seek equipment-use approval from the school.
 - 2) On the actual day of equipment loan, bring copies of signed official documents; first-aid or other certificates, and fill out the lending log to borrow equipment.
 - D. Returning :
 - 1) Return the equipment on schedule. Personal documents and certificates will be given back after items are checked for damages
 - 2) Any lost or damaged equipment must be fixed or replaced by the borrower/user.
 - a. If there will be any delay in returning the equipment, borrowers should check with the Health Services Section for extension before the original borrowing period expires.
 - b. Borrowers who have violated extension and return procedures must not only return the borrowed items immediately, but will be on the "borrower black list".
 - c. Please refer to the Health Services Equipment Borrowing Flow Chart.
5. Medical Equipment Compensation Regulations :
 - a. Borrowers/Users must compensate the Health Services Center for any medical equipment loss or damage at the list price.
 - b. If damage was caused by intentional negligence,

borrowers/users must not only compensate the Health Services Section, but will also be punished according to school regulations

6. Other regulations that are not mentioned here will be enforced in accordance with relevant school regulations.

7. These procedures have been approved by the university Administration Committee and implemented after the president's approval.