

4723-5-21

**Program records.**

The administrator of the program shall ~~develop and implement a record retention plan that shall include~~ maintain 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; ~~and~~

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

- (1) ~~Academic~~ Documentation of academic credentials, including copies of official academic transcripts;
- (2) ~~Curriculum vitae~~ A record that indicates includes the time periods, by month and years year of employment in clinical practice, and years of in teaching, and the names and locations of all employers in the field of nursing and nursing education experience; and
- (3) Verification of current, valid licensure as a registered nurse in Ohio at the time of appointment, and at each licensure renewal. ~~License verification shall be kept on file for a minimum time period of five years from the date of verification.~~

(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: 10/13/2011

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Certification

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Date

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