

4723-5-21

**Program records.**

The administrator of the program shall maintain records including the following::

(A) Records for currently enrolled nursing students that include:

- (1) Admission or transfer records;
- (2) Transcripts; and
- (3) Clinical experience evaluation records for each clinical course that reflect the student's achievement of the specific behavioral and cognitive skills and outcomes to successfully complete the course and to engage in safe and effective nursing practice;
- (4) Laboratory evaluation records for each course regarding nursing care of obstetrical patients, immediate newborns and pediatric patients, where high fidelity or mid or moderate fidelity simulation is used, that reflect the student's achievement of the specific behavioral and cognitive skills and outcomes to successfully complete the course, and to engage in safe and effective nursing practice;
- (5) Laboratory experience evaluation records for each course containing laboratory hours, not referenced in paragraph (A)(4) of this rule, that reflect the student's achievement of the specific behavioral and cognitive skills and outcomes to successfully complete the course, and to engage in safe and effective nursing practice;

(B) Records for all graduates of the program that shall include complete transcripts indicating the credential granted and the date of completion of the program;

(C) Records for the program that shall include the minutes of all scheduled faculty meetings;

(D) Records for each faculty and teaching assistant currently being utilized in the program that include:

- (1) Documentation of academic credentials, including copies of official academic transcripts;
- (2) A record that includes the time periods, by month and year of employment in clinical practice, and in teaching, and the names and locations of all employers in the field of nursing and nursing education; and

- (3) Verification of current, valid licensure as a registered nurse in Ohio at the time of appointment, if the record has not been reviewed during a previous survey visit by the board, and at each licensure renewal.

(E) Records for preceptors that include:

- (1) Verification of current, valid licensure as a registered nurse, or, for a practical nursing education program, as a licensed practical nurse, in the jurisdiction or foreign country where the supervision of a nursing student's clinical experience occurs; and
- (2) A record demonstrating competency in the area of clinical practice in which the preceptor provides supervision to a nursing student, including the names and locations of employers in the field of nursing, with time periods of employment.

Five Year Review (FYR) Dates: 10/14/2021 and 10/14/2026

CERTIFIED ELECTRONICALLY

---

Certification

10/14/2021

---

Date

Promulgated Under: 119.03  
Statutory Authority: 4723.07  
Rule Amplifies: 4723.06  
Prior Effective Dates: 02/01/1996, 02/01/2007, 02/01/2008, 02/01/2012,  
02/01/2013, 04/01/2017, 02/01/2020