

1 10A NCAC 13L .0302 is proposed for amendment as follows:

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3 **10A NCAC 13L .0302 PERSONNEL RECORDS**

4 (a) A nursing pool shall maintain a personnel record on each individual.

5 (b) Each individual's personnel record shall include:

6 (1) A legible copy of ~~a current~~ an unexpired license verification to practice nursing as a registered nurse  
7 or a licensed practical nurse or ~~a current~~ an unexpired Nurse Aide I or Nurse Aide II ~~Listing Card~~  
8 ~~issued by the North Carolina Board of Nursing.~~ listing verification.

9 (2) A completed job application with employment history, training, ~~education and continuing education.~~  
10 education, continuing education, and identification data including name, address, and telephone  
11 number.

12 (3) Results of reference checks.

13 (4) Performance evaluations ~~at least~~ annually. The annual performance evaluation shall include  
14 feedback from the health care facility of the on-site performance of contracted nursing personnel.

15 (c) Personnel records shall be maintained for one year after termination from agency employment.

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

18 *Eff. January 1, 1991;*

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

21 *Amended Eff. April 1, 2024.*