

National Tsing Hua University Student Affairs Division of Health Service – Medical Equipment Borrowing Guidelines

Approved by the Student Council Report on the 2nd semester of the 112th academic year

1. In order to protect the rights of faculty, staff, and students of NTHU to borrow medical equipment resources, and to improve the efficiency of equipment use, we hereby establish these guidelines.
2. Eligibility: Limited to faculty, staff and students of NTHU. Student ID or staff ID card must be presented when borrowing.
3. Equipments: Crutches, wheelchair, electronic axillary thermometer, first aid kit, first aid waist pack, forehead thermometer, and ice bucket.
4. Borrowing Procedure:
 - I. Fill in the application form for borrowing medical equipment, bring your student ID card or staff ID card for verification, go to the Division of Health Service office during working hours, and pay the deposit.
 - II. The amount of deposit for each equipment:
 - A. Electronic axillary thermometer: NT\$100 per piece.
 - B. First aid kit, first aid waist pack, crutches: NT\$500 per piece.
 - C. Wheelchairs, forehead thermometers, ice buckets: NT\$1,000 per piece.
 - III. When borrowing, the object should be counted, the expiration date should be checked and the equipment function should be tested right on spot.
 - IV. If there is a special reason that the equipment could not be returned as scheduled, it should be renewed with the Division of Health Service before the due date, and the renewal is generally allowed once.
5. Borrowing Period:
 - I. Crutches and wheelchairs: Up to 2 weeks from the date of borrowing.
 - II. First aid kit, first aid waist pack, forehead thermometer, ice bucket: Borrow 2 days before the event and returned within 2 days after the event ends.
6. Return Process:
 - I. When returning, the health service team would confirm that the equipment is not damaged before returning the deposit.
 - II. If the equipment is lost or damaged, repairs or purchase of identical equipment must be made within 2 weeks for the deposit to be refunded.
 - III. Overdue borrowers will have their borrowing rights suspended for 2 weeks from the date of actual return.
 - IV. If the equipment is not returned or renewed in 2 weeks after the due date, you will be punished according to the relevant regulations of our school.
7. Precautions for borrowing:
 - I. First aid kits, first aid waist packs, forehead thermometers and ice buckets are only available for on-campus activities and student clubs, not for individuals.
 - II. **First aid kits and first aid waist packs are only available for borrowing to those who have completed first aid training or a first aid education course of at least 4 hours and possess a valid certificate.**
 - III. Only one first aid kit or first aid waist pack could be borrowed for each activity or club.
8. This notice will be implemented from July 1, 2024 after being approved by the Student Affairs Office.

National Tsing Hua University Division of Health Service Equipment Borrowing Application Form

Department/ Unit		Name of Borrower		Student/Staff ID No.	
Contact No.		E-mail			
Reason of Borrowing	<input type="checkbox"/> Self-use <input type="checkbox"/> Event/Club Name:				
E q u i p m e n t	Quantity	Equipment No.	Deposit	Borrowing Period and Instructions	
<input type="checkbox"/> First Aid Kit		NO.	NTD	<ul style="list-style-type: none"> ● Borrow 2 days before the event and returned within 2 days after the event ends. ● Only available for on-campus activities and student clubs, not for individuals. ● First aid kit, first aid waist pack: Deposit NTD500 ● Forehead thermometer, ice bucket: Deposit NTD 1,000 	
<input type="checkbox"/> First Aid Waist Pack		NO.	NTD		
<input type="checkbox"/> Forehead Thermometer		NO.	NTD		
<input type="checkbox"/> Ice Bucket		NO.	NTD		
<input type="checkbox"/> Crutches		NO.	NTD	Up to 2 weeks from the date of borrowing, Deposit NTD 500	
<input type="checkbox"/> Wheelchair		NO.	NTD	Up to 2 weeks from the date of borrowing, Deposit NTD 1,000	
<input type="checkbox"/> Electronic Axillary Thermometer		NO.	NTD	Deposit NTD 100	
Total Deposit Amount			NTD		
Remarks:					
1. The non-consumables and empty bottles in the first aid kit should be returned after use (including scissors, tweezers, axillary thermometers, cold ice packs, and Muscle and joint spray). After using the armpit thermometer, wipe it with an alcohol pads or wet wipes and air dry it naturally. 2. If the consumables are insufficient after use, they can be replenished by the Division of Health Service during working hours. 3. If the equipment is lost or damaged, repairs or purchase of identical equipment must be made within 2 weeks for the deposit to be refunded. 4. Overdue borrowers will have their borrowing rights suspended for 2 weeks from the date of actual return. 5. If the equipment is not returned or renewed in 2 weeks after the due date, you will be punished according to the relevant regulations of our school.					

- After the school informs the borrower of _____ the following information on the following page, I understand clearly the purposes and uses of collecting, processing, or utilizing my personal data, and I agree that within the scope of the information provided in items one to three above, my personal data may be collected, processed, and utilized.
- I do not agree to provide the personal data mentioned in part 2 on the next page.

Signature of Borrower : _____ Borrowing Date(YYYY/MM/DD) : / /

Estimated Return Date (YYYY/MM/DD) : / /

Signature of Division of Health Service : _____ Date of ID Verification (YYYY/MM/DD): / /

Signature of Returnee : _____ Return Date (YYYY/MM/DD): / /

Signature of Division of Health Service : _____ Date of Checking (YYYY/MM/DD): / /

(The recipient of Division of Health Service needs to confirm whether the borrowed items are damaged).

National Tsing Hua University Consent Form for The Compliance of The Personal Data Protection Act

In accordance with the provisions of Article 8, Paragraph 1 of the Personal Data Protection Act, National Tsing Hua University (hereinafter referred to as "NTHU") informs you of the following matters, and requests you to read and agree that NTHU may collect, process and use your data within the scope of the following matters 1 to 3:

1. **Purpose of collection: 156 health administration.**
2. **Types of Personal Data Collected: C001. Type for identifying individuals, C003. Government data identifiers**
3. **Duration, region, recipients, and methods of personal data utilization:**
 - i. Duration: The period for personal borrowing of equipment from this group extends until one year after the equipment is returned
 - ii. Region: NTHU
 - iii. Recipient: NTHU
 - iv. Method: Automated machines or other non-automated use.
4. **In accordance with Article 3 of the Personal Data Protection Act, you may exercise the following rights in relation to your personal data held by NTHU:**
 - i. You may inquire about, request to see or request a copy from NTHU. NTHU may charge necessary costs in accordance with the law.
 - ii. You may request supplements or corrections from NTHU, provided that the interpretation is appropriate in accordance with the law.
 - iii. You may request the school to cease collecting, processing, or utilizing your personal data, as well as request deletion. However, according to the law, the school may not comply with such requests if it is necessary for the execution of its business operations.
5. **Effect of your rights and interests as a result of not providing your personal data:**

You are free to choose whether or not to provide such personal data, but if you refuse to provide such personal data, NTHU will not be able to provide you with equipment borrowing services.

Record for Overdue Return of Medical Equipment Reminder:

The Date of the Reminder	Person in Charge of Reminder	Reminder Method
____ YYYY/ ____ MM/ ____ DD		<input type="checkbox"/> E-mail <input type="checkbox"/> Telephone Call
____ YYYY/ ____ MM/ ____ DD		<input type="checkbox"/> E-mail <input type="checkbox"/> Telephone Call
____ YYYY/ ____ MM/ ____ DD		<input type="checkbox"/> E-mail <input type="checkbox"/> Telephone Call
____ YYYY/ ____ MM/ ____ DD		<input type="checkbox"/> E-mail <input type="checkbox"/> Telephone Call