

# Ming Chuan University Procedures for Pulmonary Tuberculosis Disease Infection Prevention

Pass and revised at the Administrative Council Meeting on September 17, 2012

- Article 1 These procedures were established for safeguarding faculty and staff members, and students, from contracting pulmonary tuberculosis.
- Article 2 Those covered are faculty and staff members, and students, who have been diagnosed with open tuberculosis by a medical treatment facility.
- Article 3 Origin of Pulmonary Tuberculosis Disease Case:
1. Transferred from a hygiene unit.
  2. Faculty and Staff Member and Student Health Checkup.
- Article 4 Pulmonary Tuberculosis Disease Management Procedure
1. Pulmonary Tuberculosis Disease Case:
    - (1) Faculty and staff members and students who come down with infectious diseases should receive counseling concerning treatment. If necessary, they may be forced to take sick leave to prevent further spread of infection. They may return to the institution with the Certificate of Diagnosis issued by a hospital and submitted for the Campus Health Section's approval. During the treatment, patients are strictly required to wear a face mask, cultivate good personal habits and maintain air flow.
    - (2) Those who have close contact with tuberculosis patients should accept follow-up treatment.
    - (3) Faculty and staff members, and students, who come down with infectious diseases may be required to be isolated in the hospital for the treatment per doctors' instruction. Those who are not required to be isolated may stay at home or in the dormitory, maintaining air flow. No matter where the isolation venue is, patients must cultivate good personal habits to prevent spreading the disease.
    - (4) Please see Appendix 1 of Pulmonary Tuberculosis Disease Management Procedures.
  2. People who have contact with a pulmonary tuberculosis disease patient:

- (1) People who have contact with a pulmonary tuberculosis disease patient must complete a check-up within the time designated by the regulations of the Center for Disease Control of Department of Health.
- (2) Please see Appendix 2 of Contactor of Pulmonary Tuberculosis Disease Management Procedure.

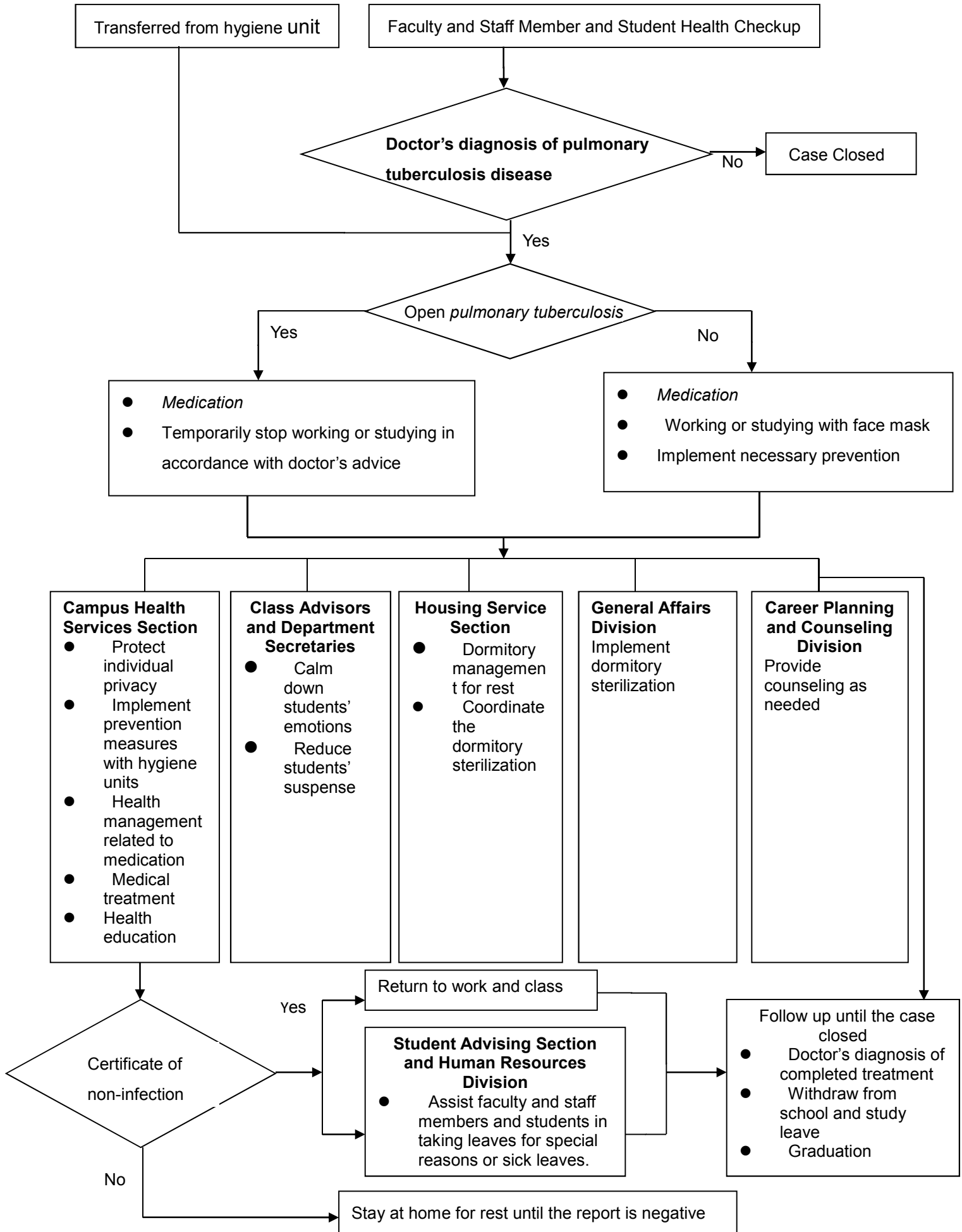
Article 5 The administration units must support as follows:

1. Campus Health Services Section: Protect individual privacy, cooperate with prevention measures from hygiene units, manage medication administration for pulmonary tuberculosis disease patient, assist in medical treatment, coordinate with the hygiene units for check-up of contacts, follow up with those contacts who have exceptional results on check-up, and provide education on pulmonary tuberculosis disease.
2. Class Advisors and Department Secretaries: Calm down students' emotions, avoid students guessing who may be a suspected case, coordinate the check-up time for those who had contact with a patient and group education venue, enhance the check-up rate and promote the check-up notices.
3. Academic Affairs Division: Provide the roster of the class in accordance with the format for those in contact with the disease.
4. Student Advising Section: Assist students in taking leaves for special reasons or sick leaves.
5. Human Resources Division: Assist faculty and staff members in taking leaves for special reasons or sick leaves.
6. Housing Service Section: If the patient lives in the dormitory, please provide a confidential roster of those who had contact with the patient in accordance with the format (including class, name, ID number, birth date, telephone and address), manage the dormitory for the patient to get rest and coordinate the dormitory sterilization.
7. General Affairs Division: Assist in setting up the power plug for X-ray, coordinate the parking space for X-ray van and implement dormitory sterilization.

8. Career Planning and Counseling Division: Provide counseling as needed.

Article 6 Matters not covered in these procedures should be processed in accordance with other related regulations.

Article 7 Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.



Appendix 1 Pulmonary Tuberculosis Disease Management Procedure

