

1 10A NCAC 13S .0322 is proposed for adoption as follows:

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3 **10A NCAC 13S .0322 PERSONNEL RECORDS**

4 (a) Personnel Records:

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

6 (A) the employee's identification;

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

9 (C) a copy of a valid license (if required).

10 (2) Personnel records shall be confidential.

11 (3) Representatives of the Division conducting an inspection of the clinic shall have the right to inspect  
12 personnel records.

13 (b) Job Descriptions:

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

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

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

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

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

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

26 (f) Employee and contractual employee records for health screening as defined in Rule .0101(6) of this Subchapter,  
27 education, training, and verification of professional certification shall be available for review by the Division.

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29 *History Note: Authority G.S. 131E-153; 131E-153.5; 143B-165.*

30 *Codifier determined that findings of need did not meet criteria for emergency rule on October 30,*  
31 *2023;*

32 *Emergency Rule Eff. November 14, 2023;*

33 *Temporary Adoption Eff. February 8, 2024;*

34 *Adopted Eff. October 1, 2024.*

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