

1 10A NCAC 14E .0306 is amended with changes as published in NCR 29:11, pp. 1290-1298 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)~~ (a) Personnel Records:

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

8 (A) employee's identification;

9 (B) application for employment that includes education, training, experience and references;

10 ~~(B)~~ (C) resume of education and work experience;

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

13 ~~(D)~~ (E) verification of references.

14 (2) Personnel records shall be confidential.

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

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

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

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

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

26 ~~(d)~~ (c) All persons having direct responsibility for patient care shall be at least 18 years of age. ~~[All other~~
27 personnel, paid or unpaid, working in the clinic shall be at least 16 years of age.]

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

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

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

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37 *History Note: Authority G.S. 14-45.1(a); ~~14-45.1(a1)~~; ~~[G.S. 90-21.83;]~~ 143B-10; S.L. 2013-366 s.4(c);*

- 1 *Eff. February 1, 1976;*
- 2 *Readopted Eff. December 19, 1977;*
- 3 *Amended Eff. October 1, 2015; July 1, 1994.*