

1 10A NCAC 13L .0301 is proposed for amendment as follows:
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3 **SECTION .0300 - ADMINISTRATION**
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5 **10A NCAC 13L .0301 WRITTEN POLICIES AND PROCEDURES**

6 (a) The nursing pool shall have written administrative and personnel policies to govern the services that it provides.
 7 These policies shall include those concerning patient care, personnel, training and orientation, supervision, employee
 8 evaluation, and organizational structure.

9 (b) At the option of the licensee, written policies and procedures may address other services not subject to the Nursing
 10 Pool Licensure Act. The Division shall not require separate policies and procedures if the premises from which
 11 nursing pool services are offered also offers additional temporary nursing services not subject to licensure.

12 (c) Policies shall provide that no reprisal action shall be taken against any employee who reports instances of patient
 13 rights violations or patient abuse, ~~neglect~~ neglect, or exploitation to the appropriate governmental authority.

14 (d) The nursing pool shall retain all administrative records for five years and shall make these records available to the
 15 Division upon request. Administrative records shall include:

- 16 (1) documents evidencing control and ownerships, such as corporation or partnership papers;
 17 (2) policies and procedures governing the operation of the agency;
 18 (3) minutes of the agency's professional and administrative staff meetings;
 19 (4) reports of complaints, inspections, reviews, and corrective actions taken related to licensure; and
 20 (5) contracts and agreements to which the agency is a party.

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 22 *History Note: Authority G.S. 131E-154.4;*

23 *Eff. January 1, 1991;*

24 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. June 20,*
 25 *~~2015.~~ 2015;*

26 *Amended Eff. April 1, 2024.*