

10A NCAC 13L .0302 PERSONNEL RECORDS

- (a) A nursing pool shall maintain a personnel record on each individual.
- (b) Each individual's personnel record shall include:
 - (1) A legible copy of an unexpired license verification to practice nursing as a registered nurse or a licensed practical nurse or an unexpired Nurse Aide I or Nurse Aide II listing verification.
 - (2) A completed job application with employment history, training, education, continuing education, and identification data including name, address, and telephone number.
 - (3) Results of reference checks.
 - (4) Performance evaluations annually. The annual performance evaluation shall include feedback from the health care facility of the on-site performance of contracted nursing personnel.
- (c) Personnel records shall be maintained for one year after termination from agency employment.

*History Note: Authority G.S. 131E-154.4;
Eff. January 1, 1991;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. June 20, 2015;
Amended Eff. April 1, 2024.*