



STUDENT HANDBOOK

2025-2026



DISCLAIMER

The provisions of this handbook are not intended, nor should they be considered a contract (revocable or irrevocable) between the student and Columbia Basin College. The college reserves the right to change policies, regulations and/or certificate of degree requirements at its sole discretion and to set the effective date(s) for such modifications. Successful completion of a specific curriculum documents that the student has acquired a specific set of job skills or transfer requirements but is not a guarantee for employment or admission into another degree program or particular university. Employment and/or university admissions decisions are made by third parties, over which Columbia Basin College has no jurisdiction or authority, and generally involves an analysis of numerous criteria in addition to successful program completion.

WELCOME LETTER

Dear Health Sciences Student,

Welcome to the Columbia Basin College (CBC) Dental Hygiene Program! Your program consists of classroom, laboratory, and clinical or practicum educational experiences designed to prepare you for a rewarding career in health care. Upon successful completion of your program requirements, you will be eligible to pursue the necessary credentialing, licensure, or certification examinations for your chosen profession, as applicable.

Health sciences programs can be rigorous, but they are also deeply rewarding. The faculty and staff of the School of Health Sciences are dedicated to providing excellent instruction, guidance, and support throughout your educational journey. We view education as a shared responsibility between faculty and students, and our mission is to help you achieve your educational and professional goals. We encourage you to take full advantage of the many resources and learning opportunities available to you at CBC.

This handbook provides important information about program expectations, curriculum, policies, and procedures. Please read the handbook thoroughly. You will be asked to sign a form indicating that you have read and understand the contents of the handbook, and to return the signed form to Program Director by the end of the first week of class. Please keep this handbook as a reference and guide throughout your time in the program.

We wish you success as you embark on this exciting journey toward a career in healthcare.

Sincerely,

Kristen Lauerman, MHA, RDH

Director for Dental Hygiene
School of Health Sciences
Columbia Basin College

ACCREDITATION STATUS

INSTITUTIONAL ACCREDITATION

CBC is accredited by the:

Northwest Commission on Colleges and Universities (NWCCU)

8060 165th Avenue N.E.

Suite 100

Redmond, WA 98052

425-558-4224

Web: www.nwccu.org



Continuing accreditation was granted in July 2024.

The Dental Hygiene Program is accredited by the:

Commission on Dental Accreditation

401 North Michigan Ave, Suite 3300

Chicago, IL 60611-4250

(312) 440-4653

<https://coda.ada.org/>



Continuing accreditation was granted 2017. The next site visit is October 1-2, 2025.

NOTICE OF OPPORTUNITY TO FILE COMPLAINTS WITH THE COMMISSION ON DENTAL ACCREDITATION

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

www.ada.org/coda

A copy of the appropriate accreditation standards and/or Commission's policy and procedure for submission of complaints may be obtained by contacting:

Commission on Dental Accreditation

211 East Chicago Avenue Chicago, Illinois

60611 800.621.8099 ext. 2719

ACADEMIC CREDENTIALS CONFERRED

Upon successful completion of all required prerequisites and program coursework in Dental Hygiene, graduates are eligible to receive a Bachelor of Applied Science in Dental Hygiene and are qualified to take the regional and national examinations.

More information on the program requirements, scope of practice, and credentialing can be found starting on page 20.

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ESSENTIAL ABILITIES OF HEALTH SCIENCES STUDENTS

The Columbia Basin College [Program Name] program signifies that graduates have been educated to competently practice in their chosen health profession and are prepared to pursue any required licensure, certification, or credentialing examinations relevant to their field.

The curriculum requires students to participate in learning activities, laboratory work, and clinical or practicum experiences essential for acquiring the knowledge, skills, and professional behaviors consistent with safe and effective practice in their discipline.

Students with documented disabilities who wish to request accommodations under the Americans with Disabilities Act (ADA) must follow Columbia Basin College's established procedures for requesting accommodations. The College reserves the right to deny requests for accommodations that would fundamentally alter the nature of the educational program, lower academic standards, cause undue hardship to the College, or pose a direct threat to the health or safety of the student, patients, fellow students, faculty, staff, or others. Additional information related to Disability Support Services and accommodations can be found at <https://www.columbiabasin.edu/i-am/current-hawk/student-resources/disability-support-services/index.html>.

Students must meet essential abilities and technical standards required for admission and successful completion of the program, as well as to ensure the health and safety of patients, clients, fellow students, faculty, and other healthcare providers.

Key Abilities and Requirements

Physical Coordination and Dexterity

- Arm-Hand Steadiness: Ability to maintain steady hand and arm movements while performing precise clinical procedures.
- Finger Dexterity & Manual Dexterity: Ability to manipulate instruments with precision, and to grasp, assemble, or move small objects, especially in clinical settings.
- Wrist-Finger Speed: Capability for fast, repeated movements of the hands and wrists required during procedures.

Vision and Perception

- Near Vision: Ability to clearly see details at close range, essential for examining patients' oral health.
- Visual Color Discrimination: Ability to distinguish between different shades and colors, vital for identifying changes in oral tissues and conditions.
- Far Vision: Ability to see details at a distance, ensuring awareness of the patient's overall posture and positioning.

Communication Skills

- Oral Comprehension & Expression: Ability to understand and communicate complex information clearly and effectively with patients, faculty, and healthcare teams.
- Speech Clarity & Recognition: Ability to speak clearly for patient instruction and to recognize the speech of others in noisy environments.

Cognitive and Problem-Solving Abilities

- Problem Sensitivity & Inductive Reasoning: Ability to recognize when something is wrong or likely to go wrong, and to make informed decisions based on available data.

- Deductive Reasoning: Ability to apply general rules to solve specific problems related to patient care.
- Written Comprehension & Expression: Ability to read and understand written health documentation, as well as accurately record patient information.

Motor and Physical Endurance

- Multilimb Coordination & Trunk Strength: Ability to coordinate movements involving both arms, legs, and the torso, necessary for proper patient care and performing clinical procedures.
- Stamina: Ability to work effectively for extended periods, managing physical demands without fatigue.
- Dynamic Strength & Static Strength: Ability to exert force repeatedly or in a sustained manner, essential for tasks requiring lifting or physical resistance.

Sensory Abilities

- Hearing Sensitivity & Auditory Attention: Ability to detect and focus on sounds critical for patient assessment and communication in clinical environments.
- Depth Perception & Spatial Orientation: Ability to assess distances and positioning, ensuring proper alignment and safe handling of dental tools and equipment.

Professionalism and Ethical Standards

- Students are expected to demonstrate professionalism, ethical behavior, and always maintain patient confidentiality.
- Ability to manage emotionally challenging situations with composure, while providing compassionate care to patients.

CBC MISSION, VISION, & VALUES

MISSION

Columbia Basin College inspires, educates, and supports all students in an environment of academic excellence leading to the completion of degrees, certifications, and educational transfers, while fostering meaningful employment, engaged citizenship, and a life-long joy of learning.

VISION

Columbia Basin College will be the educational home that transforms students' lives through economic and social mobility and strengthens the communities we serve through meeting the ever-changing educational needs of our region and state.

VALUES

Student Learning

Our first priority is to work collaboratively to ensure student learning, success, and completion in an environment of open inquiry, respect, critical thinking, and creativity. We strive to create community and belonging where students mature and develop intellectually, emotionally, ethically, and physically both inside and outside of the classroom.

Culture of Excellence

We provide excellent teaching and services through a theory-driven and data-informed culture of innovation, collaboration, continuous improvement of performance, and a commitment to professional growth and development for all employees.

Diversity, Equity and Inclusion

We celebrate diversity in all its forms and we believe that our many unique perspectives makes us stronger. Diversity among our team enriches our institution and our students' experience. We are dedicated to eliminating barriers to success through intentional and equitable efforts to provide quality learning opportunities.

Sustainability

We consciously practice and model broad-based sustainability for our students, and our communities, through the balancing of economic, societal, and environmental factors when considering campus development of facilities, processes, programs, and curricula.

Wellbeing

We create a healthy environment that encourages physical and emotional wellness and enjoyment of learning.

DENTAL HYGIENE PROGRAM PHILOSOPHIES

COMMITMENT TO A HUMANISTIC CULTURE AND LEARNING ENVIRONMENT

Columbia Basin College's Dental Hygiene Program is committed to fostering a humanistic culture and learning environment that is grounded in compassion, integrity, diversity, and professionalism. This commitment directly aligns with Columbia Basin College's (CBC) strategic priorities, which emphasize student success, inclusive and equitable teaching practices, and creating a welcoming community for all. By integrating CBC's goals into our curriculum and clinical practices, the Dental Hygiene Program ensures that students receive high-quality, culturally responsive education, preparing them to serve diverse patient populations effectively and ethically.

PHILOSOPHY OF THE DENTAL HYGIENE PROFESSION & PROFESSIONAL PRACTICE

The faculty of the Dental Hygiene Program at Columbia Basin College are committed to contributing to the advancement of the [health sciences profession] by delivering a high-quality educational program. We believe that [health sciences profession] is a dynamic, evidence-based discipline that provides essential services to individuals, families, and communities.

We view individuals as whole persons, each with inherent dignity, rights, and diverse backgrounds and experiences. Every person, regardless of age, gender, gender identity or expression, sexual orientation, pregnancy, race, color, creed, religion, national origin, military status, or physical ability, has the right to participate in informed decisions regarding their health and wellbeing.

Professional practice in the [health sciences profession] occurs in diverse settings and is characterized by:

- Application of evidence-based knowledge, theory, and research from biological, social, physical, and behavioral sciences
- Proficiency in discipline-specific skills and use of technology and informatics
- Effective communication and collaboration within interprofessional teams
- Professional accountability, ethical practice, and cultural competence
- Commitment to quality improvement and lifelong learning

Graduates of the Dental Hygiene Program are prepared to assume multiple professional roles, which may include:

- Member of the Profession: Exhibits behaviors that reflect commitment to ethical practice, professional standards, and continuous improvement in their field.
- Provider of Services or Care: Accepts accountability and responsibility for the quality of services or care provided, demonstrating competence, compassion, and respect for diversity.
- Safety Advocate: Actively contributes to creating and maintaining safe environments for clients, patients, colleagues, and themselves through continuous self-assessment and participation in quality improvement initiatives.
- Member of the Health Care or Professional Team: Communicates and collaborates effectively as part of interprofessional teams and demonstrates leadership and teamwork skills appropriate to the discipline.

PHILOSOPHY OF LEARNING

Faculty believe that learning is an active, lifelong process characterized by changes in knowledge, skills, attitudes, and behaviors. Educational experiences in the [Program Name] are grounded in adult learning theories and experiential learning principles.

We recognize that learners are self-directed, bring valuable prior experiences, and learn best through problem-solving and practical application. Faculty serve as facilitators and mentors, providing diverse learning opportunities to help students achieve program competencies and outcomes. Faculty model professional behaviors and respect diverse learning styles and backgrounds.

Students share responsibility for their learning and are expected to engage actively in acquiring the knowledge, skills, and professional attributes necessary for successful practice in their field.

PHILOSOPHY OF DENTAL HYGIENE EDUCATION

We believe the purpose of [health sciences profession] education is to prepare graduates with the knowledge, skills, and attitudes necessary for entry into a rapidly evolving professional environment.

The curriculum is informed by:

- Interdisciplinary collaboration
- Research and evidence-based practice
- Professional standards
- Community and workforce needs
- Innovations in technology and teaching methods

Faculty design and continually evaluate curriculum based on systematic review processes to ensure relevance, quality, and alignment with accreditation standards and employer expectations. Education serves as a foundation for lifelong learning and ongoing professional development.

The Dental Hygiene curriculum may be organized around key themes, competencies, or professional roles relevant to the discipline, and reflects the values and philosophy expressed in this section. Program Student Learning Outcomes (PSLOs), course objectives, and unit objectives are developed to support these guiding principles.

PROGRAM LEARNING OUTCOMES (PLOS)

As a member of the Dental Hygiene profession, a provider of patient-entered care, a patient safety advocate, and a member of the health care team, a graduate of the Columbia Basin College Dental Hygiene Program will demonstrate the following outcomes.

PROFESSIONAL SKILLS

Students will be able to:

1. Provide quality preventive therapeutic, and restorative therapy as allowed by the state practice act
2. Meet the dental hygiene competencies as outlined in the Columbia Basin College Dental Hygiene Handbook with entry-level competency
3. Utilize knowledge, skills, and evidence-based practice in the provision of customized patient-centered dental hygiene care
4. Identify the oral health education needs of patients across the lifespan, developing and implementing an oral health care plan utilizing basic principle of teaching/learning
5. Adhere to ethical behavior and follow the Code of Ethics for Dental Hygienists

COMMUNICATIONS AND INTERPERSONAL SKILLS

Students will be able to:

6. Communicate effectively while exhibiting cultural awareness with patients, families, and members of the healthcare team
7. Demonstrate a professional demeanor and respect for the values and beliefs of patients
8. Exhibit accountability, professional responsibility, and reliability when providing oral health care

RESEARCH SKILLS

Students will be able to:

9. Utilize knowledge of research methods and critically evaluate research to promote and foster optimal health

DEFINITIONS

Accountability

Accepting responsibility for one's actions, professional behavior, and ongoing learning; includes reliability in meeting educational and professional obligations.

Advocate

Supporting individuals' rights, choices, and access to care or services, while ensuring culturally sensitive and ethical practice.

Assessment

Systematic collection and analysis of information to identify client or patient needs, problems, or conditions.

Care/Service Delivery

The activities and interventions performed to promote health, prevent illness, restore health, or support clients or patients across health care settings.

Collaboration

Working cooperatively with colleagues, interprofessional teams, and stakeholders to achieve common goals in patient care or professional services.

Competency

Integration of knowledge, skills, judgment, and professional attitudes to perform tasks safely and effectively in professional practice.

Cultural Competence

Awareness, knowledge, and skills that enable effective, respectful, and sensitive interactions with individuals from diverse cultural backgrounds.

Critical Thinking

The process of purposeful, reflective judgment that involves analyzing information, evaluating alternatives, and making decisions in professional practice.

Dental Hygiene Care

The science and practice of the prevention of oral diseases the integrated preventative and treatment services administered for a patient by a Dental Hygienist

Dental Hygienist

Oral health specialist whose primary concern is the maintenance of oral health and the prevention of oral disease.

Dental Hygiene Process of Care

An organized systematic group of activities that provides the framework for delivering quality dental hygiene care.

Dismissal

Dismissal from a cohort-based or competitive entry program means that a student has been

administratively removed from their academic program due to not meeting the academic, professional, ethical, or conduct standards set forth by the program and Columbia Basin College. Students who are dismissed are not eligible for re-entry into the same program and may not continue participating in any program-related classes, labs, clinical experiences, or other activities. Dismissal does not mean dismissal from Columbia Basin College entirely; students may still be permitted to enroll in courses outside the dismissed program. Dismissal decisions are guided by the College's Dismissal from Cohort-Based or Competitive Entry Program Policy and Procedure, which outlines the process for review, student notification, meetings, and appeal rights. In addition to program-specific consequences, there may be other implications as determined by the CBC Student Conduct Office if the dismissal involves violations of the Student Code of Conduct. Students facing potential dismissal may receive an Academic Progress Alert (APA) as an initial step and are encouraged to review the APA process and their rights under the Dismissal Policy and Procedure.

Ethics

Standards guiding professional conduct, decision-making, and responsibilities based on moral principles and professional codes.

Environment

The conditions and circumstances surrounding an individual that freely influence and are influenced by the individual. The environment consists of internal and external forces. Internal forces are those factors that influence an individual's intrapersonal make-up and include physiologic, psychologic, sociologic, cultural, spiritual, and developmental components. External forces are those factors that influence an individual's extra personal existence, including education, financial status, employment, and relationships with other.

Evidence-Based Practice

Integrating current, high-quality research evidence with clinical expertise and patient or client values to guide professional practice.

Interprofessional Team

A group of professionals from various disciplines who collaborate to deliver comprehensive care or services.

Patient/Client-Centered Care

Providing care that respects and responds to the individual preferences, needs, and values of patients or clients.

Professionalism

Conducting oneself with integrity, accountability, ethical behavior, and respect for others, while maintaining competence in one's discipline.

Quality Improvement

Systematic processes to enhance the safety, effectiveness, and efficiency of services provided in professional practice.

Safety

Actions taken to minimize risk and prevent harm to patients, clients, oneself, and others in the practice environment.

Suspension

Suspension refers to a temporary separation of a student from their cohort-based or competitive entry program at Columbia Basin College. Suspension may occur when a student:

- Fails to register for required courses in their program or cohort, which prevents them from progressing on schedule; or
- Takes a formal Leave of Absence (LOA) from the program due to medical, personal, or other non-academic reasons.

A student placed on suspension is not permanently removed from the program but may be required to meet any conditions specified by program faculty or administration before returning. Suspension differs from dismissal, which is permanent removal from a program with no option for re-entry. Suspended students may still enroll in other courses outside of their specific program, depending on their individual circumstances and academic standing.

Technology and Informatics

Use of digital tools, electronic records, and information systems to support decision-making, documentation, and communication in professional practice.

Wellbeing

Promoting physical, emotional, and mental health for individuals, communities, and professionals themselves.

Withdrawal

Withdrawal refers to the process of officially removing oneself from a course or program prior to its completion. Students may be withdrawn from individual courses by faculty for violations of attendance policies outlined in this handbook and in individual course syllabi. Aside from faculty or administrative withdrawals and program dismissals, it is the student's responsibility to initiate and complete the withdrawal process for any course or program they choose to leave voluntarily. Students who withdraw are subject to any tuition, fees, and financial aid implications resulting from their withdrawal. They are strongly encouraged to review the quarterly schedule for withdrawal deadlines, refund eligibility, and potential academic record impacts prior to making this decision. Withdrawal differs from dismissal. A dismissed student has been administratively removed from a program and is not eligible for re-entry into that program, whereas a student who voluntarily withdraws may be eligible to re-enroll in the future, subject to program policies and re-admission requirements.

DENTAL HYGIENE PROGRAM CURRICULUM

The Dental Hygiene Program curriculum at Columbia Basin College provides a comprehensive educational experience combining classroom instruction, laboratory practice, and clinical or practicum experiences. The curriculum is designed to prepare graduates with the knowledge, skills, and professional behaviors necessary to enter the dental hygiene workforce and to pursue any required certification or licensure examinations for the field.

Course content and sequencing may be updated periodically to reflect changes in professional practice, accreditation standards, or program review outcomes.

<i>Bachelor Program Numbers</i>	<i># Credits</i>	<i>Quarter Class is Offered</i>
DHYG 301 – Dental Anatomy	1	Fall 1
DHYG 302 – Histology/Embryology	2	Fall 1
DHYG 303 – Oral Radiology I	1	Fall 1
DHYG 304 – Oral Radiology I Lab	1	Fall 1
DHYG 305 – Clinical Dental Hygiene Techniques I	2	Fall 1
DHYG 306 – Clinical Dental Hygiene Techniques I Lab	3	Fall 1
DHYG 307 – Dental Health Education	1	Fall 1
DHYG 310 – Head and Neck Anatomy	2	Fall 1
DHYG 312 – General Pathology	2	Fall 1

DHYG 308 – Dental Materials	1	Winter 1
DHYG 309 – Dental Materials Lab	1	Winter 1
DHYG 311 – Medical Emergencies in Dentistry	2	Winter 1
DHYG 313 – Oral Radiology II	1	Winter 1
DHYG 314 – Oral Radiology II Lab	1	Winter 1
DHYG 315 – Clinical Dental Hygiene Techniques II	2	Winter 1
DHYG 316 – Clinical Dental Hygiene Techniques II Lab	4	Winter 1
DHYG 322 – Pharmacology	2	Winter 1

DHYG 318 – Restorative Dentistry I	1	Spring 1
DHYG 319 – Restorative Dentistry I Lab	1	Spring 1
DHYG 320 – Pain Control in Dentistry	2	Spring 1
DHYG 321 – Pain Control in Dentistry Lab	2	Spring 1
DHYG 323 – Oral Pathology	2	Spring 1
DHYG 325 – Clinical Dental Hygiene Techniques III	2	Spring 1
DHYG 326 – Clinical Dental Hygiene Techniques III Lab	4	Spring 1

DHYG 324 – Periodontics I	2	Summer 1
DHYG 327 – Restorative Dentistry II	1	Summer 1
DHYG 328 – Restorative Dentistry II Lab	2	Summer 1
DHYG 329 – Patient Management	2	Summer 1
DHYG 330 – Clinical Dental Hygiene Techniques IV	1	Summer 1
DHYG 331 – Clinical Dental Hygiene Techniques IV Lab	5	Summer 1

DHYG 401 – Restorative Dentistry III	1	Fall 2
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DHYG 402 – Restorative Dentistry III Lab	2	Fall 2
DHYG 403 – Community Oral Health-Research I	2	Fall 2
DHYG 406 – Clinical Dental Hygiene Techniques V	1	Fall 2
DHYG 407 – Clinical Dental Hygiene Techniques V Lab	6	Fall 2
DHYG 410 – Periodontics II	2	Fall 2

DHYG 404 – Nutrition in Dentistry	1	Winter 2
DHYG 408 – Ethics and Jurisprudence, Practice Management	2	Winter 2
DHYG 409 – Community Oral Health-Research II	2	Winter 2
DHYG 411 – Clinical Dental Hygiene Techniques VI	1	Winter 2
DHYG 412 – Clinical Dental Hygiene Techniques VI Lab	7	Winter 2
DHYG 417 – Restorative Dentistry IV Lab	1	Winter 2

DHYG 413 – Clinical Dental Hygiene Techniques VII	1	Spring 2
DHYG 414 – Clinical Dental Hygiene Techniques VII Lab	9	Spring 2
DHYG 415 – Community Oral Health-Research Capstone	2	Spring 2
DHYG 416 – Educational Methodology	2	Spring 2

<i>Additional Courses for Bachelor's Degree</i>		
ENGL 315 -- Writing for Healthcare Professionals OR CMST 320 – Health Communication	5	Summer before entering DHYG Program
PHIL 315 -- Professional Ethics in Healthcare	5	Summer before entering DHYG Program
ICS 310 -- American Diversity	5	Winter
NRS 315 -- Healthcare Informatics/Healthcare Technology	5	Summer

CLINICAL GRADUATION REQUIREMENTS

As part of the clinical graduation requirements, dental hygiene students are required to complete the following clinical competencies to qualify for program completion.

JUNIOR/FIRST YEAR			
Category	Requirement	# Required	Details
Process of Care	Adult Prophylaxis	4	
	1st	1	New patient: student completes entire process of care during Spring quarter
	2nd-4th	3	Complete in Spring and/or Summer quarter; 2 of the 3 must be patients due for assessments and exams
	Adolescent Patient	1	Ages 9-17, to be completed in Summer quarter
	Pediatric Patient	1	Ages 4-8, to be completed in Summer quarter
Miscellaneous	Occlusal Guard	1	
	Bleach Tray	1	
	Sealants	2	
	Screenings	6	
	Occlusal Guard	1	

SENIOR/SECOND YEAR			
Category	Requirement	# Required	Details
Process of Care	Geriatric Patients	3	—
	Special Needs Patients	2	—
	Culturally Diverse Patients	3	—
	Pediatric Patient	1	Ages 4-8
	Adolescent Patient	1	Ages 9-17
	Adult Prophylaxis	3	—
	Periodontal Maintenance	8	—
	NSPT Stage I/II	3	—
	NSPT Stage III/IV	3	—
	Case Study Quadrants	2	—
Miscellaneous	4-6 Week Re-Evaluation	2	—
	Alginate Impressions	3	—
	Bleach Tray/Occlusal Guard	3	—
	Sealants	4	—
	Nitrous Administration	3	—
	Screenings	6	—

Local Anesthesia	Inferior Alveolar Nerve Blocks with Buccal	8	—
	Mental Nerve Blocks	2	—
	Posterior Superior Alveolar	8	—
	Mesial Superior Alveolar	2	—
	Anterior Superior Alveolar	2	—
	Infraorbital	2	—
	Greater Palatine	2	—
	Nasopalatine	2	—
	Infiltration	2	—
Restorative	Rubber Dam Experience	1	—
	Class I Restorations	2	—
	Class II Restorations	2	—
	Class III/IV Restoration	1	—
	Class III/IV/V Restoration	1	—
	Rubber Dam Experience	1	—
External Rotations	Scheduled per quarter		Tri-Cities Community Health

WASHINGTON STATE DENTAL HYGIENE SCOPE OF PRACTICE

The program educates students to perform duties that fall within the dental hygiene scope of practice in Washington State.

In Washington State, the scope of practice for dental hygienists and dental assistants is defined by the state's dental laws and regulations. Dental hygienists are authorized to perform a broad range of services related to oral health care under the supervision of a licensed dentist. Dental assistants, on the other hand, are authorized to perform supportive dental procedures under the close supervision of a licensed dentist.

During your enrollment in the Columbia Basin College Dental Hygiene Program, you are permitted to practice the defined scope of dental hygiene within the confines of the academic setting under the supervision of our faculty, for the purpose of your education. However, it's crucial to note that being a student does not grant you the license or authority to practice any of the dental hygiene scope outside the educational setting, even if you are concurrently working as a dental assistant.

Practicing dental hygiene outside the school setting without a state license is strictly prohibited. Violating this standard could result in severe consequences, including legal penalties and academic disciplinary actions. If you are working as a dental assistant outside the program, you must limit your practice strictly to the defined scope of dental assisting as prescribed by state law.

RCW 18.29.050 SCOPE OF LICENSEE'S FUNCTIONS—EMPLOYMENT— SUPERVISION.

Any person licensed as a Dental Hygienist in the state of Washington may remove deposits and stains from the surfaces of the teeth, may apply topical preventive or prophylactic agents, may polish and smooth restorations, may perform root planing and soft-tissue curettage, and may perform other dental operations and services delegated to them by a licensed dentist.

Any person licensed as a Dental Hygienist in this state may apply topical anesthetic agents under the general supervision, as defined in RCW 18.260.010, of a dentist: PROVIDED HOWEVER, That licensed Dental Hygienists shall in no event perform the following dental operations or services:

- (1) Any surgical removal of tissue of the oral cavity;
- (2) Any prescription of drugs or medications requiring the written order or prescription of a licensed dentist or physician, except that a hygienist may place antimicrobials pursuant to the order of a licensed dentist and under the dentist's required supervision;
- (3) Any diagnosis for treatment or treatment planning; or
- (4) The taking of any impression of the teeth or jaw, or the relationships of the teeth or jaws, for the purpose of fabricating any intra-oral restoration, appliance, or prosthesis, except that a Dental Hygienist may take an impression for any purpose that is either allowed: (a) For a dental assistant registered under chapter 18.260 RCW; or (b) As a delegated duty for Dental Hygienists pursuant to rules adopted by the dental quality assurance commission.

Such licensed Dental Hygienists may perform dental operations and services only under the supervision of a licensed dentist, and under such supervision may be employed by hospitals, boards of education of public or private schools, county boards, boards of health, or public or charitable institutions, or in dental offices.

APPENDIX A contains the Dentist Delegation of Duties from Washington State Department of Health.

LICENSURE

Graduates are responsible for all costs associated with taking the National Board Dental Hygiene

Examination (NBDHE), regional exams administered by the Central Regional Dental Testing Services (CRDTS) or the Western Regional Examining Board (WREB), and the Washington State Jurisprudence exam. Students planning on taking licensure exams in a state other than Washington are encouraged to contact the state dental board of the desired state of licensure or see the Director for Dental Hygiene for consultation and guidance.

Graduates from the dental hygiene program are eligible for licensure in Washington after meeting all requirements of the Dental Hygiene Examining Committee of Washington State. Dental hygiene instructors will provide information regarding the licensure process. Dental hygiene students should be aware that a license to practice may be denied, revoked, or suspended for several reasons. Each graduate will be asked to answer the Personal Data Questions. Answering YES to any of the following may cause delay or denial of a license.

Students are urged to see the Director for Dental Hygiene and/or consult with the Dental Hygiene Examining Committee of Washington State if there are any questions to which you may have to answer yes. The Personal Data Questions found in the appendixes are provided for information only.

COURSE & ASSIGNMENT GRADING

Dental Hygiene Program Grade Scale

Percentage earned and corresponding GPA					
97%	4.0	91%	3.4	82%	2.5
96%	3.9	90%	3.3	81%	2.4
95%	3.8	89%	3.2	80%	2.4
94%	3.7	88%	3.1	79%	2.3
93%	3.6	86%	2.9	77%	2.2
92%	3.5	84%	2.7	76%	2.1
		83%	2.6	75%	2.0

Clinical Benchmarks

Clinical requirements must meet the minimum benchmark to demonstrate clinical competence, retain clinic privileges, and move forward in the dental hygiene program.

Missing/Incomplete/Late Assignments

Assignments are given a due date in Canvas or by the course instructor. All assignments are required to be completed in-full and turned in for course completion and final grade. Any assignment that is not turned in on time is considered late and will not receive full credit. A deduction of 50% will be taken from the final scoring of an assignment that is submitted late. The instructor has the discretion of giving a "0" for any late assignment.

Incomplete Course Grade

An incomplete course grade (I) indicates that coursework is in progress but was not finished before the end of the quarter. An incomplete grade will not be granted for any Dental Hygiene course. The Dental Hygiene Program is competency-based and sequential, designed to support the progressive development of student skills. Assignments and courses are specifically structured to reflect student competency growth throughout the educational process. Therefore, all Dental Hygiene courses must be completed with a minimum score of 75%.

Unsafe, Illegal or Unethical Lab, Pre-clinic and/or Clinic Action's Policy

Instruction in dental hygiene requires assignments/activities/experiences comprised of both simulation labs and human subject clinical practice. These practices include both clinic patients and dental hygiene students as human subjects for learning of other dental hygiene students under the Washington (WA) scope of practice of dental hygienists. The skills include administration of local anesthetic injections, nitrous oxide, and any skills associated with the practice of dental hygiene, including the use of manual and mechanical instruments.

All assignments/activities/experiences are supervised by licensed dentists and dental hygienists, and in accordance with applicable laws, regulations, ethics, and safety standards under the Washington State dental RCW's, WACs, and scope of practice governing dentistry and dental hygiene.

Supervising faculty (licensed dental hygienists and dentists) evaluate and carry the legal responsibility for the outcome of all procedures performed in clinic in accordance with Washington State Standards of Dental Hygiene Conduct WAC 246-815-160, and Standards of Care of the American Dental Hygienist's Association and the American Dental Association. Supervising faculty make the final determination as to when professional, legal, ethical, and patient care responsibilities have been appropriately and adequately met. Furthermore, supervising faculty have the right and authority, given their licensed obligation to protect the public, to immediately stop a student at any time during labs/pre-clinic/clinic if the student's actions are unsafe, illegal, unethical, and/or may cause harm to self or others.

Supervising faculty, in consultation with the Dental Hygiene Director, have the right to require remediation and/or to revoke lab/pre-clinic/clinic privileges if a student's performance is unsafe, illegal, unethical, and/or may cause harm to self or others. Loss of lab/pre-clinic/clinic privileges will impact a student's ability to progress in the program and may result in dismissal from the program.

Special Notice Regarding DHYG 316

DHYG 316 includes a peer-patient pre-clinic phase followed by clinical patient care. Students must meet established benchmarks of competence in the peer-patient pre-clinic before practicing on clinic patients. Failure to demonstrate competence within three attempts or fewer on the peer-patient pre-clinic benchmark skills will result in automatic revocation of clinic privilege.

DENTAL HYGIENE COMPETENCIES

Core Competencies (C)

- C1. Apply a professional code of ethics in all endeavors.
- C2. Adhere to state and federal laws, recommendations, and regulations in the provision of oral health care.
- C3. Use critical thinking skills and comprehensive problem solving to identify oral health care strategies that promote patient health and wellness.
- C4. Use evidence-based decision making to evaluate emerging technology and treatment modalities to integrate into patient dental hygiene care plans to achieve high-quality, cost-effective care.
- C5. Assume responsibility for professional actions and care based on accepted scientific theories, research, and the accepted standard of care.
- C6. Continuously performs self-assessment for lifelong learning and professional growth.
- C7. Integrate accepted scientific theories and research into educational, preventive, and therapeutic oral health services.
- C8. Promote the values of the dental hygiene profession through service-based activities, positive community affiliations, and active involvement in local organizations.
- C9. Apply quality assurance mechanisms to ensure continuous commitment to accepted standards of care.
- C10. Communicate effectively with diverse individuals and groups, serving all persons without discrimination by acknowledging and appreciating diversity.
- C11. Record accurate, consistent, and complete documentation of oral health services provided.
- C12. Initiate a collaborative approach with all patients when developing individualized care plans that are specialized, comprehensive, culturally sensitive, and acceptable to all parties involved in care planning.
- C13. Initiate consultations and collaborations with all relevant health care providers to facilitate optimal treatments.
- C14. Manage medical emergencies by using professional judgment, providing life support, and utilizing required CPR and any specialized training or knowledge.

Health Promotion and Disease Prevention (HP)

- HP.1 Promote positive values of overall health and wellness to the public and organizations within and outside the profession.
- HP.2 Respect the goals, values, beliefs, and preferences of all patients.
- HP.3 Refer patients who may have physiological, psychological, or social problems for comprehensive evaluation.
- HP.4 Identify individual and population risk factors and develop strategies that promote health-related quality of life.
- HP.5 Evaluate factors that can be used to promote patient adherence to disease prevention or health maintenance strategies.
- HP.6 Utilize methods that ensure the health and safety of the patient and the oral health professional in the delivery of care.

Community Involvement (CM)

- CM.1 Assess the oral health needs and services of the community to determine action plans and availability of resources to meet the health care needs.
- CM.2 Provide screening, referral, and educational services that allow patients to access the resources of the health care system.
- CM.3 Provide community oral health services in a variety of settings.
- CM.4 Facilitate patient access to oral health services by influencing individuals or organizations for the provision of oral health care.

- CM.5 Evaluate reimbursement mechanisms and their impact on the patient's access to oral health care.
- CM.6 Evaluate the outcomes of community-based programs, and plan for future activities.
- CM.7 Advocate for effective oral health care for underserved populations.

Patient Care (PC)

Assessment

- PC.1 Systematically collect, analyze, and record diagnostic data on the general, oral, and psychosocial health status of a variety of patients using methods consistent with medico- legal principles.
- PC.2 Recognize predisposing and etiologic risk factors that require intervention to prevent disease.
- PC.3 Recognize the relationships among systemic disease, medications, and oral health that impact overall patient care and treatment outcomes.
- PC.4 Identify patients at risk for a medical emergency and manage the patient care in a manner that prevents an emergency.

Dental Hygiene Diagnosis

- PC.5 Use patient assessment data, diagnostic technologies, and critical decision-making skills to determine a dental hygiene diagnosis, a component of the dental diagnosis, to reach conclusions about the patient's dental hygiene care needs.

Planning

- PC.6 Utilize reflective judgment in developing a comprehensive patient dental hygiene care plan.
- PC.7 Collaborate with the patient and other health professionals as indicated to formulate a comprehensive dental hygiene care plan that is patient-centered and based on the best scientific evidence and professional judgment.
- PC.8 Make referrals to professional colleagues and other health care professionals as indicated in the patient care plan.
- PC.9 Obtain the patient's informed consent based on a thorough case presentation.

Implementation

- PC.10 Provide specialized treatment that includes educational, preventive, and therapeutic services designed to achieve and maintain oral health. Partner with the patient in achieving oral health goals.

Evaluation

- PC.11 Evaluate the effectiveness of the provided services and modify care plans as needed.
- PC.12 Determine the outcomes of dental hygiene interventions using indices, instruments, examination techniques, and patient self-reports as specified in patient goals.
- PC.13 Compare actual outcomes to expected outcomes, reevaluating goals, diagnoses, and services when expected outcomes are not achieved.

Professional Growth and Development (PGD)

- PGD.1 Pursue career opportunities within health care, industry, education, research, and other roles as they evolve for the Dental Hygienist.
- PGD.2 Develop practice management and marketing strategies to be used in the delivery of oral health care.
- PGD.3 Access professional and social networks to pursue professional goals.

DENTAL HYGIENE PROGRAM STANDARDS

BACKGROUND CHECKS

Due to increasing changes in the healthcare environment, many healthcare accrediting and regulatory bodies require healthcare employees, students, and volunteers to have completed national background checks prior to working with patients. Columbia Basin College requires a national background check for all School of Health Sciences students prior to entering the clinical area and yearly if enrolled in a two-year program. The background check is requested and paid by the student through a third-party vendor, CastleBranch. CBC's School of Health Sciences will be provided the results of each background check.

The background check includes a review of several items, including:

- Washington Statewide Criminal Search utilizing current, maiden, and alias names
- All counties of residence for the past 7 years utilizing current, maiden, and alias names
- Nationwide Healthcare Fraud and Abuse Scan using current, maiden, and alias names
- Nationwide Record Indicator with Sex Offender Index utilizing current, maiden, and alias names
- Social security alert
- Residency history
- Medical Manager with Certified Record Review

Clinical facilities reserve the right to accept or decline a student's placement in their facility. Acceptance is required before a student may enter the clinical facility for any clinical participation related to Columbia Basin College. In addition to the background check, each clinical facility reserves the right to conduct its own criminal background check prior to allowing the student to enter for clinical participation. In order to comply with the requirements of clinical facilities, students will need to provide access to their background check to clinical facilities upon request. Any infraction that occurs while a student is enrolled in a Health Sciences program should be self-reported to the Program Director or Dean for Health Sciences. You may reach either at 509-544-8300.

Information regarding the background check is available at www.castlebranch.com.

Students need to complete the following:

- Request a background check through CastleBranch.
- A package code will be provided to the student, which will ensure all elements of the background check and documentation required by CBC's [Program Name] are collected.
- The cost of the background check is incurred by the student. All payment arrangements need to be made directly with the vendor. Accepted forms of payment include debit or credit card.
- Upon completion of the background check, students may review their records. CBC's School of Health Sciences will also have access to the results of the background check.
- Students may be required to provide access to their completed criminal background report to clinical agencies before they are allowed to participate in clinical activities. Only students approved by the clinical facility are allowed to participate in clinical activities.

In addition to criminal background checks and immunization tracking, the CBC School of Health Sciences also utilizes CastleBranch to collect and track other documentation, including:

- Health Care Provider Cardiopulmonary Resuscitation (CPR) Basic Life Support (BLS) certification (only BLS certification achieved through the American Heart Association is accepted)
- CBC Statement of Responsibility
- CBC School of Health Sciences Confidentiality Agreement
- Criminal Background Disclosure Questionnaire (must be uploaded for the background check)

Other Required Documentation

These documents must be on file in the School of Health Sciences office prior to starting clinical:

- Student Handbook Signature Page (last page of Student Handbook)
- Program Statement of Responsibility
- Photo Release Authorization
- Academic Honesty Policy Statement Agreement
- HIPAA Guidelines and Education
- Annual Student Orientation and Safety Packet signature page
- Each clinical facility will have specific information related to the paperwork that must be completed and on file before clinical. This will be completed before the start of each quarter.

PROFESSIONAL LIABILITY INSURANCE

Due to the requirements of the Columbia Basin College Dental Hygiene Program and to assure professional liability coverage for students, each student will be expected to participate in the group plan in effect during their enrollment in the Dental Hygiene Program. The cost of such coverage shall be borne by the student and paid with fees each quarter of enrollment. Liability insurance must be in effect for the student to attend class. This liability insurance policy will not provide protection for the student taking licensing boards. Additional coverage will need to be purchased by the student prior to boards.

INSTRUMENT USE

Purchasing items from former students or other outside sources is not permitted. On the first day of class/lab you must have all the instruments and supplies on the list.

CBC STUDENT IMMUNIZATION STANDARDS

Facilities where students rotate for clinical experiences require that students are fully immunized before being accepted for clinical placement; this includes the CBC Dental Clinic. Students who cannot receive immunizations may request an exemption from the requirement. However, clinical facility regulations and policies may prohibit acceptance of a student who is not fully immunized and may not allow for exemptions. Failure to be accepted into an assigned clinical facility will impact a student's ability to complete their clinical requirements and progress in the program. The student is responsible for any academic or financial consequences resulting from failure to meet program requirements.

CBC's School of Health Sciences has established Immunization Standards consistent with CDC guidelines for healthcare personnel and Washington State law to ensure that CBC students who have contact with clients, patients, community members, or potential blood/body fluids are fully immunized against various contagious diseases, including COVID-19.

Immunization records are requested through a third-party vendor, CastleBranch. The uploaded records are reviewed by a CastleBranch Medical Review Officer (MRO) and are reported to CBC.

Immunization information is available through the CDC website at www.cdc.gov.

Questions regarding immunization requirements should be directed to the Dean for Health Sciences Programs at 509-544-8310. Pregnant students should seek advice from their healthcare provider regarding their immunizations. Waivers may need to be signed. If a student is unable to receive one or more of the required immunizations, the Program Director must be contacted before the program begins. All TB testing results must be dated within one year of starting clinical rotations.

Note: CBC's Dental Clinic is a patient-serving clinical facility and has its own specific immunization requirements for students in dental programs. Students enrolled in dental programs should contact the Dental Clinic directly with any questions related to immunization requirements specific to their clinical activities.

CBC SCHOOL OF HEALTH SCIENCES: REQUIRED IMMUNIZATIONS*	
Tuberculin (TB) Test	<p>Initial TB Requirements Initial TB testing to be completed within one year prior to clinical start date Documentation of 2 two-step PPD (skin) test with negative results OR Documentation of an IGRA (blood) test with negative results (either QuantiFERON or T-Spot test) If first time positive skin or blood test follow up with a healthcare provider to obtain a medical clearance letter to include chest x-ray results OR If chronic (>2) positive PPD skin or blood tests, provide documentation of two skin or one blood test readings, proof of chest x-ray documenting absence of TB, proof of medical treatment (if applicable) and TB questionnaire</p> <p>Annual TB Requirements - Testing is required annually; every 12 months. Also: If first test was positive the previous year, repeat the initial requirements, OR If chronic (>2) positive, a TB screening questionnaire must be filled out each year</p>
Hepatitis B	<p>Documentation of the 3-vaccine series completed at appropriate time intervals. Also, post vaccination titer at least 6-8 weeks after series completed. This titer must be an IgG Surface Antibody (also known as HBsAb). If negative titer showing no immunity after initial series, see your healthcare provider for recommendations. **A known non-responder to the vaccinations or a student declining a booster after showing no immunity, must sign a declination form before entering the clinical site.</p>
Measles, Mumps, Rubella (MMR)	<p>Documentation of 2 doses of measles, mumps, and rubella virus vaccine OR Evidence of immunity with a positive titer Students born before 1957 must provide documentation of immunity (titer) and if no documentation is available, one dose of MMR is required</p>
Varicella Vaccine (Chicken Pox)	<p>Documentation of 2 vaccinations OR Evidence of immunity with a positive titer</p>
Tetanus, Diphtheria & Pertussis Toxoids Combined (Tdap)	<p>Documentation of a one-time dose of Tdap, administered on or after 2006 AND If greater than 10 years from dose of Tdap, a current dose of TD vaccine Note: To ensure continued protection against tetanus and diphtheria the CDC recommends a booster dose of Td administered every 10 years throughout life.</p>
Influenza - Seasonal Flu Vaccine	<p>Provide proof of seasonal flu vaccination for the current flu season Those students who are unable to receive the vaccine must sign a declination form and will follow their clinical facility's policy for wearing respiratory protection (mask) during influenza season</p>

* CBC's Dental Clinic may have additional requirements. Dental students should contact the clinic directly with questions.

**Health care providers who have a high risk of occupational percutaneous or mucosal exposure to blood or body fluids, needle sticks, or exposure from lab testing materials should consider post vaccination follow-up if their HBsAb titer is negative. Although the clinical facility may not require post vaccination follow up, discussion with your health care provider is warranted regarding your personal protection.

***Students may complete a declination for the COVID-19 vaccine. Please note that declinations are not recognized by all clinical facilities, which may affect program enrollment or completion. Clinical facilities may also require a booster. Contact the Health Science division for additional information.
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AMERICAN HEART ASSOCIATION (AHA) BASIC LIFE SUPPORT (BLS)

A copy of your current cardiopulmonary resuscitation (CPR) Basic Life Support (BLS) certification, provided by the American Heart Association (AHA), must be on file with CastleBranch by the first day of classes. It is the responsibility of the individual student to obtain and maintain certification and recertification while enrolled in the program Name.

Failure to comply with CPR and immunization requirements may be grounds for dismissal from the program. It is the student's responsibility to ensure that all records remain current and up to date.

ATTENDANCE

Faculty in the program consider regular attendance in class, laboratory, and clinical or practicum experiences essential for mastering the body of knowledge and skills necessary for safe and competent professional practice. As adult learners, students are responsible for timely and regular attendance. It is expected that students arrive on time, remain for the full class period, and actively participate in learning activities.

Poor attendance, habitual tardiness, or failure to meet deadlines reflects a lack of professionalism. Potential employers frequently request information regarding a student's attendance, punctuality, and dependability, as these are viewed as indicators of future professional performance. Habitual absence or tardiness may result in an Academic Progress Alert (see Appendix A) and could be grounds for dismissal from the program.

Tardiness

Tardiness is defined as arriving late to, or leaving early from, any scheduled class, lab, or clinical experience. Tardiness will be reflected in student's professionalism grade.

Clinical and Laboratory Attendance

Health sciences professions are hands-on disciplines requiring active participation in all laboratory and clinical experiences. If a student is absent from a clinical or lab experience due to illness or an unexpected life event, make-up hours must be arranged with the instructor. However, students should be aware that some clinical or laboratory experiences cannot be replicated if missed due to the unique nature of patient care, limited availability of cases, or reliance on specific equipment, facilities, and staffing resources. As a result, make-up opportunities may not always be possible.

It is the student's responsibility to initiate communication and work with the instructor to schedule make-up time when feasible. If make-up arrangements cannot be made, the student's progression in the course may be jeopardized, and dismissal from the program may result.

Absences

Absences, whether scheduled or unscheduled, do not relieve the student of the responsibility to complete all required coursework. Students must obtain any information presented during class and complete all assignments. It is the student's responsibility to contact the instructor and arrange make-up work, which must be completed to the instructor's satisfaction. While recordings of lectures may sometimes be available, they are not a substitute for attendance.

Pre-Arranged Absences

When a student knows in advance of the need to be excused from a class, lab, or clinic they must complete a “Pre-Arranged Leave Request” form. These forms can be obtained from the Program Director. The student completes their portion and then gives it to the instructor for comments and a signature. The instructor will communicate any expectations for making up the missed class, lab, or clinic. The form must also be returned and signed by the Director. Students will receive a signed copy for their records.

Faculty may include additional attendance requirements, expectations, or exceptions in their individual course syllabi. Students are responsible for reviewing and adhering to all attendance policies and requirements outlined both in this handbook and in each course syllabus.

In cases of serious illness or unexpected life events, instructors may grant limited absences on an individual basis. Proper notification, documentation, and a written academic plan for making up missed work are required. Excessive absences may result in withdrawal from a course, preventing the student from advancing in the program.

Any absence due to a medical or surgical condition may require a healthcare provider’s written release indicating no restrictions before returning to class, lab, or clinical experiences. Students should consult with the Program Director if they have questions about absences or returning to the program.

CELL PHONE POLICY

Classroom and Lab: Cell phones brought into the classroom or lab must be placed on silent mode. If you anticipate an emergency call, you may inform your instructor and receive permission to have your cell phone on your person and you may leave the classroom or lab to answer the call. You should also give your family the clinic phone number (509) 542-4571, in case you cannot be reached on your phone. Cell phones may be retrieved at the end of class or lab.

Dental hygiene students are prohibited from using personal cell phones to call or communicate with patients during patient care activities. Communication with patients should be conducted through designated clinic phones. If a student encounters difficulty in reaching a patient through the clinic phone, they must contact the designated Patient Service Representative for assistance.

QUIZZES, TESTS, & ASSIGNMENTS

Quizzes, tests, and assignments can only be made up if the student has notified the instructor of their absence **before** the scheduled class or exam. Make-up work must be completed within one week of the original due date unless other arrangements are approved by the instructor. The student is responsible for initiating contact with the instructor to arrange make-up work. The instructor is not obligated to reach out to the student. All make-up work must be completed before a final grade is issued.

If you are unable to attend a scheduled class, laboratory, or clinical assignment, you must:

- Notify the appropriate CBC faculty member or clinical instructor **before** the scheduled start time via telephone or email.
- If you cannot reach your instructor directly, call the School of Health Sciences office at 509-544-8300.
- Note that sending absence messages through peers will **not** be accepted.
- Absences due to work responsibilities are not considered acceptable and may be grounds for dismissal from the program.

SKILLS & SIMULATION LABS

Many programs within the School of Health Sciences at Columbia Basin College include skills laboratories and simulation experiences as essential components of the curriculum. These labs provide students with the opportunity to practice and demonstrate proficiency in technical skills and critical decision-making in a safe, supervised environment before performing these skills in clinical or field settings.

Skills Laboratory

The skills laboratory is a state-of-the-art facility designed to support student learning through hands-on practice and return demonstrations. Students must successfully pass all required skills assessments or return demonstrations prior to performing those skills in a real clinical or field environment. Specific requirements and grading policies for skills labs are outlined in individual course syllabi.

While in the skills laboratory, the following guidelines apply to all students:

- No food or beverages are allowed in the skills lab.
- No invasive procedures may be performed without an instructor present.
- Open-toe shoes are not permitted.
- Students are not allowed in the laboratory without authorized supervision.
- Use of the lab outside scheduled hours must be arranged in advance with program faculty.
- Professional behavior is expected at all times.
- All equipment and supplies must be returned to their designated locations after use.
- Stations (e.g., beds) must be neatly maintained and waste properly disposed of after use.
- Sharps must be disposed of in approved sharps containers.
- Keep noise levels low and respect ongoing classes or other lab activities.

Non-adherence to these expectations may result in removal from the skills lab and potential disciplinary action.

Simulation Laboratory

The simulation laboratory utilizes advanced mannequins and technology to replicate real-life patient scenarios, allowing students to apply knowledge and skills in a controlled environment.

While in the simulation lab, students must:

- Wear their program-approved uniform during all simulations.
- Treat simulation mannequins and equipment with the same respect as real patients.
- Avoid excessive or unnecessary force on mannequins or equipment.
- Support the mannequin's head and body properly when moving or turning.
- Not disconnect or manipulate cords, tubing, or equipment unless instructed to do so by faculty.
- Bring the usual equipment required for patient care, such as stethoscopes, pen lights, reference books, etc.
- Use only sterile water for injections and only approved lubricants for equipment.

Students who demonstrate difficulty with skills or decision-making may receive a referral for remediation in the skills lab.

Invasive Procedures Guidelines

Some programs involve laboratory activities using human subjects for learning purposes. Students may be asked to perform specific skills or to serve as a subject for fellow students' practice.

- All activities involving human subjects will be conducted under the direct supervision of faculty assigned to the course.

- Students must give informed consent before participating as human subjects.
- An Informed Consent and Waiver of Liability form must be signed and will be provided by the program.

Benefits

Participation provides realistic opportunities to practice essential skills, enhancing both learning and technical proficiency. Alternative experiences may be available but might not provide the same level of realism or effectiveness in skill development.

Risks/Discomforts

Some activities may cause minor physical or psychological discomfort or anxiety. Students are encouraged to communicate any concerns to faculty.

Student Rights

- Students have the right to withhold or withdraw consent for participation as human subjects in instructional activities.
- Students who choose not to participate may be required to work with Disability Support Services (DSS) to arrange alternative activities. Where approved, students must complete alternative learning experiences as assigned by the program. However, if a student refuses both the original and alternative activities, they may be unable to successfully complete the course. Students should consult their specific program requirements for detailed guidance.
- Students have the right to ask questions and receive clear explanations about any procedure or activity before agreeing to participate.

Equipment on Loan

CBC's Dental Hygiene Program has purchased reusable equipment to loan to students to reduce the out-of-pocket cost of the program. Faculty who teach courses that loan equipment will provide students with a list of loaner equipment, training on the proper use of the equipment, and provide students with the Equipment Borrowing Program Agreement & Waiver APPENDIX J.

Equipment Use Policy

Dental Hygiene students are trained to handle equipment responsibly. To ensure its proper use, please review the policy and instructions provided. If you have any questions or are unsure about the correct procedures, please seek clarification from your instructors. Misuse of equipment may result in disciplinary action, including potential dismissal from the program.

As a dental hygiene student, you are responsible for the proper use and care of all equipment provided to you. This policy aims to ensure accountability and maintain the integrity of the equipment within our program. Please review the following guidelines:

- **Responsibility:** You are accountable for the equipment assigned to you during your clinical practice. Treat all equipment with care, respect, and professionalism.
- **Proper Use:** Use the equipment only for its intended purposes as instructed by your instructors. Do not use any equipment without proper authorization and training.
- **Damage Prevention:** Take necessary precautions to prevent damage to the equipment. Avoid mishandling, dropping, applying excessive force, or exposure to extreme temperatures that could result in damage. Use equipment in accordance with the provided guidelines and manufacturer's instructions.
- **Reporting Damages:** Immediately report any damages or malfunctions to your instructor or a designated staff member. Do not attempt to repair the equipment on your own.

- **Penalties for Misuse:** Misuse, negligence, or damage to equipment may result in disciplinary action, including but not limited to financial responsibility for repairs or replacements, loss of equipment privileges, or dismissal from the program.
- **Care and Maintenance:** Follow the recommended cleaning and maintenance protocols for each equipment item.
- **Training and Instruction:** Students receive training on the proper use and handling of the equipment. Review the policy, instructions, and guidelines provided. If you have any questions or need clarification, seek guidance from your instructors.

Remember, the equipment provided is essential for your education and future professional practice.

Loupes and Lighting Equipment: Special Vendor Visits and Requirements

Every fall quarter, the DH Department is pleased to host various loupe vendors on campus specifically for our new dental hygiene students. Loupes are mandatory for all dental hygiene students and are considered the standard of care in modern dentistry.

Meeting with vendor representatives provides a unique chance for students to become educated on the wide range of loupes, lights, and related accessories available in the market. In addition, gain insights into the different types, warranties, and most importantly, pricing options tailored for students.

As a dental hygiene student, you will be eligible for special pricing negotiated by the vendor exclusively for our program. Payments for any purchases are made directly to the vendors.

For the best overall field of view and compliance with our program's guidelines, you are permitted to wear loupes with up to a 2.5, or equivalent, magnification.

Student Responsibilities for Clinical Experience and Scheduling

At the CBC Dental Hygiene Program, our clinic serves both new and longstanding patients, offering a dynamic environment for hands-on experience. However, it's essential to understand that graduating requires fulfilling specific patient requirements and clinical assessments. Consequently, students are in charge of their schedules, including booking appointments and communicating with patients. While the program provides a foundational patient pool, students must be proactive in managing their patient interactions; the dental hygiene program does not solely oversee student scheduling.

Open Lab

Open lab time is offered to all dental hygiene students to practice skills. Open lab times are designated on the quarter course schedule. Open lab time is unsupervised. Therefore, students must follow the faculty instructions for open lab time, sign in and out for all sessions, leave their work area clean, follow all clinic/lab policy and procedures, and work without disruption of other students, faculty, and staff.

Office Hours

Full time faculty have up to five office hours a week available to all dental hygiene students. Examples for use of office hours include individual or group instruction, lecture course clarification and support, and clinic requirement strategizing. Office hour times and locations are posted at the beginning of each quarter. It is the student's responsibility to utilize these office hours.

Payment for Patient Services

CBC's Dental Hygiene Clinic fees are significantly reduced to make quality dental care more accessible to all patients. This reduction in fees aligns with our commitment to prioritize patients' oral health while considering their financial well-being.

As dental hygiene students, you are not allowed to pay for the treatment of patients other than your immediate family members. We recognize that the intention behind such a gesture is compassionate, but this policy ensures fair and equitable treatment for all patients. Family members would only include those whose medical and dental copays and bills are already covered by the student, such as a spouse, children, or dependents.

Patients who are unable to pay for their necessary dental treatment may be eligible for assistance from the Patient Care Fund. This fund is specifically designed to support individuals facing financial hardship, ensuring they have access to essential dental care.

Patient Care Fund (PCF) Overview

Initiated in 2021, the Patient Care Fund (PCF) aims to bridge the financial gap for community members requiring initial dental hygiene therapy for periodontitis. Recognizing that even insured patients may find these costs prohibitive, the PCF is designed to mutually benefit both patients and our dental hygiene students in need of clinical experiences.

Student Benefits:

The fund allows students to secure patients who are ideal candidates for fulfilling their clinical requirements, focusing on those with periodontitis.

Patient Benefits:

The PCF subsidizes the cost of initial dental hygiene therapy, re-evaluations, and one periodontal maintenance session within 12 months following the first therapy appointment.

Eligibility Rules:

Each senior student can nominate one patient to be their PCF recipient.

The chosen patient must not be a family member or acquaintance of the student, ensuring that the fund serves the broader community and that patients are not simply visiting the CBC clinic due to personal relationships.

By offering financial relief for initial treatment and incentivizing long appointments, the PCF not only serves those without access to affordable dental care but also enriches the clinical experience for our dental hygiene students.

Gifts and Tips

Gifts are generally not allowed (money, gift cards, etc.) for dental hygiene services or for public employees per WA State Ethics in Public Service laws 42.52.RCW.

The program realizes that due to the length of time students spend with their patient a friendship can develop. As a result, occasionally a patient may bring a student a gift related to something discussed during their appointment (crochet item, jam, cookies, etc.). Students may use their discretion when accepting these types of gifts. Alcohol/drugs/tobacco are always forbidden.

Washington State RCW 42.52.150 prohibits gifts with a total value over \$50 and RCW 42.52.140 prohibits any gift that would influence their action or judgement or be considered as part of a reward for action or inaction. Both RCWs apply to all CBC employees. Therefore, if anyone would like to show their appreciation to a CBC employee an appreciation card is appropriate. Moreover, CBC's Foundation can accept donations on behalf of the Dental Hygiene Program or employee.

Outside Employment

The Dental Hygiene Program at Columbia Basin College is a rigorous academic program. Students who choose to maintain employment while enrolled should understand that class schedules, laboratory and clinical experiences, and exam times will not be adjusted to accommodate work or personal commitments.

REMEDIATION AND ACADEMIC PROGRESS ALERTS

The purpose of remediation is the early identification of students who are having difficulties meeting course or program outcomes and providing support necessary for successful course and program completion. Students who are not maintaining a 2.0 grade in any Dental Hygiene course will receive an Academic Progress Alert (APA) (see Appendix A) issued by the instructor at midterm or as soon as it becomes evident that the student is at risk of failing, if this occurs after midterm. An Academic Progress Alert is designed to notify students that they are in jeopardy of receiving a grade below 2.0. An APA may be issued to students for reasons including, but not limited to:

- Insufficient background knowledge
- Lack of effort
- Habitual tardiness or absenteeism
- Lack of effort toward attainment of program competencies
- Lack of class, lab, or clinical participation
- Low examination scores
- Other areas of concern identified by faculty

An Academic Progress Alert (APA) will be issued only once in each class. After an APA has been issued, it is the student's responsibility to actively monitor their own performance and progress in the course. The APA will include a detailed action plan outlining specific steps and resources to support the student's improvement.

Academic Progress Alerts in Theory Courses

Any student receiving an APA for poor academic performance in a theory course must complete an Academic Student Support Plan (see Appendix B). This plan, available in the Canvas Learning Management System (LMS), guides students through a series of questions designed to identify areas where extra assistance may be needed. Appropriate remediation activities and/or campus resources are identified and selected by students. Available resources include:

- Tutoring services
- Campus workshops
- Tutor/Writing Center
- Referrals to counselors, completion coaches, or CBC's Resource Center

Completed Academic Student Support Plans should be sent to the appropriate faculty member. After review by the faculty, the plan will be forwarded to the Program Director, and a copy will be placed in the student's file.

The student bears the ultimate responsibility for carrying out the tasks identified in the Academic Student Support Plan. Seek help early. Faculty are valuable sources of guidance regarding the many campus resources available to help students succeed.

Academic Progress Alerts in Lab or Clinical Courses

Any student receiving an APA for poor performance in a lab or clinical course must complete the Clinical Student Support Plan form (see Appendix C). Available resources may include attending open lab sessions, reviewing assigned modules or materials, and collaborating with peers on skill development.

Minimum Academic Standards

To remain in the Dental Hygiene Program, a 2.0 grade or higher must be attained in all major courses, major support courses, and general education courses applied toward the degree or certificate. Students must

have an accumulative GPA of at least 2.5 in program-specific courses to progress to advanced levels of the program.

Written Work Standards

Written work must adhere to the following standards:

- Must be typed. Computer labs with printing capabilities are available at the Pasco and Richland campuses.
- The most recent American Psychological Association (APA) guidelines should be used for formatting papers and referencing sources. Assistance with APA guidelines can be obtained through the CBC Health Sciences Library.
- Students are expected to make copies of major papers for their own records. Whether papers are returned to students is at the discretion of the instructor.
- Faculty members have the option not to accept late assignments. Policies regarding late work, including possible penalties such as a deduction of up to 15% per day, are determined by individual instructors and are outlined in the course syllabus. Students should review their syllabus carefully for specific expectations and consequences related to late submissions.

ACADEMIC HONESTY AND USE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS

All students are expected to uphold the highest standards of academic honesty and integrity in all coursework, examinations, written assignments, and practical experiences.

Use of Artificial Intelligence (AI) Tools

Students must adhere to all college policies regarding the use of AI tools (e.g., ChatGPT, AI writing or coding assistants). Students should also review and follow any additional guidance provided in their individual course syllabi regarding appropriate or prohibited uses of AI technology.

Inappropriate use of AI tools includes—but is not limited to—using AI to:

- Complete assignments, quizzes, or exams without instructor permission
- Generate written work presented as the student's original work when not properly cited
- Bypass learning processes intended to develop independent skills and critical thinking

Misuse of AI tools is considered academic dishonesty and will be treated as cheating. Students found in violation may be referred to the Student Conduct process under CBC's Academic Honesty standards (see WAC 132S-100 Student Code of Conduct). Disciplinary actions may include warning, reprimand, probation, suspension, or dismissal.

If faculty determine that misuse of AI tools has contributed to academic performance concerns, an Academic Progress Alert (see Appendix A) may also be issued in addition to other disciplinary measures.

COPYRIGHT NOTICE

Many of the materials used in Dental Hygiene Program courses are protected by copyright law. These materials are provided solely for the use of students enrolled in the course and only for purposes related to their coursework. No part of these materials may be reproduced, distributed, or transmitted in any form or by any means—electronic, mechanical, photocopying, recording, or otherwise—except as allowed under copyright law or with the consent of the copyright holder.

CLINICAL DOCUMENTATION

Clinical documentation must be prepared according to individual instructor guidelines and any program- or course-specific requirements provided in syllabi, clinical expectations documents, or grading tools.

Many health sciences programs require students to complete clinical documentation, which may include but is not limited to:

- Patient charting and records
- Procedure logs
- Timecards or timesheets
- Preceptor or mentor assessment forms
- Requisitions, reports, or other clinical facility documentation

All charting and clinical documentation must:

- Follow industry best practices and professional standards for the discipline
- Adhere to clinical facility policies and procedures
- Comply with all applicable regulatory requirements (e.g., HIPAA, state laws, accreditation standards)
- Utilize accurate spelling, grammar, and appropriate professional terminology

All documentation is expected to be accurate, complete, and truthful. Incomplete, incorrect, falsified, or forged documentation—including omissions, alterations, or fabrication of information—violates professional and ethical standards. Such conduct will result in an Academic Progress Alert (APA) (see Appendix A) and referral to the Student Conduct process. These violations may be grounds for disciplinary action, including dismissal from the program.

BOOKS AND SUPPLIES

Students are strongly encouraged to purchase required texts. They will not be available from the instructors. A list of required texts will be provided to all students enrolling in the program and may be purchased from the CBC bookstore.

Many Health Sciences programs require students to purchase specific supplies, tools, or equipment necessary for hands-on learning, clinical skills practice, and professional procedures. Examples may include supply kits, dental instruments, medical equipment, protective gear, or other specialized items.

Supplies and equipment may be purchased through the Columbia Basin College Bookstore or other vendors as specified by the program. Program faculty will provide students with a list of required items and any purchasing instructions.

To ensure safety and maintain the integrity of supplies and equipment:

- Keep all supplies and equipment in a secure place at home, out of the reach of children or others who may be harmed by sharp, breakable, or hazardous items.
- Do not open, use, or remove items from their original packaging until directed by an instructor to preserve sterility, safety, or proper instructional use.
- Avoid storing supplies or equipment in environments with extreme temperatures, such as the trunk of a car, as this may compromise the quality or safety of items like gloves, solutions, or other sensitive materials.
- Transport supplies and equipment in designated containers or bags between home, school, and clinical sites to prevent loss or damage.

Students are responsible for maintaining their supplies and equipment in good working condition and replacing items as needed throughout the program

SAFETY

Safety is a primary concern in all classroom, campus laboratory, and clinical or practicum environments. Students are responsible for acting in a safe and professional manner at all times.

- Any faulty or malfunctioning equipment should be reported to an instructor immediately.
- If an injury occurs, a College Accident Report form must be completed in accordance with school policy.
- Failure to practice safely in any campus lab, clinical setting, or classroom environment may be grounds for dismissal from the program.

Columbia Basin College assumes no financial responsibility for injuries that occur during participation in program activities. Students are strongly encouraged to carry personal accident and health insurance.

PROFESSIONALISM STANDARDS

The Dental Hygiene program at Columbia Basin College expects professional conduct from all students. This includes demonstrating courtesy towards patients, classmates, faculty, staff, and visitors in all program-related activities. Professionalism encompasses ethical behavior, effective communication, accountability, adaptability, professional appearance, teamwork, and a commitment to lifelong learning. By upholding these standards, students will become competent and respected Dental Hygienists.

Professionalism

Professionalism implies that a student is conscientious, knowledgeable, and responsible to self and others at all times. Development of a professional demeanor combines legal and ethical responsibilities. Integrity, honesty, and respect for others are essential. One must be able to establish a positive interpersonal relationship with patients, peers, and clinical facility staff in order to be an effective hygienist.

Being professional also includes the ability to objectively evaluate personal strengths and weaknesses and demonstrate an initiative for learning from your mistakes. Remain open to constructive criticism, learn from past experiences, and adapt to ever-changing situations.

Professional behavior includes but is not limited to:

- Maintaining academic honesty
- Respecting the patient's dignity and privacy at all times
- Following institutional policies and procedures
- Utilizing techniques of therapeutic communication appropriately
- Establishing professional relationships
- Maintaining the standards of the Health Information Portability and Accountability Act* (HIPAA)
- Understanding and accepting the legal and ethical responsibilities of a student/professional
- Being prompt for classes and clinical
- Demonstrating dependability, responsibility and accountability
- Utilizing the Dental Hygiene process to assess, plan, implement and evaluate patient care in a safe and effective manner
- Demonstrating honesty and integrity in all situations
- Demonstrating the ability to use critical thinking skills

Professionalism is an integral part of DH education and future practice. It encompasses a range of qualities, including conscientiousness, knowledge, and responsibility towards oneself and others. Professionalism entails upholding legal and ethical obligations, demonstrating integrity, honesty, and respect in all interactions. It is essential to establish positive relationships with patients, peers, and clinical staff to become effective and compassionate dental hygienists.

In addition to these principles, professionalism also involves treating our peers with respect, kindness, and professionalism. We recognize the importance of fostering a supportive and collaborative learning environment where all students can thrive. By valuing diversity, actively listening to others' perspectives, and offering constructive feedback, we contribute to a positive and inclusive atmosphere.

Furthermore, professionalism requires us to objectively assess our personal strengths and weaknesses, acknowledging areas for improvement and demonstrating a willingness to learn from mistakes. We remain open to receiving constructive criticism, embracing opportunities for growth, and adapting to the ever-evolving field of dental hygiene.

Key aspects of professional behavior include:

- Upholding Academic Integrity: Honoring academic honesty and integrity in all coursework and assessments.
- Respecting Patient Dignity: Ensuring the privacy and dignity of patients are upheld at all times.
- Following Institutional Policies: Adhering to the policies and procedures set forth by our educational institution.
- Effective Communication: Utilizing appropriate techniques of therapeutic communication.
- Establishing Professional Relationships: Building positive and professional relationships with peers, patients, and clinical staff.
- HIPAA Compliance: Maintaining the standards of the Health Information Portability and Accountability Act (HIPAA).
- Legal and Ethical Responsibility: Understanding and embracing the legal and ethical responsibilities as a student and future Dental Hygienist.
- Punctuality and Dependability: Being punctual for classes and clinical sessions, demonstrating dependability and accountability.
- Safe and Effective Patient Care: Utilizing the dental hygiene process to provide safe and effective patient care.
- Honesty and Integrity: Demonstrating honesty and integrity in all aspects of our academic and clinical work.
- Critical Thinking: Applying critical thinking skills to analyze and solve problems effectively.

By embodying professionalism in our daily interactions, we contribute to the reputation and success of the Dental Hygiene program while upholding the highest standards of ethical practice and compassionate care.

*Students will be provided Health Insurance Portability and Accountability Act (HIPAA) education at the beginning of the program, including completion of a post-test. Students will be required to always follow the standards of the school and clinical facilities. Failure to comply with HIPAA guidelines is cause for dismissal from the BASDH program.

ADHA CODE OF ETHICS

Students will be regularly evaluated on their display of ethics and professionalism prescribed by the ADHA Code of Ethics. A student may be dismissed from courses within the program or receive a failing grade solely based on ethics and professionalism.

We are obligated to practice our profession in a manner that supports our purpose, beliefs, and values in accordance with the fundamental principles that support our ethics. We acknowledge the following Code of Ethics and responsibilities of a Dental Hygienist:

Adopted June 2021, ADHA House of Delegates

It is the expectation that Dental Hygiene students will follow the ethical guidelines and principles of the ADHA Code of Ethics.

Preamble

As Dental Hygienists, we are a community of professionals devoted to the prevention of disease and the promotion and improvement of the public's health. We are preventive oral health professionals who provide educational, clinical, and therapeutic services to the public. We strive to live meaningful, productive, satisfying lives that simultaneously serve us, our profession, our society, and the world. Our actions, behaviors, and attitudes are consistent with our commitment to public service. We endorse and incorporate the Code into our daily lives.

Purpose

The purpose of a professional code of ethics is to achieve high levels of ethical consciousness, decision making, and practice by the members of the profession. Specific objectives of the Dental Hygiene Code of Ethics are:

- to increase our professional and ethical consciousness and sense of ethical responsibility.
- to lead us to recognize ethical issues and choices and to guide us in making more informed ethical decisions.
- to establish a standard for professional judgment and conduct.
- to provide a statement of the ethical behavior the public can expect from us.

The Dental Hygiene Code of Ethics is meant to influence us throughout our careers. It stimulates our continuing study of ethical issues and challenges us to explore our ethical responsibilities. The Code establishes concise standards of behavior to guide the public's expectations of our profession and supports dental hygiene practice, laws and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public's trust on which our professional privilege and status are founded.

Key Concepts

Our beliefs, principles, values, and ethics are concepts reflected in the Code. They are the essential elements of our comprehensive and definitive code of ethics and are interrelated and mutually dependent.

Basic Beliefs

We recognize the importance of the following beliefs that guide our practice and provide context for our ethics:

- The services we provide contribute to the health and well-being of society.
- Our education and licensure qualify us to serve the public by preventing and treating oral disease and helping individuals achieve and maintain optimal health.
- Individuals have intrinsic worth, are responsible for their own health, and are entitled to make choices regarding their health.

- Dental hygiene care is an essential component of overall health care and we function interdependently with other health care providers.
- All people should have access to health care, including oral health care.
- We are individually responsible for our actions and the quality of care we provide.

Fundamental Principles

These fundamental principles, universal concepts and general laws of conduct provide the foundation for our ethics.

Universality

The principle of universality expects that, if one individual judge an action to be right or wrong in a given situation, other people considering the same action in the same situation would make the same judgment.

Complementarity

The principle of complementarity recognizes the existence of an obligation to justice and basic human rights. In all relationships, it requires considering the values and perspectives of others before making decisions or taking actions affecting them.

Ethics

Ethics are the general standards of right and wrong that guide behavior within society. As generally accepted actions, they can be judged by determining the extent to which they promote good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

Community

This principle expresses our concern for the bond between individuals, the community, and society in general. It leads us to preserve natural resources and inspires us to show concern for the global environment.

Responsibility

Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We accept the consequences of our actions or the failure to act and are willing to make ethical choices and publicly affirm them.

Core Values

We acknowledge these values as general for our choices and actions.

Individual autonomy and respect for human beings

People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

Confidentiality

We respect the confidentiality of client information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligation to justify any violation of a confidence.

Societal Trust

We value client trust and understand that public trust in our profession is based on our actions and behavior.

Non-maleficence

We accept our fundamental obligation to provide services in a manner that protects all clients and minimizes harm to them, and others involved in their treatment.

Beneficence

We have a primary role in promoting the well-being of individuals and the public by engaging in health promotion/disease prevention activities.

Justice and Fairness

We value justice and support the fair and equitable distribution of health care resources. We believe all people should have access to high-quality, affordable oral healthcare.

Veracity

We accept our obligation to tell the truth and expect that others will do the same. We value self-knowledge and seek truth and honesty in all relationship.

STANDARDS OF PROFESSIONAL RESPONSIBILITY

We are obligated to practice our profession in a manner that supports our purpose, beliefs, and values in accordance with the fundamental principles that support our ethics. We acknowledge the following responsibilities:

To Ourselves as Individuals...

Avoid self-deception, and continually strive for knowledge and personal growth.

Establish and maintain a lifestyle that supports optimal health.

Create a safe work environment.

Assert our own interests in ways that are fair and equitable.

Seek the advice and counsel of others when challenged with ethical dilemmas.

Have realistic expectations of ourselves and recognize our limitations.

To Ourselves as Professionals...

- Enhance professional competencies through continuous learning in order to practice according to high standards of care.
- Support dental hygiene peer-review systems and quality-assurance measures.
- Develop collaborative professional relationships and exchange knowledge to enhance our own lifelong professional development.

To Family and Friends...

- Support the efforts of others to establish and maintain healthy lifestyles and respect the rights of friends and family.

To Clients...

- Provide oral health care utilizing high levels of professional knowledge, judgment, and skill.
- Maintain a work environment that minimizes the risk of harm.
- Serve all clients without discrimination and avoid action toward any individual or group that may be interpreted as discriminatory.
- Hold professional client relationships confidential.
- Communicate with clients in a respectful manner.
- Promote ethical behavior and high standards of care by all Dental Hygienists.
- Serve as an advocate for the welfare of clients.
- Provide clients with the information necessary to make informed decisions about their oral health and encourage their full participation in treatment decisions and goals.

- Refer clients to other healthcare providers when their needs are beyond our ability or scope of practice.
- Educate clients about high-quality oral health care.
- Recognize that cultural beliefs influence client decisions.

To Colleagues...

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, and appropriately open and candid.
- Encourage a work environment that promotes individual professional growth and development.
- Collaborate with others to create a work environment that minimizes risk to the personal health and safety of our colleagues.
- Manage conflicts constructively.
- Support the efforts of other Dental Hygienists to communicate the dental hygiene philosophy and preventive oral care.
- Inform other health care professionals about the relationship between general and oral health.
- Promote human relationships that are mutually beneficial, including those with other health care professionals.

To Employees and Employers...

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, open, and candid.
- Manage conflicts constructively.
- Support the right of our employees and employers to work in an environment that promotes wellness.
- Respect the employment rights of our employers and employees.

To the Dental Hygiene Profession...

- Participate in the development and advancement of our profession.
- Avoid conflicts of interest and declare them when they occur.
- Seek opportunities to increase public awareness and understanding of oral health practices.
- Act in ways that bring credit to our profession while demonstrating appropriate respect for colleagues in other professions.
- Contribute time, talent, and financial resources to support and promote our profession.
- Promote a positive image for our profession.
- Promote a framework for professional education that develops dental hygiene competencies to meet the oral and overall health needs of the public.

To the Community and Society...

- Recognize and uphold the laws and regulations governing our profession.
- Document and report inappropriate, inadequate, or substandard care and/or illegal activities by a health care provider, to the responsible authorities.
- Use peer review as a mechanism for identifying inappropriate, inadequate, or substandard care provided by Dental Hygienists.
- Comply with local, state, and federal statutes that promote public health and safety.
- Develop support systems and quality-assurance programs in the workplace to assist Dental Hygienists in providing the appropriate standard of care.

- Promote access to dental hygiene services for all, supporting justice and fairness in the distribution of healthcare resources.
- Act consistently with the ethics of the global scientific community of which our profession is a part.
- Create a healthful workplace ecosystem to support a healthy environment.
- Recognize and uphold our obligation to provide pro bono service.

To Scientific Investigation...

- We accept responsibility for conducting research according to the fundamental principles underlying our ethical beliefs in compliance with universal codes, governmental standards, and professional guidelines for the care and management of experimental subjects. We acknowledge our ethical obligations to the
- scientific community:
- Conduct research that contributes knowledge that is valid and useful to our clients and society.
- Use research methods that meet accepted scientific standards.
- Use research resources appropriately.
- Systematically review and justify research in progress to insure the most favorable benefit-to-risk ratio to research subjects.
- Submit all proposals involving human subjects to an appropriate human subject review committee.
- Secure appropriate institutional committee approval for the conduct of research involving animals.
- Obtain informed consent from human subjects participating in research that is based on specification published in Title 21 Code of Federal Regulations Part 46.
- Respect the confidentiality and privacy of data.
- Seek opportunities to advance dental hygiene knowledge through research by providing financial, human, and technical resources whenever possible.
- Report research results in a timely manner.
- Report research findings completely and honestly, drawing only those conclusions that are supported by the data presented.
- Report the names of investigators fairly and accurately.
- Interpret the research and the research of others accurately and objectively, drawing conclusions that are supported by the data presented and seeking clarity when uncertain.
- Critically evaluate research methods and results before applying new theory and technology in practice.
- Be knowledgeable concerning currently accepted preventive and therapeutic methods, products, and technology and their application to our practice.

SCHOOL OF HEALTH SCIENCES DIGNITY STATEMENT

At the Columbia Basin College (CBC) School of Health Sciences, we are committed to upholding the highest standards of dignity, civility, professionalism, and respect in all aspects of our educational programs. As future healthcare professionals in diverse fields, we recognize the importance of embodying these principles in our conduct as representatives of CBC both on and off campus.

We believe that every individual deserves to be treated with dignity, regardless of their background, beliefs, or circumstances. As healthcare providers, we understand that our actions have a profound impact on the lives of others. Therefore, we pledge to uphold the following principles:

- Professionalism: We will maintain a high level of professionalism at all times. This includes adhering to the ethical guidelines of our respective professions, demonstrating integrity, and exhibiting a commitment to lifelong learning and self-improvement.
- Respect: We will treat all individuals with respect, recognizing the inherent worth and dignity of each person. We will foster an inclusive and supportive environment that embraces diversity and values the contributions of all members of our healthcare team.
- Compassion: We will approach our patients, classmates, faculty, and staff with empathy and compassion. We will strive to understand their unique perspectives, actively listen to their concerns, and provide care and support that is sensitive to their physical, emotional, and cultural needs.
- Collaboration: We will promote teamwork and collaboration, recognizing that healthcare is a multidisciplinary endeavor. We will actively engage with our peers, faculty, and healthcare facility staff, valuing their expertise and contributions. We will foster open communication and constructive dialogue to enhance the quality of care and education we provide.
- Accountability: We will take responsibility for our actions and decisions. We will recognize the impact of our behaviors and choices, and we will strive to act in the best interest of our patients, colleagues, and the communities we serve. We will seek feedback, learn from our mistakes, and continuously strive for excellence.
- Civility: We will cultivate a culture of respect, empathy, and accountability, promoting considerate interactions with patients, classmates, faculty, and staff. We will prioritize professionalism, ethical conduct, effective communication, and a positive environment that encourages collaboration and personal responsibility.

By adhering to these principles, we aim to create a culture of dignity and respect within the CBC School of Health Sciences. As future healthcare professionals, we understand that our interactions with patients, colleagues, faculty, and staff can shape the healthcare experience and contribute to positive outcomes. We are committed to applying the golden rule across the spectrum of healthcare and education, ensuring that we treat others as we would like to be treated. Together, we will uphold the values of dignity, professionalism, and respect as we embark on this journey of learning, growth, and service to our communities.

MAINTAINING AN EFFECTIVE LEARNING ENVIRONMENT

Columbia Basin College is committed to providing an environment that supports study, research, and learning for all students, faculty, and staff. Noisy, disruptive, or disrespectful behavior interferes with the learning process and will not be tolerated. Individuals or groups engaging in disruptive behavior may be asked to leave the classroom, laboratory, or clinical setting and may be subject to further disciplinary action in accordance with CBC policies.

Children in Classrooms

In order to ensure a proper environment for learning at Columbia Basin College (CBC), no individual will be permitted to bring any non-enrolled adult or child into any active classroom setting at the College, whether it be a lecture class, laboratory class, or community service class, unless the visitor is a scheduled part of the curriculum. An exception is permitted for classes or courses that expressly utilize children as part of the instructional process (e.g., in a laboratory arrangement whereby young children are to be observed as part of the course syllabus).

In no cases are children permitted in College-owned or College-operated facilities (including the library, food service areas, lounges, and study areas) without supervision by an adult. Children are not to be left unattended on campus grounds or in vehicles. Preteen children are not permitted to be on campus unless they are directly and completely supervised at all times by a responsible adult or are enrolled in the College's Early Childhood Education programs.

Responsible adult and teenage citizens are encouraged to visit the campus so long as such visits are compatible with the mission of the College, and all visitors adhere to College regulations. Only registered students and authorized College staff or volunteers may participate in field trips, retreats, or other College-authorized travel activities. Visitors violating this policy will be asked to leave campus. Further violations by the individual who brought the visitor may result in suspension from the class in which the violation occurs.

Parents or adult caregivers are responsible for any damage to property or acts of vandalism caused by a child (e.g., cutting, tearing, defacing, destroying books, periodicals, computers, equipment, furniture, etc.).

If a child is left in a building unattended, staff will notify CBC Campus Security.

Animal Control on College Property/Facilities

Columbia Basin College is committed to providing a healthy and safe learning, living, and working environment for students, faculty, staff, and visitors. To that end, the College seeks to limit and regulate the presence of animals on property owned or operated by the College.

Except for natural wildlife inhabiting College property and facilities, animals are prohibited from being in or upon any property owned or controlled by the College, with the following exceptions:

- Service animals as defined by RCW 70.84.021 that are being used by persons with disabilities;
- Events at which animals are participants, as authorized by the College;
- Animals that are part of an academic program, as authorized by the College;
- Animals otherwise authorized by College policy; and
- Dogs trained to aid and under the control of law enforcement officers while being used for law enforcement purposes or during demonstrations to illustrate the dog's capabilities.

Food and Drink

Consumption of food is not allowed in classrooms. Please store all food securely out of sight in your belongings. Non-alcoholic beverages may be consumed in classrooms if kept in spill-proof containers. Open containers, glass bottles, and paper cups are not allowed. Sealed glass bottles and unopened cans should be stored out of sight in your belongings. Unattended open containers of food or beverages will be discarded.

As a courtesy, users may leave food or beverages in student lounge areas for short periods of time. Such items remain the responsibility of the owner, not CBC staff. Food or beverages left unclaimed for extended periods will be discarded.

This policy is intended to protect classrooms and electronic equipment and to maintain a clean, comfortable, and pest-free environment for students and staff. Failure to comply with this policy may result in users being asked to leave the classroom. Repeated or serious infractions may result in additional disciplinary action consistent with CBC policies.

REGISTRATION & WITHDRAWAL

Registration

Registration for each quarter is the responsibility of the individual student. Students may register online using the College's web registration system.

Program Directors, faculty, and assigned advisors serve as resources for currently enrolled students in the Dental Hygiene Program. Students are encouraged to consult with their program faculty or advisor each quarter to ensure they are registering for the correct courses to maintain progress in their program.

Failure to register for required courses in a given quarter may be grounds for suspension from the program.

Withdrawal

Students in the Dental Hygiene Program who withdraw for any reason are strongly encouraged to meet with their Program Director or assigned faculty advisor. It is the responsibility of the student to complete all withdrawal and drop procedures required by Columbia Basin College.

PROGRAM CURRICULUM & MATRICULATION

It is strongly recommended that all prerequisite courses be completed prior to entering the Dental Hygiene Program. Any outstanding prerequisite requirements must be completed before a student can receive their degree, certificate, or professional licensure or certification, as applicable to the program.

It is the student's responsibility to ensure that all program and course requirements are met each quarter to remain in good standing and maintain timely progress toward completion.

To remain in the Dental Hygiene Program, students must achieve at least a 2.0 grade or higher in all major courses, major support courses, and general education courses required for their program of study. Some programs may have higher grade requirements for specific courses. Additionally, students must maintain an accumulative GPA consistent with program standards (e.g., a 2.5 or higher for progression in certain programs). Students should review their program-specific requirements carefully each quarter.

ADVANCED STANDING/TRANSFER STUDENT

Advanced Standing

Students who have been dismissed from a Dental Hygiene program or are academically deficient in any coursework are not eligible for advanced standing. Advanced standing is available for CBC Dental Hygiene students who are unable to proceed due to extraordinary circumstances, but have no academic deficiency, or for Dental Hygiene students seeking to transfer into the program from another Dental Hygiene program. Students granted advanced standing will be placed on a quarter-by-quarter probationary status.

Transfer from Other Dental Hygiene Programs

Students seeking to transfer into the program from other Dental Hygiene programs that meet equivalent curriculum and standards must meet the following criteria:

1. Submit all transcripts from previous Dental Hygiene programs to the Columbia Basin College Dental Hygiene Program.
2. Authorize Columbia Basin College Dental Hygiene faculty to contact instructors from previous programs.
3. Participate in a personal interview at Columbia Basin College before being considered for advanced standing.
4. Demonstrate clinical and written proficiencies through examinations at Columbia Basin College, if required.
5. Provide two academic references.
6. Agree to accept the committee's recommendations, which may include enrolling in additional classes necessary to meet academic and graduation requirements. Applications must be submitted one full quarter in advance of the desired transfer.

Skills Exam

Students applying for advanced standing are required to pass a skills exam, covering skills previously mastered up to the point of exit. If a student fails any portion of the skills exam, they will not be allowed to proceed. Students are allowed two opportunities to pass the skills exams. A list of skills to be tested will be provided in advance, and it is the student's responsibility to prepare for the exam. The campus lab will be available for practice during regularly scheduled open lab hours.

Repeating Courses and Clinical Requirements

If only the lab, pre-clinical, or clinical course must be repeated, the student must also retake the concurrent theory class. If the theory course must be repeated, both the clinical and theory courses must be repeated.

STUDENT RESPONSIBILITIES FOR CAMPUS ACCESS AND ENRICHMENT ACTIVITIES

In addition to scheduled class and clinical hours, students in the Dental Hygiene program are required to come to campus during non-class times for various essential tasks and enrichment activities. These activities contribute to a well-rounded educational experience and help students develop important skills beyond the classroom. Some of these responsibilities and activities include:

1. **Sterilization and Clinic Preparation:** Students are responsible for participating in sterilization procedures and clinic preparation as instructed by the faculty. This includes handling, cleaning, disinfecting, and packaging dental instruments and equipment following established infection control protocols.
2. **Open Lab and Practice Sessions:** Open lab sessions provide an opportunity for students to practice and refine their dental hygiene skills. These sessions allow for additional practice, seeking guidance from faculty, and engaging in independent learning to enhance proficiency.
3. **Laundry:** Maintaining cleanliness and hygiene standards is crucial in the dental hygiene profession. Students must attend to laundry tasks following provided guidelines, ensuring the cleanliness of clinic-related garments and materials.
4. **Enrichment Activities:** The Dental Hygiene program offers various enrichment activities to enhance learning and professional development. These activities may include career fairs, table clinics, community events, guest lectures, workshops, and seminars. Students are encouraged to actively participate in these activities to expand their knowledge, network with professionals, and stay updated on industry trends.

By actively engaging in these non-class time responsibilities and enrichment activities, students gain valuable practical experience, develop essential skills, and broaden their professional horizons. These activities complement classroom learning and help students become well-rounded dental hygiene professionals.

The Dental Hygiene program values students' commitment to these tasks and enrichment activities, as they contribute to a comprehensive and rewarding educational journey. It is important for students to prioritize these responsibilities and actively participate in the diverse opportunities provided to them.

LAUNDRY PRACTICES AND RESPONSIBILITIES

To maintain a clean and hygienic environment in the Dental Hygiene program, proper laundry practices are essential. You will receive training from your instructors on the correct procedures for handling and laundering clinic-related items. Dental hygiene students are assigned laundry responsibilities as part of their floor assistant rotations.

Minimize unnecessary handling of contaminated garments by using "no touch" methods. If handling is unavoidable, use gloves and practice appropriate hand hygiene.

Avoid mixing contaminated items with general laundry and do not handle them in common areas with clean laundry. Disinfect any "clean" surfaces that come into contact with contaminated garments.

Washing

Follow the posted instructions in the designated laundry area. Use the recommended detergents, temperature settings, and load capacities for optimal cleanliness and to prevent cross-contamination.

Your instructors will provide specific training on laundry practices. Pay attention and ask questions if needed. By following the provided training, you contribute to a safe and hygienic clinical environment.

Remember to apply these practices beyond the classroom as you pursue your dental hygiene career. Your commitment to proper laundry practices upholds the highest standards of infection control and patient care.

Together, we create a clean and hygienic learning environment that reflects the professionalism of the Dental Hygiene program.

DENTAL HYGINE PROGRAM POLICIES & PROCEDURES

TECHNOLOGY USAGE

CBC's Dental Hygiene Program utilizes a variety of online tools and software to support course organization, management, student learning, and assessment. A brief description of these platforms is provided below, along with the minimum technology requirements for each. While every effort has been made to provide the most current information, students should refer to the respective company websites for the latest updates and system requirements.

- Learning management systems (e.g., Canvas, Blackboard)
- Exam or assessment software (e.g., ExamSoft, Respondus)
- Electronic health record (EHR) training tools
- Simulation software or virtual labs
- Clinical scheduling systems
- Exam review or board preparation software (e.g., ATI, HESI, BoardVitals)
- Any required apps or digital resources specific to your discipline
- Minimum technology requirements for program participation

Canvas

Canvas is the online learning management system (LMS) used at Columbia Basin College. Each Dental Hygiene course utilizes Canvas to share course materials, announcements, and grades. Students can access Canvas through the MyCBC Kiosk or directly at <http://cbc.instructure.com>. To log in, you'll need your Student ID number (SID) and your MyCBC Kiosk PIN as your password.

For assistance with Canvas:

- Visit the CBC Canvas Help page: [CBC eLearning Canvas Information](#)
- Access the **Student Week Zero Orientation** (self-guided): <https://cbc.instructure.com/courses/885649>
- Explore the Canvas Student Quickstart Guide: <http://guides.instructure.com/m/8470/c/45470>
- Contact CBC eLearning staff for technical support at (509) 542-4465

For information on the basic computer system requirements to use Canvas, visit [Canvas Computer Specifications](#). While Canvas may run on systems meeting minimum specifications, it's recommended to use the latest browser versions and reliable internet connections for the best experience.

Panopto

Panopto is a software company that provides lecture recording, screen casting, video streaming, and video content management software, which is often used in the Dental Hygiene Program.

Refer to <https://support.panopto.com/s/article/System-Requirements> for technology requirements.

Zoom

Zoom is a cloud-based video communication app that allows you to participate in virtual video and audio conferencing, live chats, screen sharing and distance education in the Dental Hygiene Program.

Refer to <https://support.zoom.us/hc/en-us/articles/204003179-System-Requirements-for-Zoom-Rooms> for technology requirements.

NETIQUETTE

Netiquette stands for “network etiquette” and encompasses the dos and don’ts of courteous online communication. For more information, visit <http://www.albion.com/netiquette>. Below are some basic rules of netiquette to help you communicate effectively and professionally online:

- Remember the “golden rule.” Don’t forget there are real human beings behind online discussions who can’t see your facial expressions or hear your tone of voice. Be kind, civil, tactful, and forgiving if others don’t express themselves clearly online. If you wouldn’t say it to someone’s face, don’t put it online.
- Protect privacy and confidentiality. Always remember the laws governing privacy for patients and students. Sharing information about patients, clients, or classmates without their consent may be illegal, unethical, or simply unkind.
- Avoid spreading viruses or malware. Content sharing can easily transmit harmful software. Don’t forward or share questionable emails, attachments, or websites. It’s strongly recommended to install antivirus, antispyware, and antimalware software on your computer to protect yourself and others.
- Be patient. Other students and instructors have responsibilities outside of school. Don’t expect an immediate response to your questions or comments.
- Check your writing. Review emails or discussion posts for spelling, grammar, and overall flow. Correct mistakes before hitting “send.”
- Keep it professional. Avoid fancy fonts, excessive emoticons, or distracting backgrounds in your emails and posts. Keep your communication simple, professional, and easy to read.
- Double-check recipients. Always verify email addresses before sending messages to ensure they’re going to the intended recipient.

CLASSROOM EXPECTATIONS

BADGIING & DRESS CODE

Students enrolled in the CBC School of Health Sciences are expected to present themselves in a professional manner at all times, reflecting the standards and safety practices of their chosen field.

Uniform Requirements

- Students must wear the program-approved uniform whenever they are on campus, including classrooms, laboratories, simulation labs, and any program-related activities.
- Uniforms must be purchased from the college-approved vendor as designated by the program.
- Uniforms must be maintained in good repair, free from stains or damage, and cleaned regularly to ensure proper hygiene and professional appearance.
- Uniforms must be worn in a professional manner consistent with the safety practices of the field or specialty, following program-specific guidelines for fit, coverage, and appropriateness.

Personal Hygiene and Grooming

- Students must adhere to hygiene standards expected of healthcare professionals, including:
 - Regular bathing and the use of deodorant.
 - Clean, neatly groomed hair pulled back if required for safety or infection control.
 - Short, clean fingernails with no artificial nails or nail polish if prohibited in the program or clinical sites.
 - Minimal use of fragrances, as some patients, clients, or colleagues may have sensitivities or allergies.
 - Facial hair must be neatly groomed and in compliance with PPE fit requirements if applicable.
 - Moderate make-up is permissible. Refrain from dark eye shadows, heavy mascara, and false eyelashes.

Personal Protective Equipment (PPE)

- Students must wear appropriate personal protective equipment (PPE) as required for specific activities, laboratories, simulations, or clinical settings.
- PPE requirements may include items such as gloves, masks, gowns, protective eyewear, or face shields, and must be worn and disposed of according to safety protocols and program direction.

Name Badges

- Students are required to wear their CBC-issued name badge at all times when on campus or participating in program-related activities.
- Name badges must be worn above the waist and clearly visible at all times.
- Name badges are obtained from CBC Security in Richland.
- A fee is required for replacement badges if the initial badge is lost or damaged.

DRESS CODE FOR CLINIC AND LABS

Scrubs

- CBC scrubs are required to be purchased through a local vendor. They will be embroidered with CBC logo. Students are given information on how to be fitted for scrubs at Orientation.
- Scrubs should be clean, free of damage, and loose-fitting to accommodate a range of positions, such as sitting, bending, and various movements.

Short Lab Coat (1 or 2)

- Long sleeved
- Must have knit cuff, no gathered cuffs
- Must button or snap closed at the neck. (No V neck)
- Any color except white—can be a print on white background or any color background
- Black or dark colors NOT recommended because they show alginate and stone dust

Long Lab Coat (minimum of 3) (Lab coats are ordered at Orientation through a specific vendor)

- Required on days when you are working on a student partner or patient
- Long lab coats are to be laundered in the machines provided at the CBC Dental Hygiene facility

Loupes

- Loupes with a lamp are required in clinic and Lab. The Department will provide the opportunity to be fitted and order loupes with an educational discount.

Clinic Shoes

- White or black leather so they can be cleaned and/or polished No mesh or holes of any kind
- If you choose a clog style, they must have a heel strap or full back
- If you choose a style with laces, the laces must stay clean

Socks

- Socks that come above the ankle so that no skin is exposed when you sit down.

No visible tattoos of any kind during patient care. If a student has a visible tattoo that cannot be covered by clothing, then the tattoos(s) must be covered with theatrical grade make-up.

Jewelry

- Engagement or wedding bands acceptable without stones or elevated settings.
- One ring per hand.
- No visible necklaces, body, or facial piercings.
- Ear piercings must be free of any infection and not exceed two pair of small studs per ear.
- No hoops, earrings larger than 6 mm, or gauges may be worn.
- It is recommended you leave all jewelry home on clinic or lab days; CBC is not responsible for lost or stolen items.

Not Permitted

The following clothing items are not permitted:

- Open toed shoes, sandals, or Crocs.

When entering the clinic or lab at any time for any reason, scrubs, a short lab coat, name badge, and clinic shoes are required to designate you as a Dental Hygiene student and for your protection. In addition, hair back as if you were in a clinic lab or learning lab.

Dress Code on Non-clinic Days

Any time dental hygiene students are on the fourth floor of MSC they must follow the dress code:

On non-lab/preclinic/clinic days students are to wear their CBC DH scrubs pants with any combination of the following:

- CBC scrub top

- Short lab coat
- CBC branded t-shirt/sweatshirt.

All clinic attire (except lab coats) must be laundered at home and separate from other clothes.

Failure to comply with dress code and badging requirements may result in disciplinary action and could jeopardize a student's ability to participate in labs, clinicals, or other program activities.

CLINICAL PRACTICUM STANDARDS

CLINICAL REQUIREMENTS

Clinical experiences are an essential component of all health sciences programs at Columbia Basin College, providing students with the opportunity to apply classroom learning in real-world healthcare settings. Each program within the School of Health Sciences has its own specific requirements and expectations for clinical experiences, which will be detailed in the program-specific sections that follow.

Regardless of program, all students participating in clinical experiences are expected to:

- Follow industry best practices and professional standards relevant to their field.
- Work within their scope of practice as determined by their program, regulatory guidelines, and supervising professionals.
- Comply with all clinical facility policies and procedures, including those related to patient privacy, safety, and infection control.
- Maintain high standards of professionalism, confidentiality, and ethical behavior.
- Complete required background checks, immunizations, and health screenings as mandated by state law, clinical agencies, and program requirements.
- Successfully complete required HIPAA training prior to clinical placement.
- Attend any required facility orientations, training sessions, or in-services, which may be scheduled outside of normal classroom hours.
- Adhere to all safety protocols, PPE requirements, and facility-specific guidelines while in the clinical environment.

Failure to comply with clinical requirements, safety standards, or professional expectations may result in disciplinary action, including removal from the clinical site, suspension, or dismissal from the program. Program-specific clinical requirements and additional details will follow in subsequent sections of this handbook.

CLINICAL REQUIREMENTS AND POLICIES FOR TRI-CITIES COMMUNITY HEALTH (TCCH) ROTATIONS

In accordance with the Commission on Dental Accreditation (CODA), CBC Dental Hygiene students have permission to complete some of their graduation clinical requirements at Tri-Cities Community Health (TCCH), which is a major clinical site for the program.

Behavioral Expectations and Compliance

Students rotating through TCCH must adhere to all policies, behavioral expectations, and clinical guidelines set by both CBC Health Sciences and TCCH. These standards ensure students maintain professional conduct and uphold patient safety in a clinical setting.

Credentialing and Documentation

To participate in rotations at TCCH, students must complete the following:

- **Background Check:** An additional background check is required for all students rotating at TCCH.
- **Immunizations:** Documentation of required immunizations must be submitted to TCCH prior to starting the rotation.
- **Basic Life Support (BLS) Certification:** A valid BLS certification must be submitted before the clinical rotation begins.
- **Online Training:** Students must complete any required online training modules as directed by TCCH.
- **Drug screening:** Students are required to complete drug screening.

All required documentation must be submitted by the provided deadlines. Failure to meet these requirements may prevent students from participating in TCCH rotations, which could affect their ability to fulfill graduation clinical requirements.

INVASIVE PROCEDURES GUIDELINES

Some programs involve laboratory activities using human subjects for learning purposes. Students may be asked to perform specific skills or to serve as a subject for fellow students' practice.

- All activities involving human subjects will be conducted under the direct supervision of faculty assigned to the course.
- Students must give informed consent before participating as human subjects.
- An Informed Consent and Waiver of Liability form must be signed and will be provided by the program.

Benefits

Participation provides realistic opportunities to practice essential skills, enhancing both learning and technical proficiency. Alternative experiences may be available but might not provide the same level of realism or effectiveness in skill development.

Risks/Discomforts

Some activities may cause minor physical or psychological discomfort or anxiety. Students are encouraged to communicate any concerns to faculty.

Student Rights

- Students have the right to withhold or withdraw consent for participation as human subjects in instructional activities.
- Students who choose not to participate may be required to work with Disability Support Services (DSS) to arrange alternative activities. Where approved, students must complete alternative learning experiences as assigned by the program. However, if a student refuses both the original and alternative activities, they may be unable to successfully complete the course. Students should consult their specific program requirements for detailed guidance.
- Students have the right to ask questions and receive clear explanations about any procedure or activity before agreeing to participate.

LEARNING ACTIVITY	SPECIFIC RISK/DISCOMFORT
Alginate impressions	Discomfort related to mild taste, temporary feeling that the mouth is full, stimulated gag reflex
Dental Hygiene Therapy	Minimal exposure/discomfort, possible gum soreness, slight bleeding, sore jaw from opening
Finger stick to check glucose	Minimal exposure/discomfort, bruising, infection
Local anesthesia	Discomfort related to use of a needle, bruising, minimal exposure to blood, facial swelling, and parathesis (prolonged or permanent numbness)
Nitrous oxide	Reduced feelings of anxiety or pain, possible nausea
Rubber dam	Minimal discomfort

INFECTION CONTROL POLICY

In accordance with CODA (Commission on Dental Accreditation) standards, CBC maintains a comprehensive Infection Control Policy. This policy ensures compliance with Centers for Disease Control (CDC) guidelines and Organization for Safety, Asepsis, and Prevention (OSAP) best practices to protect students, patients, and faculty. All students receive thorough infection control training and are expected to adhere strictly to safety protocols throughout the program.

INCIDENT REPORTING

Students in Dental Hygiene Program are training in complex and high-stakes environments where errors, near-misses, and unexpected incidents can occur. While mistakes can happen for many reasons—including busy environments, interruptions, and complex systems—it is critical that all incidents are reported promptly and appropriately to ensure patient safety, professional accountability, and program compliance.

All students must:

- Immediately report any patient-related concerns, errors, or near-misses to their clinical instructor, preceptor, or supervising staff member at the clinical site.
- Notify both program faculty and the clinical site (e.g., preceptor, charge nurse, manager, or supervisor) of any incidents involving personal injury, patient injury, or safety concerns.
- Follow the clinical facility's policies and procedures for reporting incidents and completing required documentation.
- Complete any program-specific forms or documentation required for internal reporting and follow-up, as directed by program faculty.
- Provide accurate and honest information in all incident reports and discussions.

For incidents involving injury:

- An Accident Report eForm must be completed and submitted to CBC Security. Faculty will ensure that this form is submitted promptly.

Depending on the nature of the incident, students may be required to participate in further review, reflection, or remediation processes. These may include:

- Meeting with program faculty to discuss the incident.
- Completing incident-specific forms, such as root cause analyses, reflective exercises, or support plans.
- Engaging in remediation activities or additional training as determined by program leadership.

Students are expected to approach incident reporting as a learning opportunity rather than a punitive process. Prompt reporting ensures that issues can be addressed to protect patient safety and support the student's professional development. Incidents involving allegations of misconduct, ethical breaches, or illegal activity—including, but not limited to, diversion of medications or patient records—will be addressed on a case-by-case basis by program leadership, the Dean for Health Sciences, and, if applicable, the College's Student Conduct Office in accordance with CBC's Student Code of Conduct.

LEGAL RESPONSIBILITY

Students in the Dental Hygiene Program are legally and professionally responsible for performing only those tasks and duties for which they have received appropriate education and training, and which fall within their current scope of practice.

Students must:

- Work strictly within the scope of practice defined by their level of education and training.
- Adhere to all applicable laws, regulations, facility policies, and College/program policies governing their professional role.
- Not perform any skills or procedures for which they have not been trained, unless:
 - They have received prior permission from their instructor; and
 - They are under direct supervision by the instructor or a qualified professional (e.g., licensed healthcare provider) who has been approved by the instructor or program leadership.

Programs may provide lists of skills and competencies permitted at each level of education, along with required supervision levels. Students should refer to these lists and bring them to clinical or fieldwork rotations if applicable. Performing tasks beyond one's scope of practice may result in disciplinary action, up to and including dismissal from the program, and could carry legal or professional consequences.

CONFIDENTIALITY

Students in the Dental Hygiene Program must maintain strict professional boundaries with patients, clients, and participants in all settings. Respecting the privacy and confidentiality of individuals and organizations encountered during educational activities is both a legal and ethical obligation.

Students must:

- Maintain confidentiality regarding all patient, client, and facility information learned during clinical, laboratory, fieldwork, or classroom experiences.
- Never share confidential information outside approved educational or professional contexts, including on social media, in casual conversations, or in public spaces such as lunchrooms or common areas.
- Understand that while patient information may be discussed during post-clinical conferences or classroom debriefings, such discussions must ensure that confidentiality is strictly maintained and no identifying details are shared unnecessarily.
- Consult with instructors or program faculty if there are any questions regarding privileged or sensitive information.
- Ensure that clinical paperwork and documentation (including case studies, logs, reports, or presentations) do not include names or identifying details of patients, clients, healthcare workers, or facilities.

Failure to maintain confidentiality may result in disciplinary action, including possible dismissal from the program, and could carry legal consequences under laws governing privacy and health information protection (e.g., HIPAA).

STUDENT ACCESS TO PATIENT INFORMATION

Students in the Dental Hygiene Program may require access to patient or client records as part of their clinical education. The following guidelines apply to accessing and handling confidential information in health facilities and clinical settings:

- Students are permitted access to patient or client records only as necessary to perform assigned care activities or complete clinical assignments as directed by their instructors or program faculty.
- All students must strictly observe patient confidentiality and privacy standards regarding any information obtained from medical records or clinical systems.
- Students are required to wear their name badge and professional work attire while in clinical settings and when accessing patient or client information.
- Students may not bring children or unauthorized individuals into clinical areas or facilities while accessing patient or client information.
- Clinical notes, assignments, or documentation prepared by students must not include patient or client names or identifying information. A code number, pseudonym, or other de-identified reference should be used instead.

Failure to comply with these guidelines may result in disciplinary action, including withdrawal of clinical site privileges, suspension, or dismissal from the program.

CLINICAL TRAVEL

As part of your program in the School of Health Sciences, you may be assigned to external clinical facility partners for required learning experiences. Travel to clinical sites associated with the Dental Hygiene Program may be up to 15 miles from the CBC Richland Health Sciences Campus.

Students are responsible for their own transportation and any associated costs. It is essential that students plan ahead, be prepared for travel in various weather conditions, and have a backup plan in case of transportation issues. Additional details regarding specific clinical site placements and expectations will be provided by your program.

SCHOOL OF HEALTH SCIENCES POLICIES & PROCEDURES

COMMUNICATION

These standards establish expectations regarding the modes and appropriate uses of both official and unofficial communication within Columbia Basin College (CBC) School of Health Sciences programs.

CBC Email (Official Communication)

College-assigned email accounts are the official mode of communication between CBC's School of Health Sciences, its programs, and students. The College reserves the right to send official communications via email with the expectation that students will read and respond promptly. Exceptions to using email as the primary communication method include circumstances requiring a more formal notification (e.g., certified mail, messenger service, or scheduled in-person pick-up) or situations where email communication is prohibited by law (e.g., FERPA).

Assignment of Student Email

Each student is required to set up and actively use a college-assigned email account while enrolled in a program at CBC. Faculty will use their official college email accounts for all program-related communication. Faculty email addresses generally follow the format: [first initial][last name]@columbiabasin.edu.

Frequency of Email Communications

Students are responsible for recognizing that some email communications may be time-sensitive and require immediate attention or response. The frequency of faculty and staff emails to students may vary and cannot be precisely predicted. Students should check their CBC email frequently and consistently to remain current with college and program communications. Students must ensure that their email accounts have sufficient storage capacity to receive new messages.

Forwarding of Email Communications

Students who choose to forward their CBC email to a personal (unofficial) email account do so at their own risk. CBC is not responsible for delays or errors in the transmission of forwarded emails. Students remain accountable for information sent to their official CBC email account.

Texting and Social Media Communications (Unofficial)

Informal communication methods—such as texting or social media—are not considered official communication for CBC programs. In some cases, faculty or clinical instructors may provide personal cell phone numbers for emergency contact purposes only (e.g., sudden clinical site closures or urgent schedule changes). Students should use discretion and reserve texting for emergencies or urgent matters.

Preferred Methods for General Communication

For general questions, comments, or non-emergent concerns, students should use:

- CBC email (direct to the instructor)
- Messaging tools within Canvas
- Face-to-face discussions during office hours
- Telephone conversations during office hours or scheduled appointments via faculty office phone numbers

Failure to follow communication guidelines may result in delays, misunderstandings, or potential disciplinary action if confidentiality or professional boundaries are violated.

USE OF TECHNOLOGY & SOCIAL MEDIA

These standards establish expectations for the use of technology, artificial intelligence (AI), and social media for students enrolled in programs within the School of Health Sciences at Columbia Basin College (CBC). The School of Health Sciences recognizes the value of technology, digital tools, and social media in modern education and professional development. However, students must exercise caution and sound judgment when using these tools, especially given the privacy, safety, and professionalism standards required in healthcare environments. While nothing in these standards is intended to infringe upon students' free speech rights, all students must remain aware that online activities can have legal, academic, and professional consequences.

Classroom and Lab Technology Use

With instructor approval, technology such as laptops, tablets, and other devices may be used during class strictly for notetaking or classroom-related activities. Using devices for personal activities (social media, messaging, browsing) during class is prohibited as it distracts both the user and nearby students. Cell phones must be silenced or stored according to classroom and facility policies. If a student needs to respond to an emergency call or text, they should leave the classroom discreetly.

Clinical and Patient-Care Areas

Social media use, personal phone calls, and texting are not permitted in clinical or patient-care areas except in emergencies or as specifically directed by faculty. Mobile devices used for clinical reference must comply with facility policies. Cell phones must remain silenced or stored in patient-care areas. Recording, videotaping, or photographing patients, clients, or clinical activities is strictly prohibited without written consent and explicit approval from faculty and the clinical facility. Any suspected breach of confidentiality or privacy must be reported to faculty immediately.

Recording Others

Washington State is a two-party consent law state for recording conversations in private settings or over the phone. You must obtain consent from all parties involved before recording conversations or activities. Students may not record faculty or classmates for personal or social media use without express written permission. Students who require audio or video recording as an accommodation must provide official documentation from CBC Disability Support Services (DSS) and discuss arrangements with faculty in advance.

Use of Artificial Intelligence (AI)

AI tools, such as chatbots, generative writing applications, and clinical decision-support systems, offer new opportunities for learning but must be used responsibly. Students must:

- Comply with CBC policies, program-specific rules, and privacy regulations (e.g., HIPAA, FERPA).
- Never enter patient or client data, or sensitive institutional information into AI tools unless specifically permitted and compliant with regulations.
- Follow faculty guidelines regarding acceptable AI use in assignments and disclose AI use where required.
- Be aware that misuse of AI may be treated as academic dishonesty and could result in disciplinary action.

Social Media and Online Presence

Social media is defined broadly as any platform enabling user-generated content and communication (e.g., Facebook, Instagram, Twitter/X, TikTok, blogs, YouTube, LinkedIn).

Important reminders:

- There is no such thing as a truly private social media account.
- Search engines, screen captures, and archival systems can retrieve posts long after deletion.
- Content posted online can:
 - Become permanent public records.
 - Affect future career opportunities and professional reputation.
 - Be misinterpreted or misused outside its original context.

Adherence to Ethical and Legal Standards of Care

Students in the School of Health Sciences are expected to uphold the same high standards of professionalism **online as they do in person**. Your conduct in digital environments can significantly impact patient safety, confidentiality, and your future professional reputation.

Key expectations include:

- Protect patient privacy:
 - Do not share, post, or discuss patient information—including photos or videos—on personal devices or social media, even if patients are not explicitly identified.
 - Avoid making disparaging remarks about patients, clients, facilities, or colleagues in any online forum.
- Maintain professional boundaries:
 - Online contact with patients or clients blurs professional boundaries and is strongly discouraged.
 - Keep personal and professional identities separate in online spaces.
- Safeguard confidential, sensitive, and proprietary information:
 - Do not post confidential or proprietary information about CBC, its staff, students, clinical facilities, patients, clients, or others you interact with as a Health Sciences student.
- Be mindful of your online identity:
 - If you identify yourself as a CBC student online, ensure your profile and content reflect professionalism and align with how you wish to be perceived by fellow students, faculty, clinical partners, and potential employers.
 - Clearly identify your views as your own. Do not claim or imply you are speaking on behalf of CBC unless explicitly authorized in writing.
- Use of College logos and materials:
 - Use of CBC logos, graphics, or other branding for College-sanctioned events, posters, flyers, or postings must be approved in advance by the College's Communications Office.
- Follow CBC policies:
 - Ensure all online communications and behaviors comply with CBC's Student Conduct Code (WAC 132S-100). This includes prohibitions against discrimination, harassment, abusive conduct, and misuse of equipment and technology. The full code is available here: [CBC Student Conduct Code - WAC 132S-100](#).

Caution and Professional Advice

Employers and licensing boards increasingly review online presence as part of background checks for employment or professional licensure. A good rule of thumb: If you wouldn't want it on the front page of a newspaper or engraved on the College entrance, don't post it online.

For guidance, students are encouraged to review:

- The National Council of State Boards of Nursing's White Paper: A Nurse's Guide to Use of Social Media.

- The American Nurses Association's Principles for Social Networking and 6 Tips for Nurses Using Social Media.
- Other resources specific to your program specialty as indicated by faculty.

HIPAA and FERPA regulations must be observed at all times, even in online or private communications.

Consequences for Non-Compliance

Failure to comply with these guidelines may result in disciplinary action under program handbooks, the CBC Student Conduct Code, or other applicable College policies. Sanctions can include warnings, remediation, suspension, course failure, or dismissal from the program. Remember: Your digital actions today can shape your professional opportunities tomorrow. Represent yourself and the College with professionalism and integrity.

OCCUPATIONAL EXPOSURE & INFECTION CONTROL PLAN

Columbia Basin College (CBC) Health Science Division recognizes that students, who participate as front line providers in the healthcare of patients, have an increased risk of occupational exposure to serious and sometimes deadly infectious agents and diseases, including respiratory illnesses and bloodborne pathogens. The Centers for Disease Control and Prevention (CDC) define healthcare workers as persons, including students and trainees, whose activities involve contact with patients or with blood or other body fluids from patients in a healthcare setting. Standard Precautions have been developed by the CDC and compliance with these standards, as well as use of safety devices utilized in various settings, should be closely followed by faculty and students whenever providing care for patients (Centers for Disease Control, 1997).

Standard precautions have been developed to protect healthcare workers from the transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV) and other blood borne pathogens. Although not all patients are tested for HIV, HBV or HCV, infection prevention practices should apply to all patients.

Respiratory and other communicable diseases, such as COVID-19, are also a concern in clinical settings. To reduce the risk of infection or transmission, students must comply with guidelines, recommendations, and standards for practice with regard to personal protective equipment (PPE), personal health, and other infection control interventions or practices.

Standard Precautions

The following standard precautions should be utilized to help minimize exposure risks for students, faculty, patients, and others in clinical and laboratory environments:

- Hand hygiene:
 - Wash hands thoroughly and frequently.
 - Use alcohol-based hand sanitizers when soap and water are not available.
 - Perform hand hygiene:
 - Before touching the patient, even if gloves are worn.
 - Before exiting the patient's room or care area.
 - Immediately after removing gloves.
- Gloves:
 - Wear gloves when in contact with blood, body fluids, mucous membranes, non-intact skin, or when handling soiled items or surfaces.
 - Remove gloves promptly after use and perform hand hygiene immediately.

- Personal Protective Equipment (PPE):
 - Wear masks and protective eyewear or face shields to protect mucous membranes of the mouth, nose, and eyes.
 - Additional PPE, such as an approved respirator (e.g., N95), may be required to prevent exposure to respiratory droplets or airborne particles.
 - Follow all isolation protocols and facility-specific guidelines.
 - Remove and discard PPE properly before leaving the patient's room.
- Gowns:
 - Use gowns when there is concern about soiling clothing during patient care or procedures.
- Safe injection practices:
 - Do not recap needles by hand.
 - Do not bend, break, or manipulate used needles.
 - Immediately place used sharps into a puncture-resistant container.
- Handling contaminated equipment:
 - Exercise care when handling potentially contaminated equipment or items in the clinical environment.
 - Follow facility protocols for routine cleaning and disinfection of environmental surfaces using EPA-registered disinfectants.
 - Ensure cleaning and disinfection are performed by properly trained healthcare personnel (HCP).
- Patient and family education on respiratory hygiene and etiquette should include:
 - Covering the mouth and nose with a tissue when coughing or sneezing, followed by prompt disposal of the tissue.
 - Using a surgical mask or approved respirator on a coughing person, when appropriate.
 - Practicing hand hygiene after contact with respiratory secretions.
 - Maintaining spatial separation of at least 3 feet from individuals with respiratory infections, and wearing appropriate PPE when necessary.

Education and training on the principles of standard precautions will be provided to all students in healthcare settings who have potential exposure risks. CBC is committed to helping keep students safe by providing information to help facilitate appropriate decision making and critical thinking when students are faced with potential exposure circumstances.

Additional information regarding Standard Precautions may be found at <https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>. Additional information regarding healthcare worker safety when treating COVID-19 patients may be found at <https://www.osha.gov/coronavirus/control-prevention>.

STUDENT CLINICAL ASSIGNMENT EXEMPTIONS

Students placed in clinical situations are expected to care for any patient within the scope of their educational preparation. However, Health Sciences students who have temporary or permanent conditions that may put themselves or their patients at risk have the responsibility to notify their practicum or clinical instructor as soon as possible.

Temporary Exemptions

The decision to temporarily exempt a student from clinical activities will be made by the instructor, in accordance with college policies and clinical facility requirements.

Longer Exemptions

Decisions regarding longer exemptions (extending beyond one clinical or practicum rotation, as defined by the program) will involve consultation with appropriate faculty and the Dean for Health Sciences. In some cases, a formal accommodation through Disability Support Services (DSS) may be required.

Communicable Diseases and Respiratory Illnesses:

Students who are infected with certain communicable diseases do not always require restriction from clinical rotations. For example, according to the CDC, if standard precautions are used, the risk of transmission of bloodborne pathogens from healthcare workers to patients is very low. However, students who are symptomatic, immunocompromised, or at increased risk for complications may increase their own susceptibility to illness through exposure to pathogens during clinical work. Respiratory illnesses, including COVID-19 and similar communicable diseases, may require isolation, quarantine, or temporary exclusion from clinical settings in consultation with the college, clinical sites, and/or local health department officials.

Vaccination Requirements

Clinical facilities may have their own requirements regarding vaccinations, including those for respiratory illnesses like COVID-19 and influenza. Students are responsible for understanding and complying with these requirements. Exemptions (including those for medical or religious reasons) may be requested; however, clinical facilities may decline to accept students who are not fully vaccinated, and alternative clinical assignments may not be available. Students should always communicate openly with instructors and program leadership regarding health concerns that may affect their clinical participation.

Management of Occupational Exposure

In the event of exposure, provide immediate care to the exposed site with a 15 second friction rub with soap and water. Flush all mucous membranes, including the eyes, for 15 minutes, rinse mouth thoroughly, blow nose, and wipe with tissues.

Immediately report the incident to the practicum instructor. The instructor will communicate with the appropriate designated person at the agency (e.g., infection control representative). Complete the agency incident report form.

Students are encouraged to make an appointment to see a qualified health care provider or the Public Health Department. It is important to tell the health care provider that an exposure has occurred so that the individual may be seen that day in the event prophylactic care can be provided. The cost will be incurred by the student.

The instructor and student complete a Columbia Basin College Accident Report eForm, available on the employee intranet. This report should be completed within 24 hours of the incident. For exposure to respiratory illness, such as COVID-19, follow the protocol outlined here:

https://www.cdc.gov/covid/hcp/infection-control/guidance-risk-assessment-hcp.html?CDC_AAref_Val=https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html. Report the incident to the instructor and program director/coordinator. Additional college reporting may be required for contact tracing.

ACCIDENT REPORTING PROCEDURES

All CBC students must observe safety rules and practice accident prevention in classrooms, labs, and other work areas. It is advisable to ask students if there are any reasons they may require additional or special assistance in the event of an injury (see the section related to disabilities). While it is impossible to define procedures for every emergency, the following guidelines outline actions to take in the event of an incident

involving personal injury. Individuals administering first aid should always act within the scope of their qualifications and training.

If an Accident Occurs:

- Assess the seriousness of the injury.
 - An injury is considered serious if it is life-threatening, potentially life-threatening, or requires emergency hospital treatment.
- For serious injuries:
 - Summon emergency medical assistance immediately by calling 9-911 from a campus telephone.
 - Administer appropriate first aid to reduce the threat to life or prevent deterioration of the individual's condition until professional medical assistance arrives.
 - Provide first aid while adhering to safety precautions related to occupational exposure to bloodborne pathogens. Refer to the Bloodborne Pathogen Exposure Control Plan available here: <https://intranet.columbiabasin.edu/health-safety/environmental-safety-health/index.html>.
- Once immediate medical needs are addressed, notify CBC Security for investigation of the accident.
- For non-serious injuries that may still require emergency room treatment:
 - The injured person may choose one of the following:
 - Transportation by ambulance (at the injured person's expense).
 - Transportation by a family member.
 - An alternative means of transport arranged by the injured person. Note: If an alternative means is chosen, faculty or staff should advise the injured individual not to operate a motor vehicle until examined by a healthcare provider.
- Important: At no time should students or staff be directed or solicited to transport an injured person.
- Documentation:
 - Secure the names and contact information of any witnesses.
 - Complete an Accident Report Form any time a personal injury or accident occurs, even if the injury is minor.
 - Accident Report Forms are available from the Security Department or in division/department offices (see Appendix D). If a paper form is completed, attach it to the Accident Report eForm.
 - The injured party and the faculty or staff member must complete the Accident Report eForm within 24 hours of the accident.

Financial Responsibility

The College does not cover students for injuries sustained on campus or in clinical areas. Students are financially responsible for any charges incurred from clinics, hospitals, or healthcare providers. Because students assume initial financial responsibility in the event of an accident or exposure during practicum or clinical experiences, it is strongly recommended that students maintain health insurance for accidents, exposures, or other health-related issues throughout their enrollment in a healthcare program.

STUDENT SUBSTANCE USE

Columbia Basin College (CBC) is committed to maintaining a safe, healthy, and professional environment for students, patients, faculty, and staff. The School of Health Sciences upholds the standards required by the healthcare industry and our clinical affiliates. All students are required to comply with CBC's Student Code of Conduct and the Drug-Free Schools and Communities Act of 1989. The possession, use, distribution, or being

under the influence of illegal drugs, alcohol, or any substances (including prescribed medications that impair judgment) while participating in any academic, lab, or clinical setting is strictly prohibited. Violation of this policy may result in disciplinary action, including dismissal from the program.

Definitions

- Chemical Dependency: Misuse of alcohol, controlled substances, or legend drugs as defined in RCWs 69.41 and 69.50. Chemical dependency is further defined by the Washington State Department of Health Uniform Disciplinary Act (RCW 18.130.180) as unprofessional conduct.
- Impairment: Any condition or behavior (physical, mental, or chemical) that impacts a student's ability to perform safely and effectively in clinical or academic settings.
- For Cause Testing: Drug or alcohol testing initiated due to observed behavior or other evidence indicating possible impairment.
- Reasonable Suspicion: Observable symptoms, behaviors, or circumstances (e.g., odor, slurred speech, erratic behavior) that may suggest substance use.

Clinical Affiliate Requirements

- Students may be required by clinical affiliates to undergo drug testing prior to placement and/or at any time during clinical rotations.
- Failure to comply will result in ineligibility for clinical placement, which may affect program progression or completion.

For Cause Testing

CBC reserves the right to require a student to undergo drug or alcohol testing "for cause" if there is reasonable suspicion of impairment, including:

- Observable symptoms (e.g., odor of alcohol, disorientation, lethargy, unusual speech or gait).
- Behavioral or performance concerns noted by college employee(s) or clinical staff.
- Incidents involving safety concerns or patient complaints.
- Evidence of drug or alcohol use on campus or in clinical settings.

If a faculty or staff member suspects impairment:

- Another faculty member will be consulted (when possible) to validate observations.
- The student will be removed from patient care immediately and arrangements made for safe transport.
- The student may be referred for immediate testing through a college-approved or clinical affiliate-designated service.
- All costs associated with testing will be the responsibility of the student.

Refusal to test will be treated as an implied admission of substance use and will result in dismissal from the program.

Group or Class-Wide Testing

If there is reasonable cause to suspect that multiple students or an entire cohort may be involved in substance use (e.g., multiple reports, group behavior, or shared exposure), CBC reserves the right to initiate group or class-wide drug testing. Students will be notified and directed to a designated testing facility. Testing will follow proper confidentiality and chain-of-custody protocols as established by the college's drug testing provider.

Positive Test Results

- A positive drug test result—including marijuana—will result in dismissal from the program unless the student provides valid documentation of a prescribed medication. CBC follows federal law, under which marijuana is a Schedule I controlled substance. State laws permitting marijuana use do not apply in clinical or educational settings governed by federal standards.
- If a student tests positive for a prescribed substance, verification from a licensed prescriber is required within 72 hours or in accordance with the requirements of the college's drug test provider. Verification will be conducted by the College's drug testing provider.
- Results will be reviewed by a Medical Review Officer (MRO) through the college's drug testing provider.

Accommodations and Support

Students taking prescription medications that may impair performance must notify the program director or assigned faculty prior to clinical assignments. Each case will be individually evaluated and may result in temporary removal from clinical settings, program adjustment, or accommodation consistent with CBC's Disability Support Services (DSS).

Confidentiality

All documentation and communications related to suspected impairment, testing, and results will remain confidential and shared only on a need-to-know basis in accordance with FERPA and applicable federal and state laws.

Student Responsibility and Liability

Students are responsible for:

- Complying with all CBC and clinical site policies related to substance use.
- Notifying appropriate faculty if prescribed medications may impair performance.
- Covering all costs associated with drug testing, transportation, or follow-up procedures.

STUDENT LIABILITY INSURANCE

Professional malpractice liability insurance is required for all students enrolled in health sciences programs. This insurance provides coverage for incidents that may occur during clinical, laboratory, or other program-related activities. Coverage is automatically included in student tuition and fees.

DISRUPTION OF EDUCATION

The School of Health Sciences strives to maintain uninterrupted education. However, certain unforeseen circumstances beyond the College's control may arise, including—but not limited to—natural disasters, public health emergencies, acts of war, civil disturbances, or other significant disruptions.

In the event of such circumstances, program leadership will work closely with the College and any applicable accrediting or regulatory bodies to:

- Ensure timely communication with students.
- Plan a smooth transition back to learning activities.
- Facilitate the recovery of any lost educational opportunities.
- Provide necessary support and guidance to students during the disruption.

Students are encouraged to stay connected with faculty, check official College communication channels, and promptly seek assistance if facing challenges during such events.

STUDENT NAME CHANGE

If your name changes for any reason, you are responsible for notifying Student Records at Columbia Basin College (CBC). You can access the Name Change Request form here: [Name Change Request Form \(PDF\)](#).

Please note that Student Records does not automatically notify your program of any name changes. After submitting your name change request, you must also inform your Program Director or designated program staff to ensure your records within the School of Health Sciences are updated accordingly.

STUDENT LOUNGES & BREAK AREAS

Multiple student lounge and break areas are available for student use within both the Health Science Center and the Medical Science Center buildings at Columbia Basin College (CBC). These spaces are provided exclusively for students to relax, enjoy snacks or meals, and take breaks between classes or clinical activities.

To help maintain a pleasant and hygienic environment, all students are expected to follow these guidelines:

1. Food Storage:
 - Cupboards and refrigeration (where available) may be used for personal food storage.
 - Label all food items with your name to avoid confusion or unintentional consumption by others.
 - Students are responsible for keeping refrigerators clean and for promptly removing their own food items. College staff do not clean out refrigerators. Any containers or items left in the refrigerator that are old, spoiled, leaking, or creating odor may be discarded without notice, and replacement costs will be the student's responsibility.
2. Microwave Usage:
 - Microwave use is primarily intended for lunch hours or designated break times.
 - Be considerate of others waiting to use the appliances, and avoid lingering in the lounge during peak times.
3. Snack Consumption:
 - Cold snacks may be eaten during short breaks.
 - Meals and hot foods should be consumed during lunch hours or designated mealtimes, not during class breaks unless otherwise permitted.
4. Cleanliness and Maintenance:
 - Students are responsible for keeping lounge areas clean and tidy.
 - Wipe down surfaces, dispose of trash properly, and clean up any spills promptly to help maintain a sanitary environment.
5. Classroom and Lab Food Policy:
 - Food is not permitted in classrooms, labs, or other instructional areas during regular sessions unless specifically allowed for a project or special event with instructor approval. Refer to the food and drink policies in this handbook for additional information.
 - Beverages in instructional spaces must be in sealed, spill-proof containers to protect equipment and maintain cleanliness.

By following these guidelines, we ensure a clean, safe, and welcoming environment for all students using the lounges and common areas. Let's work together to keep our shared spaces comfortable and conducive to a positive learning experience.

COLUMBIA BASIN COLLEGE POLICIES & PROCEDURES

CODE OF CONDUCT

As a registered student at Columbia Basin College, you have agreed to abide by the student code of conduct. The CBC Student [Code of Conduct](#) can be found on the [CBC website](#). Beyond the details spelled out in the policy, in general, it is expected that you conduct yourself in a respectful manner -- even in an online setting. We understand that balancing student life can be challenging, and we are here to support you. We believe that by practicing respectful communication, we can create a positive learning environment for everyone.

ACADEMIC HONESTY

Academic integrity is a critical aspect of the education process. We count on the fact that our doctors, scientists, and engineers actually learn and know what they practice. We trust that merchants and bankers can keep track of our money when we use debit or credit cards, and that schools can record our grades correctly and guard our privacy. Why? Because the people who enter the data, analyze the problems, and do all the things that must be done, went to school and were trained in the skills needed to do these things. How do we know they were trained? They have a degree or certificate. All of this requires honesty and integrity to function properly.

Because this is so important, the consequences for cheating in higher education can be severe. In Washington, the state law that governs cheating is shown below. The bottom line here is simple: even if you're tempted, don't risk marring your record or your enrollment in higher education. Stay honest and true to your purpose in learning the knowledge and skills you need for your certificate or degree.

WAC 132S-100-280 Academic Dishonesty

Academic dishonesty minimizes the learning process and threatens the learning environment for all students. As members of the CBC learning community, students are not to engage in any form of academic dishonesty. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and fabrication or falsification of the information, research, or other findings for the purpose of fulfilling any assignment or task as part of the student's program of instruction. Any student who commits or aids and abets the accomplishment of an act of academic dishonesty will be subject to disciplinary action.

WAC 132S-100-423 Academic Dishonesty Process

The class instructor is responsible for handling each case of academic dishonesty in the classroom and for determining a penalty grade as outlined in the course syllabus.

If, within the instructor's professional judgement, reasonable evidence would suggest a student engaged in academic dishonesty, the instructor will provide notice to the student, either written or verbal, of their assertion of academic dishonesty and of the academic penalty grade within thirty instructional days of the occurrence or when the instructor is made aware of the occurrence.

The instructor will submit a report to the SCO of the assertion of academic dishonesty, the explanation of the notice or actual notice given to the student and a copy of all relevant evidence. The instructor may request that the incident only be documented with the SCO or refer the matter for disciplinary action. If the student has a previous academic dishonesty record, the SCO may choose to move forward with the disciplinary process without an instructor's request.

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE

The use of generative AI is permitted only when and how the instructor has explicitly allowed it. Students who use generative AI as authorized by their instructor are responsible for verifying that the AI-generated content is accurate and licensed for use. The use of generative AI must be documented properly and cited to comply with the Student Code of Conduct Policy (WAC 132S-100-280).

Any student found to have used generative AI in an unauthorized way to create academic content will be in violation of the Student Code of Conduct. Should any question arise regarding whether use of generative AI is permitted, students should seek clarification from their instructor and/or the [CBC Office of Instruction \(instruction@columbiabasin.edu\)](mailto:instruction@columbiabasin.edu).

COPYRIGHTS

Many materials used in this course are protected by copyright law. These materials are intended only for the use of students enrolled in this course and for course-related purposes. Reproducing or sharing any part of these materials—by electronic, mechanical, photocopying, recording, or other means—is not allowed, unless it is for use within the class or falls under specific exceptions defined by copyright law (for example, fair use). Any other use requires permission from the copyright holder. For more information, see the [CBC Copyright Policy](#).

PRIVACY

Columbia Basin College abides by the Family Educational Rights and Privacy Act (FERPA), a federal law that maintains the students' right to the privacy of their academic records. CBC will not release student information or student records to a parent or guardian without the student's written permission. Students who wish to authorize an instructor to provide information to their parent(s), guardian(s), or others must complete the necessary authorization, which is available at Hawk Central in the H building.

TITLE IX: SEXUAL HARRASSMENT & DISCRIMINATION

As faculty members of Columbia Basin College, we are concerned about the well-being and academic achievement of our students. If you inform me of an incident of sexual harassment, sexual assault, stalking and/or discrimination, I will keep the information as private as I can, but I am required to bring it to the attention of the institution's Title IX Coordinator/EEO Office. If you would like to talk to the Title IX/EEO Office directly call the Title IX Coordinator, at (509) 542-4740, email titleix@columbiabasin.edu or visit the Human Resources Office in the A building.

Students who believe they have been harassed based on protected class status or gender, discriminated against, or involved in sexual violence should contact the Title IX Coordinator/EEO Office at (509) 542-4740 for information about campus support services, including confidential counseling services.

Please refer to [CBC's Title IX website](#) for additional information

CBC SAFETY

Columbia Basin College strives to provide a safe and secure environment for students, staff, and visitors. For more information, visit [Campus Safety & Security](#). Sign up to receive Hawk Alert text messages and/or emails at [Emergency Notification System](#). This will inform you of potential emergencies on campus as well as delays due to inclement weather.

Please review the [Emergency Preparedness page](#) for information about what to do during an active shooter event (RUN HIDE FIGHT) and other emergencies, as well as and the [CBC's Opioid Response Plan](#), which has information regarding opioid overdose and Naloxone, opioid overdose reversal medication that is available on campus.

- Pasco Campus Security: (509) 542-4819 or (509) 542-4777
- Richland Campus Security: (509) 539-8167
- After Hours Security: (509) 521-4599

RIGHTS & RESPONSIBILITIES

The purpose of Student Rights and Responsibilities is to advance student learning, development and a culture of respect and responsibility. CBC promotes a community of acceptance and accountability by supporting and empowering students and campus partners to uphold Columbia Basin College's mission.

WAC 132S-90-010 STUDENT RIGHTS

All students have rights and responsibilities when pursuing their academic goals at Columbia Basin College. The following enumerated rights which are deemed necessary to achieve the educational goals of the college are guaranteed to each student within the limitations of statutory law and college policy: Academic freedom.

1. Students have the right to pursue educational objectives from among the college's curricula, programs, and services subject to the provisions of this chapter.
2. Students have the right to a learning environment that is free from unlawful and/or discriminatory actions.
3. Students have the right to present their own views, even though they may differ from those held by faculty members and will not be subject to adverse action by faculty when such views are expressed in a manner that does not interfere with the rights of others.
4. Students are protected from academic evaluations which are arbitrary, prejudiced, or capricious.

STUDENT COMPLAINT PROCESS

Columbia Basin College is committed to fostering a safe, inclusive, and supportive environment for all members of our community, including students, employees, and visitors. Understanding the importance of addressing concerns promptly and fairly, we provide tailored complaint processes to ensure your voice is heard and your concerns are addressed effectively.

The [Report It page](#) offers an overview of the various complaint resolution procedures available to you, including the formal [Student Complaint Process](#).

Consumer Protection Claim - State Board/WSAC Complaint Process

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a "substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates." 20 U.S.C. §1094(c)(3)(A). Further, each State must have "a process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws." 34 C.F.R. § 600.9. The Washington State Board for Community and Technical Colleges (SBCTC) maintains a process to investigate complaints of this nature brought by community and technical college students in the State of Washington. For more information, contact the SBCTC Student Services Office at 360-704-4315.

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit wsac.wa.gov/student-complaints for more information regarding the WSAC complaint process.

WAC 132S-90-020 STUDENT RESPONSIBILITIES

Students who choose to attend CBC also choose to participate actively in the learning process that is offered. The college is responsible for providing its students with an educational environment that includes resources used by students to attain their educational goals. In return each student is responsible to:

- participate actively in the learning process, both in and out of the classroom;
- seek timely assistance in meeting educational goals;
- attend all class sessions;
- prepare adequately to participate fully in class activities;
- meet the standards of academic performance established by each instructor;
- develop skills required for learning (e.g., basic skills, time management, and study skills);
- assume final authority for the selection of appropriate educational goals;
- select courses appropriate for meeting chosen educational goals;
- make appropriate use of services and resources;
- contribute towards improving the college;
- become knowledgeable of and adhere to the college's policies, practices, and procedures;
- meet financial obligations to the college for outstanding tuition, fees, fines or other debts; and abide by the standards set forth in the student code of conduct.

FAITH OR CONSCIENCE-BASED ABSENCE

Students may request accommodation for absences for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Accommodations may include rescheduling examinations or activities necessary to complete the course or program. Any student seeking reasonable accommodations under this policy, must provide written notice to the [Office of Instruction at instruction@columbiabasin.edu](mailto:instruction@columbiabasin.edu) within the first two weeks of the beginning of the course with the specific dates the student requests accommodations for examinations or other activities. The Office of Instruction will notify the student of the approval or denial in accordance with the policy. Follow this link to [view the policy](#).

FAMILY EDUCATIONAL RIGHT & PRIVACY ACT (FERPA)

Columbia Basin College abides by the Family Educational Rights and Privacy Act (FERPA), a federal law that maintains students' right to the privacy of their academic records. CBC will not release student information or student records to a parent or guardian without the student's written permission. Students who wish to authorize an instructor to provide information to their parent(s), guardian(s), or others, must complete a Release of Information Form, which is available at Hawk Central or online at <https://www.columbiabasin.edu/i-am/current-hawk/student-resources/ferpa/index.html>. The release MUST be signed in the presence of a Student Records employee.

INCLEMENT WEATHER: INSTITUTIONAL CLOSURE & CLASS DAYS

Information about CBC closures will be posted or announced only if the College is officially closed. Closure decisions are typically made by 6:00 a.m. after assessing Tri-Cities road conditions and consulting weather services. Employees and students are expected to use reasonable judgment when traveling in inclement weather or adverse road conditions.

If you suspect CBC may be closed due to weather, check the resources listed on the CBC website for severe

weather updates. Additionally, students and employees are strongly encouraged to subscribe to the [Hawk Alert Emergency Notification System \(ENS\)](#), which provides text and email notifications for campus closures and other emergencies.

Clinical Assignments

Clinical assignments may require faculty and students to report to clinical facilities before a final decision about campus closure has been announced. In these situations:

- Instructors and students should use reasonable judgment regarding travel safety.
- If the College closes due to weather, instructors are responsible for communicating the closure to both students and the clinical facility.

Program Requirements

Some programs (e.g., Dental Hygiene) have accreditation requirements that mandate a specific number of lab or clinical hours. As a result, make-up days for missed clinical, lab, or classroom time may be required to meet these program standards. Students should consult their faculty for details regarding how missed time will be made up.

DISRUPTIVE CONDUCT

Columbia Basin College is committed to providing an atmosphere conducive to study, research, and learning for all users. Noisy and disruptive behavior disturbs the learning process. Disruptive individuals or groups may be asked to leave the classroom. Please see CBC's Student Code of Conduct for more information.

SMOKING

Smoking and tobacco products are not allowed inside any building or vehicle operated by CBC. Smoking and tobacco use is prohibited within at least fifty (50) feet of building openings (e.g., doors, air intakes, windows), and spaces near outdoor work areas. Smokers are to dispose of smoking and tobacco refuse in ash cans or other containers specifically designed and placed for such disposal.

GIFTS TO COLLEGE EMPLOYEES & CLINICAL STUDENTS

Gifts such as money, gift cards, and presents are generally not allowed for college employees under the Washington State Ethics in Public Service laws (RCW 42.52).

Specifically:

- RCW 42.52.150 prohibits gifts with a total value exceeding \$50.
- RCW 42.52.140 prohibits any gift that could influence an employee's actions, decisions, or judgment, or that could be seen as a reward for action or inaction.

These laws apply to all Columbia Basin College (CBC) employees. In addition, students in Health Sciences programs should not give gifts to patients or accept gifts from patients or their families. Accepting or giving gifts can create ethical conflicts, the appearance of favoritism, or breaches in professional boundaries. If you wish to express appreciation to a CBC employee, an appreciation card is always appropriate. Alternatively, donations in honor of an employee may be made to the CBC Foundation.

Students wishing to express appreciation to clinical staff or preceptors should speak with their program faculty for guidance on appropriate ways to do so.

STUDENT RESOURCES

Columbia Basin College is committed to providing all students with the academic success and financial support resources they need in order to help them soar and achieve their goals. Below are a number of the programs offered by the college. A more comprehensive list of student success resources is available on the [Student Resources page](#).

DISABILITY REALTED ACCESS & ACCOMMODATIONS

Disability Support Services at Columbia Basin College is dedicated to ensuring equal access and inclusion for qualifying students with either temporary or permanent physical, health, learning, sensory, or psychological disabilities to fully participate in college programs and activities. If you are a student with a disability or suspect you may have a disability, visit us at T-422 on the Pasco campus or contact us at (509)532-4412 or dss@columbiabasin.edu.

LIBRARY SERVICES

CBC's Library offers access to a wide range of research materials, including journal articles, books, e-books, streaming videos, DVDs, and databases. The CBC Library in Pasco is located in the L Building and provides specialized spaces, such as a Family Study Room, Recording Rooms, and a Quiet Reading Room. It also offers laptops available for borrowing and includes the Academic Success Center's (ASC) Writing Center for tutoring and the Student Technology Helpdesk for tech support. The Richland campus houses the Health Sciences Library in the HSC building and offers study rooms for individual and group work. Both campuses provide NetPrint printing services. Faculty librarians are available to help with research assignments, either online through Zoom appointments or in-person meetings. To connect with a librarian, stop by either location during [open hours](#), call (509) 542-4887, email library@columbiabasin.edu, or use the "Chat with a Librarian" feature on the [library website](#). For more support, use the "Get Help" tab to find FAQs and to submit questions or requests for librarian appointments.

The [Health Sciences Library](#) has many resources available to help with your research. These resources are available on campus and from home for currently registered students. The password changes every quarter so check your student email or the library research class in Canvas for the current one.

Library Resources on Canvas

Health sciences students have access to a "course" in Canvas called Library Support for Health Sciences. In this class you'll find the support materials to assist you with APA style and your research projects. If you don't see this course listed in your Canvas account, please contact the Health Sciences librarian.

Library Materials

The Library web pages provides information about journals, books, videos and DVDs that are available online and the on the Pasco and Richland campus libraries. A Student ID card with current quarter sticker is required to borrow library material. All books in the "Circulating Collection" can be checked out for 14 days with a limit of 10 items at a time. Library policies regarding eligibility and check of library resources may be found [here](#). Books in the "Main Collection" can be checked out for 14 days with a limit of 10 items at a time. If the book is not overdue and no one else reserves it, you can renew a book for an additional 14 days. Renewals can be made in person, by telephone, or online through the library catalog. VHS tapes and DVDs must be viewed in the library. Reserve reference varies from in-library use only to one, two, or seven days.

While the CBC Library does not charge overdue fines for Main Collection items, please be aware that there is a processing fee for unreturned items of \$15.00 per item and replacement fee equal to the cost of the item to be replaced. In addition, Reserve items are subject to \$1.00/day late charges.

Study Rooms

There are two study rooms in the Health Science Library. They can be used by individuals but groups have preference. You can [reserve](#) the rooms online or at the front desk for up to two hours at a time.

Computers

There are 14 computers in the main library and 30 computers in the computer lab. All users of computers are required to abide by CBC's [Security Awareness & Acceptable Use Policy](#).

Computers in the computer lab may be reserved for class work or exam testing – a schedule is posted outside the lab that will indicate when the lab is open. The Health Sciences Library has laptop computers that may be checked out for a period of one week. Additional laptops may be available for check-out at the Pasco campus library.

Library Printing

You have a \$12 credit per quarter to use for printing anywhere it is available on campus, including the printers in the Library. Black and white printing is five cents per page. Color printing is 10 cents per page. Need to print more copies? Purchase additional funds at the library's front desk and it will be charged to your MyCBC account.

Food, Drink & Tobacco Policy

This policy is intended to protect our library materials and electronic equipment and to maintain a clean, comfortable, and pest-free environment for library users and staff. Failure to comply with this policy may result in users being asked to leave the library. Repeated or otherwise serious infractions may result in other disciplinary action consistent with the policies of Columbia Basin College.

Consumption of food is allowed in the library, but we ask that you be respectful of those around you when eating. Please clean up after yourself and throw away food waste in trash cans outside the library. Notify library staff immediately if you spill. Food and beverages are not allowed in close proximity to computers. Non-alcoholic beverages may be consumed from spill-proof containers. Open containers are not allowed. Consumption of alcohol and use of tobacco products are prohibited within the library. Unattended open containers of food or beverages will be discarded.

Interlibrary Loans (ILL)

ILL requests are only accepted from currently registered CBC students who are also registered CBC Library borrowers. Use ILL service only when materials needed for academic or CBC related purposes are not available at the CBC Library. You may wish to consult with a librarian (509-542-4890) to be sure you've exhausted all local resources. There is no charge. CBC Library currently covers all the fees and mailing costs for interlibrary loans. ILL takes up to two weeks, depending on the format and availability of the materials. Our reference librarians can help you explore your options. Requesters are responsible for checking out materials promptly and returning them on time or renewing well before the due date. The loan period is usually three weeks. Requesters must pay overdue fines and fees for repair or replacement.

Request in person: Paper ILL Request forms are available at the reference desk. The reference librarian can help you. Be prepared to show your CBC identification or [request online](#).

FINANCIAL AID & SCHOLARSHIPS

Students in Columbia Basin College's (CBC) School of Health Sciences have access to a variety of financial resources to help fund their education.

Financial Aid Assistance

Help with financial aid is available at Hawk Central in the H building on the Pasco campus. Students can email hawkcentral@columbiabasin.edu to set up an appointment. For more details, visit CBC's [Pay for College page](#).

Scholarships

Students are encouraged to regularly check the student bulletin, departmental bulletin boards, and relevant program websites for announcements about scholarship opportunities. Faculty may also announce or post scholarship information as it becomes available. Taking the time to complete scholarship applications is often well worth the effort.

CBC Foundation Scholarships

CBC's Foundation offers scholarships to many students, including those in health sciences programs. Applications for Foundation scholarships are typically due in February for the following academic year and are available online.

Letters of Recommendation & Support

Faculty and staff in health sciences programs are supportive in assisting students with letters of recommendation, academic progress reports, or other materials needed for scholarship applications. Students should make requests for letters of recommendation in writing, including:

- Full name and address of the scholarship provider.
- Specific requirements for the letter.
- Deadline for submission.

Please allow faculty sufficient time to complete recommendation letters.

Academic Plans & Financial Aid Requirements

Many federal financial aid programs require an academic plan to be on file with CBC's Financial Aid Office. Students needing assistance with an academic plan should contact their Program Director or designated faculty advisor.

ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) provides free tutoring, mentoring, and skill-building resources to support your academic success. Drop-in tutoring is available in high-demand subjects, along with academic success workshops and peer mentoring on study strategies, time management and college success skills. The ASC also offers computers, printers, whiteboards, group study areas, textbooks, school supplies and more. The ASC is located in room T433. The Writing Center, located in the Library, offers support for writing in any subject and at any stage of the writing process. Services are by appointment or drop-in. Free online tutoring is available through the eTutoring link in the class navigation menu within Canvas. For more information on any of the services mentioned above, the phone number is (509) 542-4676 or visit the [Academic Success Center's webpage](#).

VETERANS EDUCATION & TRAINING (VETS) CENTER

CBC recognizes what a huge transition it is to re-enter civilian life and to navigate college in the midst of that transition. The VETS Center is dedicated to supporting military-connected students like you throughout your college experience. Come enjoy free coffee every day, as well as access to computers, counselors, benefit certification, and a variety of other events and services tailored to help you succeed at CBC! The center is in the H building on the Pasco campus. The phone number is (509) 542-4404. For more information, please visit the [Veterans Education and Transition Services page](#).

TRIO STUDENT SUPPORT SERVICES

CBC's TRIO Student Support Services office serves low-income and first-generation students, as well as students with disabilities, through advising, transfer planning, and tutoring. TRIO's goal is to help you attain your AA degree at CBC and transfer to the university of your choosing. Find out how TRIO can help you reach your goals! The TRIO office is in room T 418 in the Lee R. Thornton Center on the Pasco campus. The phone number is (509) 542-4713. For more information, please visit the [TRIO Student Support Services page](#).

WORKFORCE EDUCATION CENTER

CBC's Workforce Education Center (WEC) is your one-stop shop to gain information about many different funding opportunities. Grants are available for students seeking a professional technical degree or certificate, individuals re-entering the workforce, low-income students, and more! Visit the WEC to see what YOU qualify for! The WEC office is in room T581 in the Lee R. Thornton Center on the Pasco campus. The phone number is (509) 542-4719. For more information, please visit the [Workforce Education Center page](#).

MYCBC KIOSK

Students can access Canvas, register for classes, check their transcripts, and check their email through [MyCBCKiosk](#), a student services web application.

TECHNOLOGY ASSISTANCE

Student Helpdesk is a student-focused, student-run information technology helpdesk that can assist students with basic computer or tablet operation, email setup and use, basic Canvas operation, Office 365, software installation, cleaning up viruses and malware, and more. The Helpdesk is located in the CBC Library on the Pasco campus. Students may email shelp@columbiabasin.edu for help.

COUNSELING & ADVISING

The [Counseling and Advising Center](#) is dedicated to promoting student success by helping students develop their potential as fully as possible – intellectually, socially, ethically, emotionally, and physically. The counselors and completion coaches strive to provide an environment of encouragement and support in which people can develop success-oriented beliefs, feelings, and behaviors that promote a positive experience at CBC and beyond. Services include transition to college, career planning, personal concerns, academic advising, referrals, college success classes, and workshops.

Counseling, Advising, Reaching Everyone (CARE) Program

CBC offers short-term counseling for current CBC students on campus through the [C.A.R.E Program](#). There are no fees for these services and strict confidentiality is maintained. Personal counseling services may be requested by going to the Counseling Center on the Pasco campus during working hours.

Completion Coach Program

Columbia Basin College created the [Completion Coach Program](#) in an effort to help students be successful. It is also an effort to be proactive and catch students prior to getting discouraged due to poor performance or being academically dismissed. Completion Coaches assist students with creating a plan to successfully complete their degree. The Completion Coach Program also focuses on at-risk students. These are students who have received a GPA below 2.5 during the past two quarters. Completion Coaches will reach out to these individuals to see if they can assist them in getting back on track with their academic goals.

LACTATION ROOM

A lactation room is available for breastfeeding mothers on the third floor of the Health Science Center (HSC) and Medical Science Center (MSC) Buildings. The room has a chair, a side table, a mini-refrigerator, sanitary supplies and electrical outlets for breast pumps. The room is for the use of lactating mothers and staff only, and is available on a first-come, first-served basis from Monday through Friday during business hours. Please contact the Health Sciences Program Support Supervisor, Kathy Hayes, at (509) 543-8306 or khayes@columbiabasin.edu for scheduling information.

GRADUATION APPLICATIONS

Students enrolled in programs within the School of Health Sciences must submit an official Application for Graduation in order to be considered for degree or certificate completion. Graduation applications are available through the program director, faculty advisor, or completion coach.

To be approved for graduation, students must:

- Meet all degree or certificate requirements as specified in the CBC Catalog for their program and year of entry.
- Complete all program-specific coursework and requirements.
- Fulfill any applicable credit residency requirements.
- Comply with additional institutional policies related to graduation.

Important: Students cannot graduate without submitting the required Application for Graduation. For details about graduation requirements, refer to the current CBC College Catalog or consult with your program faculty or completion coach.

STUDENT GOVERNANCE

Students in the School of Health Sciences are encouraged to participate in campus life and leadership opportunities through the Associated Students of Columbia Basin College (ASCBC). ASCBC offers numerous ways for students to get involved, including:

- Student government and leadership roles
- Participation in college committees
- Campus events and activities
- Membership in a wide variety of student clubs and organizations

STUDENT CLUBS

Many Health Sciences programs also support their own student clubs or professional organizations that focus on networking, professional development, advocacy, and community service related to specific fields. Program-specific student organizations may offer activities such as guest speakers, workshops, community service projects, fundraising events, and opportunities for leadership and collaboration.

Information about program-specific clubs, including any dues, leadership roles, and meeting schedules, will be provided directly by your program faculty or club advisors.

To explore current ASCBC clubs and student governance opportunities, visit [ASCBC Government & Clubs](#).

Dental Hygiene Student Club

Each year, students may have the opportunity to participate in the Dental Hygiene Student Club. While membership is voluntary, it's a wonderful chance to build leadership skills, foster teamwork, and contribute to meaningful activities—such as fundraising for the pinning ceremony and other student-led events.

The club is guided by an advisor, and during meetings, students are informed of club procedures and policies. Club activities depend on advisor availability and student interest, but when the opportunity is available, it can be a valuable and rewarding part of the Dental Hygiene program experience.

APPENDICES

APPENDIX A: Academic Progress Alert

APPENDIX B: Academic Student Support Plan

APPENDIX C: Clinical Support Plan

APPENDIX D: Accident Report Form

APPENDIX E: Acknowledgement of Risk & Liability Waiver

APPENDIX F: Student Authorization to Release Background Check, Immunization, and Drug
Screen Information to Clinical Facilities

APPENDIX G: Health Insurance Portability and Accountability Act (HIPAA) Compliance Agreement for Dental
Hygiene Students

APPENDIX H: Occupational Safety and Health Administration (OSHA), Washington Industrial Safety and
Health Act (WISHA), and Organization for Safety, Asepsis and Prevention (OSAP) Compliance
Agreement

APPENDIX I: Informed Consent & Waiver of Responsibility

APPENDIX J: Equipment Borrowing Program Agreement & Waiver

APPENDIX K: Confidentially Agreement

Washington State Dentist Delegation of Duties

Personal Data Questions

Signature Page



Academic Progress Alert Health Sciences

Date (MM/DD/YYYY):

This advising session is designed to assist the student and the College in focusing on a course of action to enable the student to achieve success.

Student's Printed Name:

Student ID#:

Program Start Date:

Course ID:

Location of Advising:

Use additional sheets if necessary. Be sure to attach additional pages/forms to this page.

List and describe areas of concern discussed (i.e., academics, attitude, attendance, other):

Action plan developed to address areas of concern listed above:

Additional Instructor/Student Comments:

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

Director/Dean Signature: _____ **Date:** _____

APPENDIX B: ACADEMIC STUDENT SUPPORT PLAN

Your Name: [Click here to enter your name.](#)

Date: [Click here to enter today's](#)

date.

Course: [Click here to enter the course number](#)

SELF-ASSESSMENT

The following questions are designed to help pin-point those area where you may need extra assistance or support.

Technology Self-Assessment	Yes	No
I have access to a computer at home that meets the minimum requirements listed in the Student Handbook.	<input type="checkbox"/>	<input type="checkbox"/>
I can easily read text, charts, and graphs on a computer screen.	<input type="checkbox"/>	<input type="checkbox"/>
I can type and use common keyboard features.	<input type="checkbox"/>	<input type="checkbox"/>
I know how to access information on the internet using a search engine, such as Google or Bing.	<input type="checkbox"/>	<input type="checkbox"/>
I know how to use CBC's library nursing/medical databases to find information.	<input type="checkbox"/>	<input type="checkbox"/>
I can access and use most features in Canvas, such as modules, quizzes and exams, discussion boards, and my grades.	<input type="checkbox"/>	<input type="checkbox"/>
I am comfortable using Microsoft Word to write paper, including changing fonts, setting margins, inserting page numbers, and changing line spacing.	<input type="checkbox"/>	<input type="checkbox"/>
I am comfortable using Microsoft PowerPoint to create simple presentations.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to access and use Canvas to take quizzes or exams and upload papers.	<input type="checkbox"/>	<input type="checkbox"/>
I have downloaded Adobe Reader so I can read .pdf-formatted files.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to connect to other students in online classes using discussion boards, texts, or emails.	<input type="checkbox"/>	<input type="checkbox"/>
Other: Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Writing Self-Assessment	Yes	No
I struggle with writing.	<input type="checkbox"/>	<input type="checkbox"/>
If you answered yes, identify the areas in which you have difficulties:		
• Grammar and punctuation.	<input type="checkbox"/>	<input type="checkbox"/>
• Expressing my ideas clearly and concisely.	<input type="checkbox"/>	<input type="checkbox"/>
• Getting started (i.e., how to organize a paper)	<input type="checkbox"/>	<input type="checkbox"/>
• APA formatting	<input type="checkbox"/>	<input type="checkbox"/>
• Knowing when and how to cite the work of others	<input type="checkbox"/>	<input type="checkbox"/>
• Other: Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Distance Education, Time Management, and Test Anxiety	Yes	No
Distance Education makes me feel isolated from classmates and instructors.	<input type="checkbox"/>	<input type="checkbox"/>
I have difficulty staying engaged in online classes.	<input type="checkbox"/>	<input type="checkbox"/>
I am having difficulty mastering course content.	<input type="checkbox"/>	<input type="checkbox"/>
I have trouble finding time to do my homework.	<input type="checkbox"/>	<input type="checkbox"/>
If you answered yes to the question above, list the major issues that seem to interfere with doing homework: Click here to enter text.		
Test anxiety affects my performance.	<input type="checkbox"/>	<input type="checkbox"/>
Other: Click here to enter text.		

STUDENT SUPPORT PLAN

In the space below, describe what you need in order to be successful in this program. Please be detailed. Potential resources are listed below. Check the resources that you might find helpful and are willing to use.

Potential Resources for Technology Problems:

- ☐ CBC Library (research resources and borrowing laptops): <https://www.columbiabasin.edu/i-am/current-hawk/library/index.html>
- ☐ Canvas help: CBC [Canvas Resources](#)
- ☐ CBC Disability Support Services (student support and disability services): <https://www.columbiabasin.edu/i-am/current-hawk/student-resources/disability-support-services/index.html>
- ☐ Assistive Technology Center (adaptive technology for students with documented disabilities): <https://www.columbiabasin.edu/i-am/current-hawk/student-resources/disability-support-services/index.html>
- ☐ CBC's Counseling and Advising Department (personal short-term counseling, advising, and crisis counseling): <https://www.columbiabasin.edu/i-am/current-hawk/counseling-advising/index.html>
- ☐ CBC Veteran's Services: <https://www.columbiabasin.edu/i-am/current-hawk/student-resources/veterans-education-transition-services/index.html>
- ☐ Technology Assistance: <https://www.columbiabasin.edu/i-am/current-hawk/student-resources/technology-services/index.html>
- ☐ Other: Click here to enter text.

Potential Resources for Writing Assistance:

- ☐ APA: [Perdue Online Writing Lab](#), [CBC Library Canvas page](#)
- ☐ CBC's Academic Success Center (writing center/eTutoring): <https://www.columbiabasin.edu/i-am/current-hawk/student-resources/academic-success-center/index.html>
- ☐ Other: Click here to enter text.

Potential Resources for Coping with Distance Education, Time Management or Test Anxiety:

- ☐ Time management skills: CBC's Academic Success Center <https://www.columbiabasin.edu/i-am/current-hawk/student-resources/academic-success-center/index.html>
- ☐ CBC Counseling / Advising or Disability Support Services
- ☐ Other: Click here to enter text.

Other Ideas for Success:

- ☐ Make an appointment with nursing faculty and/or the Outreach and Retention Specialist for assistance in getting organized or to clarify points made in class that you don't understand.
- ☐ Join a study group
- ☐ Use an academic calendar to stay organized and remember assignment due date.
- ☐ Try an alternate style of learning to help with difficult concepts: draw a picture, read out loud, watch a video clip or animation.
- ☐ Other: Click here to enter text.

I have created the Student Support Plan above and accept full responsibility for my academic success.

FACULTY/DIRECTOR COMMENTS

Faculty Comments:

Faculty Electronic Signature:

Date:

☐ I understand that checking this box constitutes a legal signature of my name above.

Director Comments:

Director Signature:

Date:

☐ I understand that checking this box constitutes a legal signature of my name above.

APPENDIX C: CLINICAL SUPPORT PLAN

Student's Name: [Click here to enter your name.](#) Today's Date: [Click here to enter a date.](#)

Instructor:

Briefly describe the areas that you have identified as needing improvement.

[Click here to enter text.](#)

Student:

You have been asked by your clinical instructor to develop a plan for improvement. Please describe what methods or means you will use in the space below. Be specific and realistic. We have listed some ideas for success in the table below.

[Click here to enter text.](#)

Ideas for Success!

- ☐ Attend open lab to work on skills.
- ☐ Practice! Practice! Practice!
- ☐ Enlist a classmate to help you with skills.
- ☐ Follow your textbook while practicing skills to make sure you aren't missing vital steps.
- ☐ Watch your classmates practice their skills and provide constructive feedback.
- ☐ Teach someone else the skills.
- ☐ Review Kaplan modules.
- ☐ Search YouTube for skills videos (be mindful of quality though)

We are here to help you! Please don't hesitate to ask the nursing faculty for assistance!

After completing your Clinical Student Support Plan (CSSP), please print it, sign below, and make an appointment with your instructor to review it. The CSSP will be kept in your file in the Nursing Department Office.

Student's Electronic Signature:

Date:

☐ I understand that checking this box constitutes a legal signature of my name above.

Faculty Electronic Signature:

Date:

☐ I understand that checking this box constitutes a legal signature of my name above.

APPENDIX D: ACCIDENT REPORT FORM

Use this form to report work-related injuries, illnesses and near misses. Fill out and submit the form within 24 hours of the incident. Both the Security Department and Human Resources will receive a notification of the incident. The submitter or the injured/ill person will be contacted by someone in Human Resources to discuss the report. Completion of the accident report does not indicate college liability or that Labor and Industries will accept the claim as a workplace accident.

Accident Report

Please check all that apply. Is the injured person a:

- ☐ Student only
- ☐ Visitor
- ☐ CBC campus employee (including student workers)
- ☐ Other

Injured Person's Full Name:	Injured Person's Job Title:
<input type="text"/>	<input type="text"/>
Injured Person's Date of Birth:	Injured Person's Date Hired:
<input type="text"/>	<input type="text"/>
Injured Person's Phone Number:	Injured Person's Email Address:
<input type="text"/>	<input type="text"/>
Building/Office or Address:	Date of Incident:
<input type="text"/>	<input type="text"/>
Time of Incident:	Location of Incident:
<input type="text"/>	<input type="text"/>

Submitter

Your Name:	Your Role:
<input type="text"/>	<input type="text"/>
Your Phone Number:	Your Email Address:
<input type="text"/>	<input type="text"/>

Witnesses

Witness #1 Name:	Witness #1 Phone Number:
<input type="text"/>	<input type="text"/>
Witness #1 Email Address:	
<input type="text"/>	<input type="text"/>
Witness #1 Statement:	
<input type="text"/>	
Witness #2 Name:	Witness #2 Phone Number:
<input type="text"/>	<input type="text"/>

Witness #2 Email Address:

--	--

Witness #2 Statement:

--

Information About the Injury/Illness

What was the injured person doing just before the incident occurred? Describe the activity, as well as the tools, equipment, or material that the injured person was using. Be specific. Examples: 'climbing a ladder while carrying roofing materials'; 'spraying chlorine from hand sprayer'; or 'daily computer key-entry.'

--

What happened? Tell us how the injury occurred. Examples: 'when the ladder slipped on the wet floor, worker fell 20 feet.'; 'worker was sprayed with chlorine when gasket broke during replacement'; or 'worker developed soreness of wrist over time.'

--

What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than 'hurt', 'pain', or 'sore.' Examples: 'strained back'; 'chemical burn, hand'; or 'carpal tunnel syndrome.'

--

What object or substance directly harmed the injured person? Examples: 'concrete floor'; 'chlorine'; 'radial arm saw'. If this question does not apply to the incident, type N/A.

--

Information About Medical Treatment - Extent of Treatment:

- ☐ None
- ☐ First Aid
- ☐ Medical Treatment

If treatment was given at the work site, how was it provided? If treatment was given away from the work site, where was it given? Include doctor name, facility, and address of treatment facility.

Was the injured person treated in an emergency room?

- ☐ Yes
- ☐ No

Was the injured person hospitalized as an inpatient?

- ☐ Yes
- ☐ No

If the employee died, when did death occur? (MM/DD/YYYY)

For Dean or Supervisor Use Only

Was the injury caused by unsafe physical/environmental conditions at the time of the accident? Be specific.

Was the injury caused by an unsafe act by injured and/or others? Be specific.

Was the injury caused by unsafe personal factors (improper attitude, lack of knowledge or skill, poor reaction)?

Was the injury caused by the lack of personal protective equipment (protective glasses, safety shoes, safety hat, safety belt)?

What can be done to prevent a recurrence of this type of accident (modification of machinery, mechanical guards, correct environmental training)?

For Safety/Security Supervisor Use Only

Temperature and Conditions 24 hours prior to Accident:

Date & Time walkways were cleared:

--	--

Amount of accumulation of snow or ice:

Walkways cleared by whom? List Names:

--	--

Department(s):

If de-icing was used, estimate amount used:

--	--

Further Recommendations:

--

For Human Resources Office Use Only

Is the Injury/Illness claim recordable?

Case# for OSHA's Form 300:

--	--

Days away from work (from-to):

Job transfer or restrictions (from-to):

--	--

Did injured person file a Labor & Industries report?

If yes, what is the claim number?

<input type="radio"/> Yes <input type="radio"/> No	
Stay at Work Claim: (Yes or No):	If Yes to Stay at Work Claim, Date Filed:
<input type="radio"/> Yes <input type="radio"/> No	

APPENDIX E

ACKNOWLEDGEMENT OF RISK & LIABILITY WAIVER

I acknowledge that there are certain risks inherent in Columbia Basin College's ("CBC") Dental Hygiene Program including but not limited to working in close contact with others, at times in confined spaces, and in an environment that may contain hazardous waste, potential exposure to Bloodborne Pathogens, body fluids, and aerosol viruses. The risks associated with this program include contracting contagious diseases, injury, severe illness, or death. I acknowledge that these risks may be lessened by adhering to CBC and the clinical site health and safety guidelines and protocols. The risk of contracting and spreading contagious diseases may also be lessened by being fully immunized against these diseases.

I assume all risks both known and unknown as beyond the control of CBC employees, and voluntarily and knowingly elect to participate in this program. I, for myself, spouse, heirs, agents, assigns, personal representatives, and family members, agree to release and hold harmless the State of Washington, CBC, its trustees, officers, employees, agents, and assigns from any and all liability, actions, causes of action, debts, claims, and demands of any kind which may arise in connection with my participation in the program, except in the case of gross negligence.

Should I require emergency medical treatment as a result of accident or illness arising during the program, I consent to such treatment. I acknowledge that CBC does not provide health and accident insurance and I agree to be financially responsible for any medical bills incurred as a result of medical treatment. I shall release and hold harmless CBC, its employees, volunteers, trustees, directors, officers, agents, or assigns for any liability, actions, causes of action, debts, claims, demands of any kind injuries, or losses to my person or property arising out of such care.

Student Signature: _____ Date: _____

Student Name (Print): _____ SID#: _____

APPENDIX F

STUDENT AUTHORIZATION TO RELEASE BACKGROUND CHECK, IMMUNIZATION, AND DRUG SCREEN INFORMATION TO CLINICAL FACILITIES

Clinical facilities may require the results of your background check, immunization records, and drug screen.

I authorize CBC Health Sciences Division to obtain information contained in my Castle Branch Certified Profile account and to release the information to clinical facilities for my clinical rotation placement as required.

This authorization will expire upon termination of my enrollment in the CBC Health Science program for any reason, including program completion. I understand I may revoke this authorization at any time by providing written notice to the Dean for Health Science Programs. I understand that I will not be placed at a clinical facility if I cannot meet the facility's requirements.

Student Signature: _____ Date: __

Student Name (Print): _____ SID#: _

APPENDIX G

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) COMPLIANCE AGREEMENT FOR DENTAL HYGIENE STUDENTS

The undersigned dental hygiene student of Columbia Basin College (CBC) affirms completion of HIPAA training, including Privacy and Security Rules, and commits to preserving patient confidentiality during dental clinical practice at the college's campus clinic, off-site, or community settings.

Compliance: The Student will uphold HIPAA Privacy and Security Rules and Columbia Basin College's Dental Hygiene Program Policies, safeguarding the confidentiality, integrity, and security of all Protected Health Information (PHI) in oral, written, or electronic form during dental care delivery.

Scope: This Agreement applies to all dental care settings where the Student might access or manage dental-related PHI as part of their dental hygiene training and clinical practice.

Responsibility & Liability: As a dental hygiene student, the Student recognizes the potential liabilities under HIPAA akin to those of dental healthcare providers. Violations may lead to penalties, including financial, criminal charges, and disciplinary actions.

Electronic Media Use: The Student will adhere to all rules related to the transmission, storage, and disposal of electronic PHI.

Term & Termination: This Agreement, effective upon signing, lasts until the end of the Student's clinical practice or until termination by Columbia Basin College. Confidentiality and security obligations regarding PHI extend beyond this Agreement.

By signing below, the Student affirms understanding and agreement to all provisions of this Agreement.

(Student's Name) _____

(Signature) _____ (Date) _____

APPENDIX H

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA), WASHINGTON INDUSTRIAL SAFETY AND HEALTH ACT (WISHA), AND ORGANIZATION FOR SAFETY, ASEPSIS AND PREVENTION (OSAP) COMPLIANCE AGREEMENT

The undersigned dental hygiene student of Columbia Basin College Dental Hygiene Program confirms receipt of OSHA, WISHA, and OSAP training, including specific focus on bloodborne pathogens, and commits to adhering to all relevant guidelines and procedures.

Compliance: The Student will adhere to OSHA, WISHA, and OSAP guidelines and institutional policies of Columbia Basin College Dental Hygiene Program. This includes rigorous management of bloodborne pathogens, use of appropriate protective equipment, and safe handling of hazardous materials.

Commitment to Safety and Asepsis

The Student promises to uphold the high standards of infection control in dentistry, as advocated by OSAP, and to follow the principles of safety and asepsis in all clinical activities. The Student will actively participate in creating a culture of safety, emphasizing patient and provider safety and well-being at all times.

Scope: This Agreement applies to the Student's activities at the Columbia Basin College campus clinic, pre-clinic, off-site clinical settings, and during any clinical practice part of their training.

Student Responsibility and Liability

The Student recognizes that as a dental hygiene student, they are subject to the same responsibilities and potential liabilities under OSHA, WISHA, and OSAP as any dental healthcare provider. They understand that violation of these standards, including the management of bloodborne pathogens, can result in disciplinary action, up to and including expulsion from the dental hygiene program, and legal penalties under federal and state law.

By signing below, the Student affirms understanding and agreement to all provisions of this Agreement.

(Student's Name) _____

(Signature) _____ (Date)

APPENDIX I

INFORMED CONSENT & WAIVER OF RESPONSIBILITY

I have read and understand the Columbia Basin College Dental Hygiene Student Handbook, and documents incorporated therein, including the Dental Hygiene Student Agreement. I understand that as part of the Columbia Basin College Dental Hygiene Program's learning activities, I will be practicing skills or will be the subject of specific skills practiced by other students, which may include invasive procedures.

I understand the benefits and risks associated with participation in invasive procedure skills practice, including but not limited to discomfort, numbness, infection, needle punctures, allergic or adverse reactions, and musculoskeletal injuries. I have been provided with the opportunity to ask questions regarding invasive procedure skills practice and my questions have been answered. I voluntarily and knowingly assume all such risks, both known and unknown and I, for myself, spouse, heirs, agents, assigns, personal representatives, and family members, agree to indemnify, defend, release and hold harmless the State of Washington, Columbia Basin College, its trustees, officers, employees, agents, and assigns from any and all liability, actions, causes of action, debts, claims, and demands of any kind which may arise in connection with my participation in these activities.

I agree to participate as a subject in these learning experiences.

Alginate impressions

Dental hygiene therapy

Deliver and receive local anesthesia

Deliver and receive nitrous oxide

Finger stick, blood pressure, and vitals

Rubber dam placement

AND

I agree to use instruments/equipment for skills peer practice on my peers only and only under the supervision and according to the direction of a Columbia Basin College Dental Hygiene instructor. I understand that misuse of this equipment will be considered unethical conduct and that such conduct will be subject to disciplinary action, up to and including possible dismissal from the Dental Hygiene Program.

The student has the right to withhold consent for participation as a subject and to withdraw consent after it has been given. If the student withholds consent for a medical reason, they will need to contact DSS prior to the activity to avoid disruption of the student partners learning experience. If the student does not have an accommodation on file and chooses to not participate in the activity, they will not be able to successfully complete the course. The student may ask questions and expect explanations of any point that is unclear.

Signature: _____ Date: _____

Instructor: _____ Date: _____

APPENDIX J: Equipment Borrowing Program Agreement & Waiver

CBC Dental Hygiene Program

940 Northgate Dr, Richland WA 99352 • 509-542-4571 Dentalclinic@columbiabbasin.edu

_____, _____ (SID Number) has been approved
Student Name Student ID Number
to borrow _____ (the "Equipment") from Columbia Basin College's ("CBC" or the
"College") Dental Hygiene Program for:

- ☐ Fall Quarter 20__ ☐ Winter Quarter, 2023 ☐ Spring Quarter, 2023 ☐ Summer Quarter, 2023
☐ Fall Quarter, 2023 ☐ Winter Quarter, 2024 ☐ Spring Quarter, 2024

As a condition of borrowing this Equipment from Columbia Basin College I agree to the following:

1. Approval to borrow this Equipment is based upon the information provided in my application for the CBC Dental Hygiene Equipment Borrowing Program, which remains true and correct as of the date of this Agreement.
2. I will use the Equipment solely for meeting the educational requirements of my CBC Dental Hygiene Program in compliance with applicable laws, rules, ordinances, statutes and orders regarding the possession, use, maintenance and storage of the Equipment.
3. It is my responsibility to count and inspect the Equipment upon receipt and to immediately report any missing item(s) or any defect(s) or damage I observe to my primary instructor or the Program Coordinator, Valerie Burnett, at 509-542-4571.
4. In the event of any malfunction, damage or loss of the Equipment, I will immediately notify my primary instructor, the Program Coordinator, Valerie Burnett, at 509-542-4571 or vburnett@columbiabbasin.edu, or the Patient Services Representative at 509 544-4980. If the Equipment is malfunctioning or damaged, I will immediately return it to the Dental Hygiene Department, 940 Northgate Dr., Richland, WA 99352, Monday to Thursday 7 a.m. to 4:30 p.m., and Friday 7 a.m. to 12 p.m.
5. I will not attempt to alter, repair or replace the Equipment. All alterations, repairs or replacements will be done by the Dental Hygiene Program.
6. If the Equipment is damaged or lost, I understand that I may be responsible for the costs of repairs or replacement of the Equipment at the market value that is acceptable to CBC.
7. It is my responsibility to exercise reasonable care in securing the Equipment. I will not loan, sell, or transfer the Equipment to any other person, or leave the Equipment unattended.
8. I will return the Equipment in good working condition to the Dental Hygiene Department, Richland, WA on the **DATE OF RETURN**.
9. I will immediately return the Equipment to the Dental Hygiene Department, Monday to Thursday 7 a.m. to 4:30 p.m., and Friday 7 a.m. to 12 p.m. upon my discontinuation in CBC's Dental Hygiene Program.
10. Failure to meet the requirements of this Agreement may result in charges for repair or replacement and/or ineligibility for future authorization to borrow CBC Dental Hygiene Equipment.
11. I consent to the release by Columbia Basin College, without notice to me, of relevant student records necessary to carry out the terms of the Agreement.

12. I acknowledge that I am a current Dental Hygiene student and have received training on the proper and safe use, cleaning, and storage of the Equipment. I have been provided the opportunity to ask questions and my questions have been answered. [redacted] (Student's Initials)
13. **Assumption of Risk:** I am fully aware of and appreciate the risks associated with borrowing or using the CBC Dental Hygiene Program's Equipment, including the risk of skin puncture or laceration, potential exposure to blood borne pathogens, bacterial or staph infection, allergic or adverse reaction, subcutaneous needle breakage, catastrophic injury, including loss of limb or extremity, such as arm or finger(s), paralysis, and even death, as well as other types of injuries, loss or damages to my person or property. I knowingly and freely assume all such risks, both known and unknown, even if arising from the acts or omissions of CBC, its trustees, employees, officers, directors, volunteers, agents, or assigns. [redacted] (Student's Initials)
14. **Indemnification and Release of Liability:** I, for myself and on behalf of my heirs, next-of-kin, spouse, agents, assigns, and personal representatives, agree to indemnify, defend, release and hold harmless CBC, its trustees, employees, officers, directors, volunteers, agents, or assigns against all claims, causes of action, or liability for any injury, loss of property, loss of life, or any other loss, expenses, costs, including attorneys' fees, or damage arising out of my borrowing or use of CBC's Dental Hygiene Program's Equipment, or care rendered by CBC for my welfare. [redacted] (Student's Initials)
15. I agree that this Agreement and Waiver is governed by the laws of the State of Washington and is intended to be as broad and inclusive as is permitted by Washington State law, and that in the event any portion of this agreement is determined to be invalid or unenforceable for any reason, such invalidity or enforceability shall not affect the remaining provisions of this Agreement, which shall remain in full legal force and effect.
16. The venue for any disputes arising under this Agreement shall be Franklin County, Washington.
17. A copy of this Agreement is being provided to me for my records. I will contact the Director for Dental Hygiene, 509-544-4660 if I have any questions or concerns.

I acknowledge that I have read, understood, and agree to the provisions of this Agreement, and I sign it voluntarily without inducement.

Student's Signature: _____ **Date:** _____

Approved by:
CBC Dental Hygiene Program: _____ **Date:** _____

Print Name: _____ **Title:** _____

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to Corey Osborn, Vice President for Human Resources & Legal Affairs and CBC's Title IX Coordinator at (509) 542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact the CBC Disability Support Services Office at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.

APPENDIX K

CONFIDENTIALITY AGREEMENT

As a student enrolled in the Dental Hygiene program at Columbia Basin College, I agree that:

I shall hold as absolutely confidential all information that I may obtain directly or indirectly concerning patients, medical personnel or others, and will not seek to obtain confidential information from those whom I come into contact as a student.

I shall at all times abide by the policies, procedures and standards of the clinical agencies to which I am assigned.

I understand that Columbia Basin College and/or a clinical agency has the right to terminate my clinical experience as a result of:

Failure to comply with agency policies, rules and regulations.

Unsatisfactory attitude, work or appearance.

Absences without prior notification.

Any other circumstances which, in the sole judgment of the clinical agency, would make my continued service as a student contrary to the best interest of the clinical agency.

Student Signature: _____ Date: _____

Student Name (Print): _____

SIGNATURE PAGE

STATEMENT OF RESPONSIBILITY

I have read and understand the criteria established in the DENTAL HYGIENE STUDENT HANDBOOK, including the following, and I agree to abide by these rules.

- ☐ Grading policy
- ☐ Substance abuse policy and any penalties with this policy
- ☐ Academic Honesty policy and any penalties with this policy
- ☐ Patient confidentiality

Signature _____

Print Name _____

Date _____

PHOTO RELEASE

Occasionally, students are photographed on campus. Your signature below indicates that you gave permission for use of these pictures by CBC for promotional purposes.

Signature _____

List of Delegation of Duties by Dentists

Oral inspection, with no diagnosis	Dental Hygienist General Supervision WAC 246-817-550		Dental Hygienist Close Supervision WAC 246-817-560		FEDA General Supervision WAC 246-817-525		FEDA Close Supervision WAC 246-817-525		Dental Assistant Close Supervision WAC 246-817-520		Dental Anesthesia Assistant Close Supervision WAC 246-817-771		Dental Anesthesia Assistant Direct Visual Supervision WAC 246-817-771	
	*	*				*	*	*	*	*				
Take and record blood pressure and vital signs	*	*				*	*	*	*	*				
Place, expose, and process radiographs (Take intraoral and extraoral radiographs)	*	*				*	*	*	*	*				
Take intraoral and extraoral photographs	*	*				*	*	*	*	*				
Perform coronal polishing. A licensed dentist shall determine the teeth are free of calculus or other extraneous material prior to dismissing the patient.		(see oral prophylaxis below)			*	*	*	*	*	*				
Give fluoride treatments	*	*			*	*	*	*	*	*				
Give patient education in oral hygiene (Give patient oral health instructions)	*	*			*	*	*	*	*	*				
Give preoperative and postoperative instructions	*	*			*	*	*	*	*	*				
Deliver an oral sedative drug to patient		*	(see administer below)			*	*	*	*	*				
Assist in the administration of inhalation minimal sedation (nitrous oxide) analgesia, including starting and stopping the flow as directed by the supervising dentist.						*	*	*	*	*				
Place topical anesthetics		(see apply below)				*	*	*	*	*				
Place and remove the rubber dam	*	*				*	*	*	*	*				
Apply tooth separators as for placement for Class III gold foil		*	*		*	*	*	*	*	*				
Apply sealants	*	*			*	*	*	*	*	*				
Place a matrix and wedge for a direct restorative material after the dentist has prepared the cavity		*	*		*	*	*	*	*	*				
Place cavity liners and bases		*	*		*	*	*	*	*	*				
Perform acid etch and apply bonding agents		*	*		*	*	*	*	*	*				
Polish restorations but may not intraorally adjust or finish permanent restorations		*	*		*	*	*	*	*	*				
Sterilize equipment and disinfect operatories	*	*			*	*	*	*	*	*				
Place retraction cord	*	*	*		*	*	*	*	*	*				
Hold in place and remove impression materials after the dentist has placed them		*	*		*	*	*	*	*	*				

List of Delegation of Duties by Dentists

	Dental Hygienist General Supervision WAC 246-817-550	Dental Hygienist Close Supervision WAC 246-817-560	EFDA General Supervision WAC 246-817-525	EFDA Close Supervision WAC 246-817-525	Dental Assistant Close Supervision WAC 246-817-520	Dental Anesthesia Assistant Close Supervision WAC 246-817-771	Dental Anesthesia Assistant Direct Visual Supervision WAC 246-817-771
Take impressions, bite registrations, or digital scans of the teeth and jaws for:	*			*	*		
Diagnostic and opposing models	*			*	*		
Fixed and removable orthodontic appliances, occlusal guards, bleaching trays, and fluoride trays	*			*	*		
Temporary indirect restorations such as temporary crowns	*	*		*	*		
Take digital scans of prepared teeth for fabrication of permanent indirect restorations		*		*	*		
Take a facebow transfer for mounting study casts	*			*	*		
Fabricate and deliver bleaching and fluoride trays	*			*	*		
Fabricate, cement, and remove temporary crowns or temporary bridges	*			*	*		
Remove the excess cement after the dentist has placed a permanent or temporary inlay, crown, bridge or appliance, or around orthodontic bands	*			*	*		
Place a temporary filling such as zinc oxide-eugenol (ZOE) after diagnosis and examination by the dentist	*			*	*		
Pack and medicate extraction areas	*			*	*		
Place periodontal packs	*			*	*		
Remove periodontal packs or sutures	*			*	*		
Select denture shade and mold	*			*	*		
Place and remove orthodontic separators	*			*	*		
Select and fit orthodontic bands, try in fixed or removable orthodontic appliances prior to the dentist cementing or choking the appliance	*			*	*		
Prepare teeth for the bonding of orthodontic appliances		*		*	*		
Bond attachments for clear, removable orthodontic aligners		*		*	*		
Remove and replace archwires and orthodontic wires		*		*	*		
Fit and adjust headgear		*		*	*		
Remove fixed orthodontic appliances, orthodontic cement, and orthodontic bonded resin material		*		*	*		

List of Delegation of Duties by Dentists

	Dental Hygienist General Supervision WAC 246-817-550	Dental Hygienist Close Supervision WAC 246-817-560	EFDA General Supervision WAC 246-817-525	EFDA Close Supervision WAC 246-817-525	Dental Assistant Close Supervision WAC 246-817-520	Dental Anesthesia Assistant Close Supervision WAC 246-817-771	Dental Anesthesia Assistant Direct Visual Supervision WAC 246-817-771
Take preliminary and final impressions and bite registrations, to include computer assisted design and computer assisted manufacture applications				*			
Head and neck examination	*						
Oral inspection and measuring of periodontal pockets, with no diagnosis	*						
Apply topical preventive or prophylactic agents	*						
Polish and smooth restorations	*						
Oral prophylaxis and removal of deposits and stains from the surfaces of the teeth	*						
Perform subgingival and supragingival scaling	*						
Perform root planing	*						
Apply topical anesthetic agents	*						
Deliver oral antibiotic prophylaxis as prescribed by a dentist	*						
Perform soft-tissue curettage		*					
Administer local anesthetic agents and adjunctive procedures; adjunctive procedures include local anesthetic reversal agents and buffered anesthetic. (Conditions must be met for general supervision)	(see conditions in notes)	*					
Place restorations into the cavity prepared by the dentist, and thereafter could carve, contour, and adjust contacts and occlusion of the restoration. (Place, carve, finish, and polish direct restorations)		*		*			
Administer nitrous oxide analgesia		*					
Place antimicrobials		*					
Initiate and discontinue an intravenous line for a patient being prepared to receive intravenous medications, sedation, or general anesthesia						*	
Adjust the rate of intravenous fluids infusion only to maintain or keep the line patent or open						*	
Draw up and prepare medications							*
Follow instructions to deliver medications into an intravenous line upon verbal command							*
Adjust the rate of intravenous fluids infusion beyond a keep open rate							*
Adjust an electronic device to provide medications, such as an infusion pump							*

List of Delegation of Duties by Dentists

Administer emergency medications to a patient in order to assist the oral and maxillofacial surgeon or dental anesthesiologist in an emergency

*Dental Hygienist
General
Supervision
WAC 246-817-550*

*Dental Hygienist
Close Supervision
WAC 246-817-560*

*EFDA General
Supervision
WAC 246-817-525*

*EFDA Close
Supervision
WAC 246-817-525*

*Dental Assistant
Close Supervision
WAC 246-817-520*

*Dental Anesthesia
Assistant
Close Supervision
WAC 246-817-771*

*Dental Anesthesia
Assistant
Direct Visual
Supervision
WAC 246-817-771*

*

Notes:

A credential is not necessary for non-clinical tasks.

Close and General Supervision are defined in WAC 246-817-510

Direct Visual Supervision is defined in WAC 246-817-771

General supervision conditions for administering local anesthetic:

- The patient is at least eighteen years of age.
- The patient has been examined by the delegating dentist within the previous twelve months.
- There has been no change in the patient's medical history since the last examination. If there has been a change in the patient's medical history within that time, the dental hygienist must consult with the dentist before administering local anesthetics.
- The delegating dentist who performed the examination has approved the patient for the administration of local anesthetics by a dental hygienist under general supervision and documented this approval in the patient's record.

If any of these conditions are not met, then close supervision is required.

2. Personal Data Questions

Yes No

1. Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? If yes, please attach explanation.....☐ ☐

“Medical Condition” includes physiological, mental or psychological conditions or disorders, such as, but not limited to orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disabilities, emotional or mental illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction, and alcoholism.

If you answered yes to question 1, explain:

- 1a. How your treatment has reduced or eliminated the limitations caused by your medical condition.
1b. How your field of practice, the setting or manner of practice has reduced or eliminated the limitations caused by your medical condition.

Note: If you answered “yes” to question 1, the licensing authority will assess the nature, severity, and the duration of the risks associated with the ongoing medical condition and the ongoing treatment to determine whether your license should be restricted, conditions imposed, or no license issued.

The licensing authority may require you to undergo one or more mental, physical or psychological examination(s). This would be at your own expense. By submitting this application, you give consent to such an examination(s). You also agree the examination report(s) may be provided to the licensing authority. You waive all claims based on confidentiality or privileged communication. If you do not submit to a required examination(s) or provide the report(s) to the licensing authority, your application may be denied.

2. Do you currently use chemical substance(s) in any way which impair or limit your ability to practice your profession with reasonable skill and safety? If yes, please explain.☐ ☐

“Currently” means within the past two years.

“Chemical substances” include alcohol, drugs, or medications, whether taken legally or illegally.

3. Have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism?.....☐ ☐

4. Are you currently engaged in the illegal use of controlled substances?.....☐ ☐

“Currently” means within the past two years.

Illegal use of controlled substances is the use of controlled substances (e.g., heroin, cocaine) not obtained legally or taken according to the directions of a licensed health care practitioner.

Note: If you answer “yes” to any of the remaining questions, provide an explanation and certified copies of all judgments, decisions, orders, agreements and surrenders. The department does criminal background checks on all applicants.

5. Have you **ever** been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or a sentence deferred or suspended as an adult or juvenile in any state or jurisdiction? ...☐ ☐

Note: If you answered “yes” to question 5, you must send certified copies of all court documents related to your criminal history with your application. If you do not provide the documents, your application is incomplete and will not be considered.

If you have been granted certificate(s) of restoration of opportunity, please provide a certified copy of each certificate.

To protect the public, the department considers criminal history. A criminal history may not automatically bar you from obtaining a credential. However, failure to report criminal history may result in extra cost to you and the application may be delayed or denied.

2. Personal Data Questions (cont.)

Yes No

6. Have you ever been found in any civil, administrative or criminal proceeding to have:
- a. Possessed, used, prescribed for use, or distributed controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes? ☐ ☐
- b. Diverted controlled substances or legend drugs? ☐ ☐
- c. Violated any drug law? ☐ ☐
- d. Prescribed controlled substances for yourself? ☐ ☐
7. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession? If "yes", please attach an explanation and provide copies of all judgments, decisions, and agreements? ☐ ☐
8. Have you ever had any license, certificate, registration or other privilege to practice a health care profession denied, revoked, suspended, or restricted by a state, federal, or foreign authority? ☐ ☐
9. Have you ever surrendered a credential like those listed in number 8, in connection with or to avoid action by a state, federal, or foreign authority? ☐ ☐
10. Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence, or malpractice in connection with the practice of a health care profession? ☐ ☐
11. Have you ever been disqualified from working with vulnerable persons by the Department of Social and Health Services (DSHS)? ☐ ☐

3. Education

List in date order, most recent to later, all of your educational preparation. Attach additional completed pages if you need more space.

Schools Attended Full Name, City and State	Degree Earned	Attendance Dates	
		Start (mm/yyyy)	End (mm/yyyy)

4. Experience

List in date order, most recent to later, all of your professional experience and practice from date of graduation from professional college. Include the month/day/year. Attach additional pages if you need more space.

Name of Business	Total Number of Months	Dates	
		Start mm/yyyy	End mm/yyyy

