

1 10A NCAC 14E .0306 is proposed for amendment as follows:

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3 **10A NCAC 14E .0306 PERSONNEL RECORDS**

4 (a) Application. Each prospective employee or contractual employee must submit an application for employment  
5 which includes education, training, experience, and references.

6 (b) Personnel Records:

7 (1) A record of each employee shall be maintained which includes the following:

8 (A) employee's identification;

9 (B) resume of education and work experience;

10 (C) verification of valid license (if required), education, training, and prior employment  
11 experience; and

12 (D) verification of references.

13 (2) Personnel records shall be confidential.

14 (3) Notwithstanding the requirement found in Subparagraph (b)(2) of this Rule, representatives of the  
15 Division conducting an inspection of the clinic shall have the right to inspect personnel records.

16 ~~(b)~~ (c) Job Descriptions:

17 (1) The ~~facility~~ clinic shall have a written description which describes the duties of every position.

18 (2) Each job description shall include position title, authority, specific ~~responsibilities~~ responsibilities,  
19 and minimum qualifications. Qualifications shall include education, training, experience, special  
20 ~~abilities~~ abilities, and valid license or certification required.

21 (3) The ~~facility~~ clinic shall review annually ~~and~~ and, if needed, update all job ~~descriptions, and~~  
22 descriptions. The clinic shall provide a current copy the updated job description to each employee  
23 or contractual employee assigned to the position.

24 (d) All persons having direct responsibility for patient care shall be at least 18 years of age. All other personnel,  
25 paid or unpaid, working in the clinic shall be at least 16 years of age.

26 ~~(e)~~ (e) The ~~facility~~ clinic shall provide an orientation program to familiarize each new employee or contractual  
27 employee with the ~~facility,~~ clinic, its policies and the employee's job responsibilities.

28 ~~(f)~~ (f) The governing authority shall be responsible for implementing health standards for employees, as well as  
29 contractual employees, which are consistent with recognized professional practices for the prevention and  
30 transmission of communicable diseases.

31 ~~(g)~~ (g) Employee and contractual employee records for health ~~screening,~~ screening as defined in Rule .0101(7) of  
32 this Subchapter, education, training and verification of professional certification shall be available for review by the  
33 Division.

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35 *History Note: Authority G.S. 14-45.1(a); G.S.90-21.83; 143B-10; S.L.2013-366 s.4(c);*

36 *Eff. February 1, 1976;*

37 *Readopted Eff. December 19, 1977;*

