

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

### **(a) Personnel Records:**

- (1) A record of each employee shall be maintained that includes the following:
  - (A) the employee's identification;
  - (B) the application for employment or resume that includes education, training, experience and references; and
  - (C) a copy of a valid license (if required).
- (2) Personnel records shall be confidential.
- (3) Representatives of the Division conducting an inspection of the clinic shall have the right to inspect personnel records.

### **(b) Job Descriptions:**

- (1) The clinic shall have a written description that describes the duties of every position.
- (2) Each job description shall include position title, authority, specific responsibilities, and minimum qualifications. Qualifications shall include education, training, experience, special abilities, and valid license or certification required.
- (3) The clinic shall review annually and, if needed, update all job descriptions. The clinic shall provide the updated job description to each employee or contractual employee assigned to the position.

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

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

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

(f) Employee and contractual employee records for health screening as defined in Rule .0101(8) of this Subchapter, education, training, and verification of professional certification shall be available for review by the Division.

*History Note: Authority G.S. 131E-153.5; 143B-165;  
Codifier determined that findings of need did not meet criteria for emergency rule on October 30, 2023;  
Emergency Rule Eff. November 14, 2023;  
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Eff. October 1, 2024.*