

1 10A NCAC 13S .0322 is adopted with changes as published in 38:24 NCR 1617-1623 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 ~~or resume~~ that includes education, training,
8 experience and 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)~~ Rule .0101(8) of this
27 Subchapter, education, training, and verification of professional certification shall be available for review by the
28 Division.

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

31 *Eff. October 1, 2024.*

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