

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

2

3 **10A NCAC 13I .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 an unexpired license verification to practice nursing as a registered nurse or a
7 licensed practical nurse or an unexpired Nurse Aide I or Nurse Aide II listing verification.

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

10 (3) Results of reference checks.

11 (4) Performance evaluations annually. The annual performance evaluation shall include feedback from
12 the health care facility of the on-site performance of contracted nursing personnel.

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

14

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

16 *Eff. January 1, 1991;*

17 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. June 20,*
18 *2015;*

19 *Amended Eff. April 1, ~~2024~~2024;*

20 *Pursuant to G.S. 150B-21.3A, rule is necessary Eff. June 25, 2025;*

21 *Readopted Eff. October 1, 2026.*