

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;
- (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, 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 that includes the names and locations of employers in the field of nursing, and time periods, by month and year, demonstrating at least two years of nursing practice, and competency in the area of clinical practice in which the preceptor provides supervision to a nursing student.

Effective:

R.C. 119.032 review dates: 10/15/2016

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Certification

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Date

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