



INSTRUCTIONS FOR COMPLETING THE RADIATION SAFETY COURSE APPLICATION

These application instructions are meant to help you show that your radiation safety course is compliant with all regulations and statutes that apply to it. It is your responsibility to provide complete documentation of compliance.

Learn more about the statutes and regulations for radiation safety courses using these recommended resources:

- The digital version of the Business and Professions Code (BPC), section 1754.5, which is available on the [LegInfo](#) website.
- The digital version of the California Code of Regulations (CCR), title 16, sections [1005](#), [1070](#) and [1070.1](#), which is available on the [Westlaw](#) website.
- The statutory definitions related to dental assisting educational courses, provided in BPC, section [1741](#).

Please note the following when submitting your application:

- Complete the application in its entirety.
- Submit one hard copy of the application, supporting documentation, and application fee by mail.
- Once your submission is received, no addenda or amendments will be accepted prior to the Board's initial review.
- Label the supporting documentation to match the question numbers in the application. Attach the documents to the completed application form. Applications must have correct and consistent document numbering and labeling.
- Two forms (forms 1 and 2) are provided at the end of the application (pages 8–10). You must complete, sign, date, and return these forms with your application.
- A sample course schedule is provided on page 13 of these instructions, as a courtesy. The sample is provided for reference only. Your documentation is not required to look like the sample or have the same format.

Before submitting the application package, ensure that all the information provided on the application form and in the supporting documentation is consistent throughout the application package. For example:

- The number of course hours (Questions 29-30) is included in the course schedule (Question 41), course outline (Question 62), and student Certificate of Completion (Question 88).
- The course areas of instruction are listed or covered in the course schedule (Question 41), course outline (Question 62), course curriculum (Question 63), and written examination outline (Question 86).
- Student-instructor ratios are included on the application form (Questions 34-36) and verified by information provided in the List of Approved Faculty (Question 22), course schedule (Question 41), and course outline (Question 62). Ensure that the numbers of students and instructors present during different types of instruction are consistent throughout.

The above list is not intended to be exhaustive. The applicant is responsible for ensuring consistency across the different elements of the application package.

If you have questions about the application, required forms, samples, instructions, or regulations, please email LPCU.DBC@dca.ca.gov. Board staff respond to emails within 48 hours.



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APPLICATION INSTRUCTIONS

Please Note: Supporting documentation is required for only the questions listed below.

COURSE INFORMATION (APP. PAGE 1)

QUESTION 1: The course provider name is the name of the school or organization providing the course. The course provider name entered on the application must match the provider name on the student certificate of completion. Make sure the provider name is accurate.

NOTE: The provider name cannot be changed once the course has been approved. If you want to change the provider name after approval, you must submit a new application under the new name.

QUESTION 2: The educational facility address is where course instruction will take place.

NOTE: If the application is approved, the approval is only valid for this one location. To offer the course at another location, you must submit a separate course application for each additional location.

QUESTION 7: To be able to answer “Yes” to this question, the commission or accreditation agency must meet the following definition: An organization that evaluates and monitors educational institutions, programs, or courses for compliance with established standards. For example, the California Bureau for Private Postsecondary Education is considered an approving agency.

NOTE: Radiation safety courses and course providers are NOT required to have accreditation or approval from a commission or accreditation agency. However, the Board may accept the findings of a recognized commission or accreditation agency in lieu of conducting its own evaluation for the purposes of granting Board approval. (BPC § 1754.5(b))

QUESTION 8: If the course or course provider is accredited or approved by a commission or accreditation agency, submit all proof of accreditation or approval from all agencies.

COURSE DIRECTOR INFORMATION (APP. PAGE 2)

QUESTIONS 15–16: Submit proof of licensure. Examples:

- A copy of the current, active license issued by the Board or DHBC.
- A printout from the DCA License Search webpage.

The course director must have been licensed for two years. (16 CCR § 1070(b))

QUESTION 17: Submit a copy of a valid certification card in basic life support (BLS) procedures, including cardiopulmonary resuscitation. The Board accepts BLS certification cards from the following providers:

- American Red Cross
- American Heart Association
- American Safety and Health Institute
- American Dental Association’s Continuing Education Recognition Program
- Academy of General Dentistry’s Program Approval for Continuing Education

(16 CCR § 1070(h))

QUESTIONS 18–21: Submit the required Course Director Acknowledgment of Responsibilities form (form 1, pages 8–9 of the application) signed and dated by the course director. (16 CCR §§ 1005(b)(2); 1070(b)(1)-(3), (c), (h))

COURSE INSTRUCTOR INFORMATION (APP. PAGE 2)

QUESTION 22: Submit the List of Approved Faculty form (form 2, page 10 of the application) signed and dated by the course director.

QUESTIONS 23–24: Submit proof of licensure for each instructor. Examples:

- A copy of the license issued by the Board or DHBC.
- A printout from the DCA License Search webpage.

Instructors must be licensed for a minimum of two years. (16 CCR § 1070(d))

QUESTION 25: Submit supporting documentation such as a resume, professional biography, certifications, and other credentials. (BPC § 1754.5(a); 16 CCR § 1070(d))

QUESTION 26: Submit a copy of a valid certification card in BLS procedures, including cardiopulmonary resuscitation, for each instructor. The Board accepts BLS certification cards from the following providers:

- American Red Cross
- American Heart Association
- American Safety and Health Institute
- American Dental Association's Continuing Education Recognition Program
- Academy of General Dentistry's Program Approval for Continuing Education

(16 CCR § 1070(h))

PREREQUISITES TO BEGIN CLINICAL INSTRUCTION (APP. PAGE 3)

QUESTIONS 27–28: Submit documents, such as a written statement, showing that the program will check each student's proof that they meet the required prerequisites before they work on patients. Also explain that the course director will keep copies of this proof in the students' records.

(BPC § 1754.5(k); 16 CCR § 1070(b)(1), (h))

COURSE HOURS (APP. PAGE 3)

QUESTION 29: The required minimum number of hours of total instruction is 32 hours. (BPC § 1754.5(e))

QUESTION 30: The required number of hours for didactic instruction is eight hours. The required minimum number of hours for laboratory instruction is 12 hours. The required minimum number of hours for clinical instruction is 12 hours. (BPC § 1754.5(e)(1)–(3))

INSTRUCTIONAL AND FACILITY RATIOS (APP. PAGE 3)

QUESTION 31: This information is needed to verify that course scheduling will allow each student to develop competency in radiation safety and radiographic techniques. (BPC § 1754.5(a); 16 CCR § 1070(f))

QUESTIONS 32–33: Provide the number of cohorts that will be enrolled in one calendar year. Also provide the number of cohorts that will be running simultaneously at the course's educational facility.

A cohort is defined as a group of students who begin the course on the same date and attend the first day of class together. (EDC § 94928(a)–(b))

QUESTION 34: Provide the minimum and maximum number of students enrolled per cohort. This information is needed to verify compliance with facilities, equipment, scheduling, and instructor-student ratio requirements. (BPC § 1754.5(d)(1); 16 CCR § 1070(f); 1070.1(a))

FACILITIES, OPERATORIES, EQUIPMENT, AND ARMAMENTARIA (APP. PAGES 3–4)

QUESTION 41: Submit a course schedule. Make sure it includes:

- The educational facility where instruction will be provided
- The educational facility's days and hours of operation
- The days, times, and location of each class
- The number of cohorts enrolled in one calendar year
- The number of cohorts running simultaneously at the educational facility
- The minimum and maximum number of students enrolled per cohort
- The number of instructors
- The number of operatories

For each type of instruction, the hours indicated on the schedule must correctly add up to the number of hours stated on the application form (questions 30–31). See page 13 of these instructions for a sample course schedule. Make sure the information in the course schedule matches the answers to questions 31–34.

(BPC § 1754.5(d)(1); 16 CCR § 1070(f), (f)(2))

QUESTIONS 42–48: Submit a diagram of the instructional facility that includes lecture classrooms (if used), laboratory instruction facilities, clinical instruction facilities, operatories, X-ray exposure areas, and spaces for preparing and sterilizing instruments. The diagram must include dimensions and note the location of equipment and armamentaria. Make sure the information on the diagram is consistent with the answer to question 37.

(BPC § 1754.5(d)(1); 16 CCR § 1070(f)-(g))

QUESTIONS 49–54: Submit a detailed list of equipment, armamentaria, supplies, and materials. The list should also include location and quantities for all equipment. Also include equipment, armamentaria, supplies, and materials needed to follow infection control protocols that comply with the Board's Minimum Standards for Infection Control. Make sure the information in the list is consistent with the answers to questions 38–40.

(BPC § 1754.5(d)(1), (e)(2), (j)(1)(A)-(B); 16 CCR §§ 1005; 1070(f)(1), (f)(2)(A))

INFECTION CONTROL AND EMERGENCY MANAGEMENT (APP. PAGE 4)

QUESTION 55: Submit the course's written clinical and laboratory protocols ensuring adequate asepsis, infection and hazard control, and disposal of hazardous wastes. Make sure all protocols meet the Board's regulations and other federal, state, and local requirements. For information on the required contents of the protocols, see the Guide to Infection Control Requirements on pages 10–12 of these instructions. (16 CCR §§ 1005; 1070(g))

QUESTION 56: Submit documentation explaining how the protocols described in question 55 will be provided to all students, faculty, and appropriate staff. (16 CCR § 1070(g))

QUESTION 57: Submit the course's written protocol for instrument processing, operator cleanliness, and management of injuries. Include a description of how it will be maintained and periodically updated. (16 CCR § 1005(b)(2))

QUESTION 58: Submit documentation explaining how the protocol described in question 57 will be made available to all dental healthcare personnel. (16 CCR § 1005(b)(2))

QUESTION 59: Submit a photograph showing the Minimum Standards for Infection Control is posted in the lab area where everyone can see them. (16 CCR § 1005(b)(3))

QUESTION 60: Submit a copy of the course's written policy on managing emergency situations. (16 CCR § 1070(h))

QUESTION 61: Submit documentation explaining how the policy described in question 60 will be made available to all students, faculty, and instructional staff. (16 CCR § 1070(h))

COURSE OUTLINE AND CURRICULUM CONTENT (APP. PAGE 5)

QUESTION 62: Submit a detailed course outline that includes all the content listed in question 62.

NOTE: The names of the areas of didactic instruction must match the titles listed in BPC § 1754.5(h) and the dental radiography requirements detailed in 17 CCR §§ 30305, 30305.1, 30311, and 30311.1. The titles and requirements are listed in the following table. Note that some areas of instruction are Major, and some are Minor. Provide the following content for the Major Areas ONLY:

- Hours of instruction
- Instructional objectives
- Theoretical content and use of practical application, if applicable

(BPC § 1754.5(h), (l); 16 CCR § 1070(i); 17 CCR §§ 30305, 30305.1, 30311, 30311.1)

AREA TYPE	AREA TITLE	CITATION
ITR		
Major	Radiation physics and biology.	BPC § 1754.5(h)(1)
Major	Radiation protection and safety.	BPC § 1754.5(h)(2)
Major	Recognition of normal intraoral and extraoral anatomical landmarks.	BPC § 1754.5(h)(3)
Major	Radiographic exposure and processing techniques.	BPC § 1754.5(h)(4)
Major	Radiograph mounting or sequencing, and viewing, including anatomical landmarks of the oral cavity.	BPC § 1754.5(h)(5)
Major	Intraoral techniques including holding devices and image receptors.	BPC § 1754.5(h)(6)
Major	Proper use of patient protection devices and personal protective equipment for operator use.	BPC § 1754.5(h)(7)
Major	Identification and correction of faulty radiographs.	BPC § 1754.5(h)(8)
Major	Introduction to contemporary equipment and devices including the use of computerized digital radiography and extraoral imaging that may include panographs or cone-beam imaging.	BPC § 1754.5(h)(9)
Major	Techniques and exposure guidelines for a variety of patients including, but not limited to, adult, pediatric, edentulous, partially edentulous, endodontic, and patients with special needs.	BPC § 1754.5(h)(10)
Major	Radiographic record management.	BPC § 1754.5(h)(11)
Major	General requirements for protection against radiation.	17 CCR § 30305
Minor	Maintenance of X-ray equipment.	17 CCR § 30305(a)(4)
Minor	Primary and/or secondary barriers for radiographic installations.	17 CCR § 30305(a)(5)
Minor	Adequate instruction on safe operating procedures for X-ray equipment.	17 CCR § 30305(b)(1)
Minor	Familiarity with safety rules for operating X-ray equipment.	17 CCR § 30305(b)(2)
Minor	Conspicuous posting of Form RH2364, "Notice to Employees—Standards for Protection against Radiation"	17 CCR §§ 30255(b)(3), 30305(c)
Minor	Public display of a list of all persons performing or supervising the performance of radiography.	17 CCR § 30305(e)
Major	Dental radiographic installations	17 CCR § 30311
Minor	Equipment.	17 CCR § 30311(a)(1)-(11)
Minor	Operating procedures.	17 CCR § 30311(b)(1)-(8)
Major	Quality assurance for dental radiography.	17 CCR §§ 30305.1, 30311.1

AREA TYPE	AREA TITLE	CITATION
ITR		
Minor	Storage, handling, and processing of radiographic films.	17 CCR § 30305.1(a)(1)
Minor	Storage, usage, and maintenance of intensifying screens, grids, viewers, film processing equipment, chemicals, and solutions.	17 CCR § 30305.1(a)(2)
Minor	Technique chart for each X-ray machine.	17 CCR § 30305.1(a)(3)
Minor	Use of reference film for comparison with dental radiographs.	17 CCR § 30311.1(a)(1)-(2)
Minor	Corrective action when image quality changes or entrance exposure to an adult patient is outside specified ranges.	17 CCR § 30311.1(a)(3)-(5)

QUESTIONS 63–64: Submit curriculum content, covering each area of instruction and dental radiographic requirement. Examples of curriculum content include PowerPoint slides, lesson plans, and photocopies of textbook chapters used in the course. The names of the areas of instruction in the curriculum content must match the names of the areas of instruction in the course outline, and both must match the titles listed in BPC § 1754.5(h) and the requirements detailed in 17 CCR §§ 30305, 30305.1, 30311, and 30311.1. (BPC § 1754.5(h); 17 CCR §§ 30305, 30305.1, 30311, 30311.1))

DIDACTIC INSTRUCTION (APP. PAGE 5)

QUESTIONS 65–66: Submit documentation showing how the course will meet the requirements listed in question 66. (BPC § 1754.5(i)(1)-(3))

LABORATORY INSTRUCTION (APP. PAGE 5)

QUESTIONS 69 and 71: Make sure the course outline and curriculum clearly show that the course will meet the lab instruction requirements described in questions 69 and 71.

CLINICAL INSTRUCTION (APP. PAGE 6)

QUESTION 72: Select “extramural dental facility” if the course is using a facility meeting the following definition: any clinical facility utilized ... for instruction in dental assisting existing outside or beyond the walls, boundaries or precincts of the primary location of the Board-approved program and in which dental treatment is rendered. (BPC § 1754.5(m); 16 CCR §§ 1070(j)(1), 1070.1(c)).

QUESTIONS 74–77: Make sure the course outline and curriculum clearly show that the course will meet the clinical instruction requirements described in questions 74–77.

EXTRAMURAL DENTAL FACILITY INFORMATION (APP. PAGE 6)

QUESTION 78: If the course is using instructors to provide clinical instruction in an extramural dental facility, include these instructors on the List of Approved Faculty (form 2). As you would do for instructors teaching at the primary course facility, submit proof of licensure for these instructors; documentation that they have experience in radiation safety and radiographic techniques; and a copy of their valid certification card in BLS. (16 CCR § 1070(d), (h))

QUESTION 79: Provide supporting documentation such as a written policy or statement from the course director on how extramural dental facilities are chosen. (BPC § 1754.5(m); 16 CCR § 1070(j)(2))

QUESTION 80: Submit the orientation materials that will be given to dentists and licensed dental health care personnel at each extramural dental facility. The materials must be clearly labeled as orientation materials and reference questions 80–81. The materials must include information on how the course will provide orientation to dentists and licensed dental health care personnel at the extramural dental facility, as well as all the content listed in question 81. (BPC § 1754.5(m); 16 CCR § 1070(j)(3))

QUESTION 82: Provide a written explanation of how clinical instruction at the extramural dental facility will be organized, planned, and supervised.

QUESTION 83: Submit a list of all the course's extramural dental facilities. Include each facility's physical location and the hours when clinical instruction will be provided. For each extramural dental facility chosen by the course director, submit a signed, dated, and fully executed written contract of affiliation. At least one such written contract must be submitted. Each written contract of affiliation should include confirmation of compliance with the regulations of CCR, title 16, division 10, chapter 3, article 2 (16 CCR §§ 1070 and 1070.1). (BPC § 1754.5(m); 16 CCR § 1070(j)(3))

EVALUATIONS, EVALUATION CRITERIA, AND WRITTEN EXAMINATION (APP. PAGE 7)

QUESTION 84: Submit documents explaining how the course will assess that each student has successfully completed at least two bitewing radiographic series and two full mouth intraoral radiographic series using an X-ray training manikin. Examples of acceptable documents include a written evaluation of each laboratory radiographic series. Also provide the objective evaluation criteria that students will receive for this assessment. The criteria must include:

- Objectives for all performance-evaluated procedures and criteria for each component of a performance-evaluated procedure
- The minimum number of satisfactory performances required for each performance-evaluated procedure
- The steps that would cause the student to fail the performance-evaluated procedure
- A description of each possible grade that may be assigned

(BPC § 1754.5(g), (j)(1), (j)(1)(A), (C); 16 CCR § 1070(f)(2)(C), (i)(1)-(3))

QUESTION 85: Submit documents explaining how the course will assess that each student has successfully completed at least three full-mouth intraoral radiographic series on patients. Examples of acceptable documents include a written evaluation of each clinical radiographic series. Also provide the objective evaluation criteria that students will receive for this assessment. The criteria must include:

- Objectives for all performance-evaluated procedures and criteria for each component of a performance-evaluated procedure
- The minimum number of satisfactory performances required for each performance-evaluated procedure
- The steps that would cause the student to fail the performance-evaluated procedure
- A description of each possible grade that may be assigned

(BPC § 1754.5(g), (j)(1), (j)(1)(B)-(C); 16 CCR § 1070(f)(2)(C), (i)(1)-(3))

QUESTIONS 86-87: Submit an outline of the comprehensive written examination to be completed at the end of the course. Make sure it includes the areas of instruction as described in BPC § 1754.5(h) and dental radiography requirements detailed in 17 CCR §§ 30305, 30305.1, 30311, and 30311.1. The names of the topics tested on the written examination must be consistent with the names of the areas of instruction indicated on the course outline (question 62) and in the course curriculum (question 63). The wording in statutes and regulations must be followed. Along with the examination outline, submit the grading criteria to be provided to the student.

(BPC § 1754.5(l); 16 CCR § 1070(i)(3))

COURSE CERTIFICATE OF COMPLETION (APP. PAGE 7)

QUESTION 88: Submit a copy of the course certificate of completion. Note the following:

- The course provider name and course address on the certificate must be exactly the same as those provided on the application form (questions 1–2).
- The total hours of the course must reflect the total hours presented in the application and must be a minimum of 32 hours.
- The date range of completion of the course must be labeled, and must include a start date and an end date.
- The name of the course must be "RADIATION SAFETY COURSE."
- A space for the Board-issued approval number must be included.
- The certificate must include the signature of the course provider, director, administrator, or their designee. The signature may be wet or computer-generated, but it cannot be typed.

(BPC §§ 1741(e), 1754.5(n); 16 CCR § 1070(e))

ACRONYMS

BPC:	Business and Professions Code
CCR:	California Code of Regulations; Note: 16 CCR § 1070, (i) refers to title 16, section 1070, subsection (i) in the California Code of Regulations. 17 CCR § 30311 refers to title 17, section 30311 in the California Code of Regulations.
DHBC:	Dental Hygiene Board of California
DHCP:	Dental Health Care Personnel
EDC:	Education Code
ITR:	Interim Therapeutic Restoration
OPIM:	Other Potentially Infectious Materials
RDA:	Registered Dental Assistant
RDAEF:	Registered Dental Assistant in Extended Functions
RDM:	Radiographic Decision-Making

GLOSSARY

The following terms are defined by the CCR. When these terms are used in the application and instructions, they refer to the specific definition in the CCR.

“Board” refers to the Dental Board of California.

“Certificate of completion” means a certificate that is issued to participants who have successfully completed the course. The certificate includes, at minimum: the participant’s name; the name of the course completed; the name of the course provider; the Board-issued approval number; the date or date range of completion of the course; the number of completed hours of the course; and the signature of the course provider, director, administrator, or their designee. (BPC § 1741(e))

“Clinical instruction” means the supervised instruction students receive while performing procedures on patients in a clinical setting. Clinical procedures shall only be allowed after the student successfully demonstrates and is evaluated on laboratory and preclinical skills. (16 CCR § 1070.1(a))

“Course director” means the person who is responsible for all the activities listed in the “Course Director Acknowledgement of Responsibilities.” The course director is not required to have the official title of “course director” in the organization. (16 CCR §§ 1014.1(b); 1070(b)-(c), (h), (j))

“Didactic instruction” means lectures, demonstrations, and other instruction involving theory that may or may not involve active participation by students. The faculty or instructional staff of an educational institution or approved provider may provide didactic instruction via electronic media, home study materials, or live lecture modality. (16 CCR § 1070.1(b))

“Laboratory instruction” means the supervised instruction students receive while performing procedures using study models, mannequins, or other simulation methods. (16 CCR § 1070.1(d))

“Dental Health Care Personnel (DHCP)” means all paid and non-paid personnel in the dental healthcare setting, including a laboratory or clinical facility, who might be occupationally exposed to infectious materials, including body substances and contaminated supplies, equipment, environmental surfaces, water, or air. DHCP includes dentists, dental hygienists, dental assistants, dental laboratory technicians (in-office and commercial), students and trainees, contractual personnel, and other persons not directly involved in patient care but potentially exposed to infectious agents (such as administrative, clerical, housekeeping, maintenance, or volunteer personnel). (16 CCR § 1005(a)(13))

“Installation” means the location where one or more reportable sources of radiation are possessed. “Reportable source of radiation” means an installed radiation machine capable of producing radiation. (17 CCR § 30100(h), (s))

“Primary protective barrier” means the material, excluding filters, placed in the useful beam to reduce radiation exposure risk. (Federal Code of Regulations, title 21, § 1020.30(b))

“Radiography” means a technique for generating and recording an X-ray pattern to provide the user with an image after exposure completion. (Federal Code of Regulations, title 21, § 1020.30(b))

“Other potentially infectious materials” (OPIM) means any one of the following: (16 CCR § 1005(a)(12))

- (A) Human body fluids (such as saliva in dental procedures), any body fluid visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- (B) Any unfixed tissue or organ (other than intact skin) from a human (living or dead).
- (C) Any of the following, if known or reasonably likely to contain or be infected with human immunodeficiency virus (HIV), hepatitis B virus (HBV), or hepatitis C virus (HCV):
 - 1. Cell, tissue, or organ cultures from humans or experimental animals
 - 2. Blood, organs, or other tissues from experimental animals
 - 3. Culture medium or other solutions

GUIDE TO INFECTION CONTROL REQUIREMENTS

The following content is required to be included in the written clinical and laboratory protocols for infection control. These requirements are specified in [16 CCR § 1005](#).

- 1. Attestation that all DHCP comply with infection control precautions.
- 2. Attestation that the course will enforce all of the following minimum precautions to protect patients and DHCP and minimize the transmission of pathogens in health care settings as mandated by Cal/OSHA:
 - a. Standard precautions shall be practiced in the care of all patients.
 - b. A written protocol shall be developed, maintained, and periodically updated for proper instrument processing, operator cleanliness, and management of injuries. This protocol will be made available to all DHCP involved in the course including students, faculty, and instructional staff.
 - c. A copy of CCR, title 16, section 1005 “Minimum Standards for Infection Control” shall be posted where laboratory instruction is performed where everyone can see them.
 - d. All DHCP shall wear surgical face masks in combination with either chin length plastic face shields or protective eyewear whenever there is potential for aerosol spray, splashing or spattering of the following: droplet nuclei, blood, chemicals, germicidal agents, or OPIM. Chemical-resistant utility gloves and appropriate, task specific PPE shall be worn when handling hazardous chemicals. After each patient treatment, masks shall be changed and disposed of. After each patient treatment, face shields and protective eyewear shall be cleaned, disinfected, or disposed of.
 - e. Protective attire shall be worn during disinfection, sterilization, and housekeeping procedures and when involving the use of germicides or handling contaminated items. All DHCP shall wear reusable or disposable protective attire whenever there is a potential for aerosol spray, splashing or spattering of blood, OPIM, chemicals, or germicidal agents. Protective attire must be changed daily or between patients if they should become moist or visibly soiled. All PPE used during patient care shall be removed when leaving laboratories or areas of patient care activities. Reusable gowns shall be laundered in accordance with Cal/OSHA Bloodborne Pathogens Standards (8 CCR § 5193).

- f. All DHCP shall thoroughly wash their hands with soap and water at the start and end of each workday. DHCP shall wash contaminated or visibly soiled hands with soap and water and put on new gloves before treating each patient. If hands are not visibly soiled or contaminated an alcohol-based hand rub may be used as an alternative to soap and water. Hands shall be thoroughly dried before donning gloves to prevent bacterial growth and washed again immediately after glove removal. A DHCP shall refrain from providing direct patient care if hand conditions are present that may render DHCP or patients more susceptible to opportunistic infection or exposure. (16 CCR § 1005(b)(6).)
- g. All DHCP who have exudative lesions or weeping dermatitis of the hand shall refrain from all direct patient care and from handling patient care equipment until the condition resolves.
- h. Medical exam gloves shall be worn whenever there is contact with mucous membranes, blood, OPIM, and during all pre-clinical, clinical, post-clinical, and laboratory procedures. When processing contaminated sharp instruments, needles, and devices, DHCP shall wear heavy-duty utility gloves to prevent puncture wounds. Gloves must be discarded when torn or punctured, upon completion of treatment, and before leaving laboratories or areas of patient care activities. All DHCP shall perform hand hygiene procedures before donning gloves and after removing and discarding gloves. Gloves shall not be washed before or after use.
- i. Needles shall be recapped only by using the scoop technique or a protective device. Needles shall not be bent or broken for the purpose of disposal. Disposable needles, syringes, scalpel blades, or other sharp items and instruments shall be placed into sharps containers for disposal as close as possible to the point of use according to all applicable local, state, and federal regulations.
- j. All germicides must be used in accordance with intended use and label instructions.
- k. Cleaning must precede any disinfection or sterilization process. Products used to clean items or surfaces prior to disinfection procedures shall be used according to all label instructions.
- l. Critical instruments, items and devices shall be discarded or pre-cleaned, packaged or wrapped, and sterilized after each use. Methods of sterilization shall include steam under pressure (autoclaving), chemical vapor, and dry heat. If a critical item is heat-sensitive, it shall, at minimum, be processed with high-level disinfection and packaged or wrapped upon completion of the disinfection process. These instruments, items, and devices, shall remain sealed and stored to prevent contamination, and shall be labeled with the date of sterilization and the specific sterilizer used if more than one sterilizer is used in the facility.
- m. Semi-critical instruments, items, and devices shall be pre-cleaned, packaged or wrapped, and sterilized after each use. Methods of sterilization include steam under pressure (autoclaving), chemical vapor, and dry heat. If a semi-critical item is heat sensitive, it shall, at minimum, be processed with high level disinfection and packaged or wrapped upon completion of the disinfection process. These packages or containers shall remain sealed and shall be stored to prevent contamination, and shall be labeled with the date of sterilization and the specific sterilizer used if more than one sterilizer is used in the facility.
- n. Non-critical surfaces and patient care items shall be cleaned and disinfected with a California Environmental Protection Agency (Cal/EPA)-registered hospital disinfectant (low-level disinfectant) labeled effective against HBV and HIV. When the item is visibly contaminated with blood or OPIM, a Cal/EPA-registered hospital intermediate-level disinfectant with a tuberculocidal claim shall be used.
- o. All high-speed dental hand pieces, low-speed hand pieces, rotary components, and dental unit attachments such as reusable air/water syringe tips and ultrasonic scaler tips, shall be packaged, labeled, and heat-sterilized consistent with the same sterilization practices as a semi-critical item.
- p. Single use disposable items such as prophylaxis angles, prophylaxis cups and brushes, tips for high-speed evacuators, saliva ejectors, air/water syringe tips, and gloves shall be used for one patient only and discarded.

- q. Proper functioning of the sterilization cycle of all sterilization devices shall be verified at least weekly using a biological indicator (such as a spore test). Test results shall be documented and maintained for 12 months.
- r. Sterile coolants/irrigants shall be used for surgical procedures involving soft tissue or bone. Sterile coolants/irrigants must be delivered using a sterile delivery system.
- s. If non-critical items or surfaces likely to be contaminated are manufactured in a manner preventing cleaning and disinfection, they shall be protected with disposable impervious barriers. Disposable barriers shall be changed when visibly soiled or damaged and between patients.
- t. Clean and disinfect all clinical contact surfaces that are not protected by impervious barriers using Cal/EPA registered, hospital grade low- to intermediate-level germicide after each patient. The low-level disinfectants used shall be labeled effective against HBV and HIV. Use disinfectants in accordance with the manufacturer's instructions. Clean all housekeeping surfaces (e.g. floors, walls, sinks) with detergent and water or a Cal/EPA registered, hospital grade disinfectant. Products used to clean items or surfaces prior to disinfection procedures shall be clearly labeled and DHCP shall follow all material safety data sheet (MSDS) handling and storage instructions.
- u. Dental unit water lines shall be anti-retractable. At the beginning of each workday, dental unit lines and devices shall be purged with air or flushed with water for at least two minutes prior to attaching handpieces, scalers, air water syringe tips, or other devices. The dental unit lines and devices shall be flushed between each patient for a minimum of 20 seconds.
- v. Contaminated solid waste shall be disposed of according to applicable local, state, and federal environmental standards.
- w. Splash shields and equipment guards shall be used on dental laboratory lathes. Fresh pumice and a sterilized or new rag-wheel shall be used for each patient. Devices used to polish, trim, or adjust contaminated intraoral devices shall be disinfected or sterilized, properly packaged or wrapped and labeled with the date and the specific sterilizer used if more than one sterilizer is utilized in the facility. If packaging is compromised, the instruments shall be recleaned, packaged in new wrap, and sterilized again. Sterilized items will be stored to prevent contamination.
- x. All intraoral items such as impressions, bite registrations, prosthetic and orthodontic appliances shall be cleaned and disinfected with an intermediate-level disinfectant before manipulation in the laboratory and before placement in the patient's mouth. Such items shall be thoroughly rinsed prior to placement in the patient's mouth.

(8 CCR §§ 3203-3205.3, 5193, 5199)



SAMPLE 1: RADIATION SAFETY COURSE SCHEDULE (QUESTION 41)

RADIATION SAFETY COURSE SCHEDULE

Length of course in calendar days: _____

Number of cohorts enrolled in calendar year: _____

Number of cohorts running simultaneously: _____

Minimum and maximum number of students enrolled per cohort: _____

Educational facility location: Acme Dental Office, 123 Sample St.,
Normaltown, CA 90000

Days and hours of operation: Saturday, 9 a.m. – 6 p.m. (4 hours)
Sunday 9 a.m. – 5 p.m. (4 hours)

DIDACTIC INSTRUCTION

Class Title: Radiation Safety Didactic Instruction

Type of Instruction: Didactic

Day, start time, end time: Day 1, 8 a.m. - 12 p.m. (4 hours)
Day 1, 1 p.m. – 5 p.m. (4 hours)

Names of Instructor(s): Sally Jones

Number of students in the class: _____

Location of class: Lecture room/123 Sample St, Normaltown, CA 90000

LABORATORY INSTRUCTION

Class Title: Radiation Safety Laboratory Instruction

Type of Instruction: Laboratory

Day, start time, end time: Day 2, 8 a.m. - 12 p.m. (4 hours); 1 p.m. - 5 p.m.
Day 3, 8 a.m. - 12 p.m. (4 hours)

Names of Instructor(s): Sally Jones

**Number of Bench Mounts/
Typodonts:** Day 2, 8 am – 12 pm (4 hours)
Day 2, 1 pm – 5 pm (4 hours)
Day 3, 8 am – 12 pm (4 hours)

Number of students in the class: _____

Location of class: Laboratory space/123 Sample St, Normaltown, CA 90000

CLINICAL INSTRUCTION

Class Title: Radiation Safety Clinical Instruction

Type of Instruction: Clinical

Day, start time, end time: Day 4, 8 a.m. – 12 p.m. (4 hours); 1 p.m. - 5 p.m. (4 hours)
Day 5, 8 a.m. – 12 pm (4 hours)

Names of Instructor(s): Sally Jones

**Number of students in each class
session:** _____

Location of class: Radiographic installation and X-ray exposure area/
123 Sample St, Normaltown, CA 90000

Number of Operatories: _____

Written examination administered throughout the course in the form of quizzes and short tests.

DENTAL BOARD OF CALIFORNIA

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