

1 10A NCAC 14E .0322 is proposed for adoption under emergency procedures as follows:

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3 **10A NCAC 14E .0322 PERSONNEL RECORDS**

4 (a) Personnel Records:

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

6 (A) employee's identification;

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

8 (C) resume of education and work experience;

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

11 (E) verification of references.

12 (2) Personnel records shall be confidential.

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

15 (b) Job Descriptions:

16 (1) The clinic shall have a written description that describes the duties of every position.

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

20 (3) The clinic shall review annually and, if needed, update all job descriptions. The clinic shall provide  
21 the updated job description to each employee or contractual employee assigned to the position.

22 (c) All persons having direct responsibility for patient care shall be at least 18 years of age.

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

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

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

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31 History Note: Authority G.S. 143B-10; S.L. 2023-14, s. 2.4;

32 Emergency Adoption Eff.