The intent of the information contained within this document is to assist the candidate with taking the Commission on Dental Competency Assessments (CDCA) dental licensure examination. Questions related to the information in this document or to the facilities and policies of UMMC School of Dentistry may be directed to the office of the Assistant Dean for Clinical Affairs at (601) 984-6025.

PARKING:

Patient parking is available in parking lot #20 directly in front of the School of Dentistry facilities. In the event this lot is full, candidates and patients will be directed to park in the stadium parking lot across from the University Hospital. Shuttle buses run every 15-20 minutes.

USAGE FEE:

UMMC School of Dentistry charges each candidate a usage fee ($250.00) to pay for the direct costs of hosting the examination and is in addition to the CDCA examination fee. This fee includes the use of the facilities, staff, equipment, instruments, and supplies during examination dates. This fee applies to each examination session (patient or manikin) and retake examination. This fee must be submitted the day of orientation before examination date.

MANIKIN BASED EXAMINATION EQUIPMENT AND INSTRUMENTS:

- All laboratory control units are ADEC and can be adjusted to accommodate left-handed operators.
- Candidates are free to use their own “sterilized” handpieces and instruments.
- Clinical W & H (Adec) slow speed and high speed handpieces are available. Handpiece tubing is all six-pin.
- The contents of instrument tray set-ups and off-tray instruments and supplies are listed in the ATTACHMENT at the end of this document.
Procedures for Obtaining Instruments and Handpieces:

- Laboratory handpieces will be issued if needed by Preclinical Laboratory Supply (Fifth Floor D-520).

- Immediately following each procedure, all handpieces and instruments must be returned to the supply area from where they were obtained.

- The Commission on Dental Competency Assessments (CDCA) will be notified by the school if all requisitioned handpieces and instruments are not returned.

PATIENT-BASED PERIODONTAL & RESTORATIVE EXAMINATION EQUIPMENT AND INSTRUMENTS:

- All dental operatory units are chair-mounted continental units with radius arms which move to the right or left.

- Ultrasonic and sonic scalers supplied by the candidate must have an Adec quick-disconnect. Arrangements to ensure compatibility for the use of ultrasonic and sonic scalers supplied by the candidate must be made by contacting Clinical Services at (601) 984-6184 prior to the examination.

- Candidates are free to use their own “sterilized” handpieces and instruments.

- Candidates must supply their own blood pressure checking devices, glasses for both you and your patient(s) and a plastic container with closeable flip top for their patients to transport instruments from clinic to the grading area.

- Clinical handpieces consists of W & H (Adec) high speeds (fiber optic) and slow speed motors. Handpiece tubing is six-pin.

- Pin kits, contra-angles and anesthetic are available.

- CDCA will be notified if all requisitioned handpieces and instruments are not returned.

- The contents of instrument tray set-ups and off-tray instruments and supplies are listed at the end of this document.
Supplies:

- Local anesthetics (2% Lidocaine with 1:100,000 Epinephrine).
- Needles (27 gauge short or long or 30 gauge short).
- Paper, cotton, rubber, and plastic disposables (saliva ejectors and suction tips).
- Amalgam capsules (Dispersalloy regular or Tytin regular set).
- The School of Dentistry supplies gowns, gloves, masks, and face shields for all clinical procedures.

Procedures for Obtaining Instruments and Handpieces:

- Preclinical laboratory handpieces will be issued if needed by Preclinical Laboratory Supply (Fifth Floor D-520).
- Clinical handpieces will be issued for each procedure in the clinics where candidates are assigned. All requisitioned sterile clinical instruments are issued to candidates by the clinic in which the instruments are used.
- Immediately following each procedure, all handpieces and instruments must be returned to the supply area from where they were obtained. Autoclave and ethylene oxide sterilization are provided for all instruments and handpieces following each patient use.
- The Commission on Dental Competency Assessments (CDCA) will be notified by the school if all requisitioned handpieces and instruments are not returned.

USE OF FACILITIES AND PATIENT SCREENING:

Candidates who wish to use the school's facilities prior to the examination must contact the office of the Assistant Dean for Clinical Affairs at (601) 984-6025. There will be a $250.00 fee for use of the facilities for patient screening. Evidence of professional liability insurance is required for patient screening. This insurance must provide coverage during the CDCA examination preparation period for patient contact at the School of Dentistry. Facilities are available for patient screening during business hours Monday and Tuesday preceding examinations. All screening and preparatory treatment of patients in UMMC School of Dentistry must be authorized and supervised by faculty. Patient screening forms and waivers can be obtained on fourth floor Oral Diagnosis Clinic room D414. Patients must be scheduled in each clinic prior to treatment.
Candidates must schedule appointment times and pay an additional $250.00 usage fee for use of facilities prior to examinations for screening/examinations for patients and/or manikin practice only available before 3:00 p.m. Monday and Tuesday week of examinations. Make personal check, cashier’s check, exact cash or money order payable to:

University of Mississippi Medical Center School of Dentistry (UMMC SOD)
Attn: Marla Martin
2500 North State Street
Jackson, MS 39216-4505

Limited reception room seating is available on the fourth floor for patients during the examination. Because fourth floor accommodations are limited, additional seating is available in the first floor lounge for patients and their guests. Smoking is not permitted on Campus.

PATIENTS:

The University of Mississippi Medical Center School of Dentistry does not assume responsibility for supplying patients for the licensure examination.

CONTENTS OF INSTRUMENT TRAY SET-UPS AND OFF-TRAY INSTRUMENTS AND SUPPLIES

1. Endodontic Laboratory Manikin Based Procedures

Tray Set-Up:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mirror</td>
<td></td>
</tr>
<tr>
<td>Burs (#57, #2, and #4 Endo access diamond)</td>
<td>Complete file set (15-90 25mm and 31mm)</td>
</tr>
<tr>
<td>Endodontic explorer</td>
<td>Onyx files (15-45 25mm)</td>
</tr>
<tr>
<td>Excavator</td>
<td>Cotton pellets</td>
</tr>
<tr>
<td>Spreader miss #1</td>
<td>Paper points (assortment)</td>
</tr>
<tr>
<td>Spreader miss #2</td>
<td>Ceramic mixing slab</td>
</tr>
<tr>
<td>Pluggers #5/7</td>
<td>Ceramic dish &amp; sponge (file holder)</td>
</tr>
<tr>
<td>Pluggers #9/11</td>
<td>Rubber stops</td>
</tr>
<tr>
<td>Pluggers woodson</td>
<td>Cement spatula</td>
</tr>
<tr>
<td>Cotton forceps (locking) (1)</td>
<td>Measuring gauge</td>
</tr>
<tr>
<td>Gutta percha points</td>
<td>Syringes (2)</td>
</tr>
<tr>
<td>Endodontic sealer</td>
<td></td>
</tr>
</tbody>
</table>
2. Fixed Prosthodontics Laboratory Manikin Based Procedures

Tray Set-Up:
Mirror
Double-ended periodontal probe
#8/9 hatchet

Off-Tray Instruments and Supplies:
Cotton products
Assorted articulating paper
Laboratory putty
Silicone Clearance Tabs 1.5mm and 2.0mm

Fixed Prosthodontics Diamond and Bur Block
138C
169L
234C
260.8C
260.8F
262.8C
283.4C
767.8CS (short)
770.5C
781.8C
782.10C
785.7C
722.8C KR
722.8C
878K-014
878K-016
8860-012
Pictures of Main Manikin Set-Up and Burs/Diamonds
3. Patient-based Restorative Procedures

**Tray Set-Up:**
- Mirror
- #5 explorer
- Double-ended periodontic probe
- #3 plastic instrument
- Hatchet
- Chisel
- #F 26L-26R margin trimmer
- #F 27L-27R margin trimmer
- Spoon excavator
- Cement spatula
- Dycal instrument
- #26-29 ball burnisher
- Condensers
- 2 x 2 Gauze
- Cotton rolls

**Off-Tray Instruments and Supplies:**
- Clamps
- Burs (assorted)
- Amalgam carrier and well
- Coltene Synergy Composite (Duo shade)
- Herculite composite (assorted shades)
- Prisma applicator gun

4. Patient-based Periodontal Procedures

**Board Examiner's Kit:**
- Front-surface mouth mirror
- PVC #12 Colorvue periodontal probe (3-6-9-12)
- #11-12 ODU explorer

**Tray Set-Up:**
- Double-sided mirror
- Moffitt probe
- PSR probe
- 11/12 ODU
- #5 explorer
- #2 Nabers probe
- 204S
- Cotton pliers
- PVC#12 Colorvue periodontal probe
- McCall's 17/18
- Columbia 13/14
- Columbia 4R/4L
- Gracey 3/4
- Gracey 11/12
- Gracey 13/14
- 2 x 2 gauze

**Off-Tray Instruments and Supplies:**
- Disposable prophy angle, brush, cup, and paste
- Unwaxed dental floss
- Syringes for Anesthesia
- Toothbrush and paste
- Cotton tip applicators
5. Patient-based burs and diamond

<table>
<thead>
<tr>
<th>Fissure Burs:</th>
<th>Inverted Cone Burs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>56</td>
<td>33-1/2</td>
</tr>
<tr>
<td>57</td>
<td>34</td>
</tr>
<tr>
<td>169</td>
<td>35</td>
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<td>169L</td>
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<td>170L</td>
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<td>245</td>
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<td>330</td>
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<td>557</td>
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</tr>
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<td>558</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Round Burs:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4</td>
<td></td>
</tr>
<tr>
<td>1/2</td>
<td></td>
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<tr>
<td>1</td>
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<td>6</td>
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<td>8</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>12 Blade Composite Finishing Burs:</th>
<th>Amalgam Finishing Burs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small white and gold football</td>
<td>7406-018</td>
</tr>
<tr>
<td>Large white and gold football</td>
<td>7408-023</td>
</tr>
<tr>
<td>Long and short gold flame</td>
<td>H246M-010</td>
</tr>
<tr>
<td>Yellow pointed</td>
<td></td>
</tr>
<tr>
<td>Small red football</td>
<td></td>
</tr>
<tr>
<td>Pogo polishers</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>Diamond:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caries indicator</td>
<td>8860-012</td>
</tr>
<tr>
<td>Omni matrix</td>
<td></td>
</tr>
<tr>
<td>Flowable composite</td>
<td></td>
</tr>
<tr>
<td>Palodent system</td>
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</tr>
</tbody>
</table>

MEDICAL EMERGENCY:

One or more of the following signs or symptoms may identify an impending medical emergency:

- Pallor
- Vertigo
- Faintness
- Perspiration
- Nausea
- Hives
- Chest pain
- Shortness of breath
- Change in voice tone
- Incoherence
- Severe headache
- Stupor

Follow these steps when an impending medical emergency is identified:

1. Stop all dental treatment if applicable.
2. Begin basic life support if indicated.
3. Send for nearest clinical faculty member and nearest emergency cart. To request “Essential Faculty” to be located using the red telephone in each clinical area, dialing 311 to page - speak clearly and slowly.

4. Proceed to activate an emergency notification following the instructions below:
   - If there is a medical emergency, dial 59593
   - Enter 46155# for user ID
   - Enter 46155# for Security Pin Code
   - Enter the extension number of the red phone in your clinic XXXXX# for Scenario (See below list)
   - Press 3 to start the Scenario that will page Oral Surgery and Advanced General Dentistry residents
   - Hang up

**List of red phone emergency numbers**

- D409 AEGD/GPR Clinic – 46052 Scenario ID
- D413 Removable Clinic – 46055 Scenario ID
- D419 Operative/Fixed Clinic – 46135 Scenario ID
- D519 5th Floor Hallway – 46058 Scenario ID

5. Monitor and record vital signs.

6. Activate “EMS” using 9-911 (hit the # button after it will automatically connect without any pause) if directed by the clinical faculty member.

7. Send available personnel to SOD first and second floor entrances to direct “EMS” team to location upon arrival.

8. Notify anyone accompanying patient or individual designated as emergency contact.

9. Describe medical emergency completely in dental patient record progress notes, if applicable, and report incident to Assistant Dean for Clinical Affairs within twenty-four hours using online occurrence report.

It is essential that all students and personnel know the locations of UMMC SOD emergency carts and defibrillators. Each medical emergency cart has a defibrillator and must be placed in its assigned location at all times. Each dental clinic has immediate access to an emergency cart. One cart, located in the faculty practice, services the first floor. A cart located in the Oral-Maxillofacial Surgery suite services the second floor and the Oral-Maxillofacial Radiology clinic. Two emergency carts are
located on the third floor, one between the Orthodontic and Pediatric and Public Health Dentistry clinics and the other between the Endodontic and Periodontics and Preventive Sciences clinics. Two emergency carts are located on the fourth floor, one between the Operative/ODX/Admissions and Fixed /Removable clinics and the other between the SHRP Dental Hygiene and AGD/GPR clinics.

Broken seals on emergency carts, indicating that a cart has been used, must be reported immediately to the Oral-Maxillofacial Surgery staff who regularly maintain the carts to ensure that all drugs and supplies are current and up to date.

**FIRE EMERGENCY:**

The following *School of Dentistry Fire Emergency Policies and Procedure* augments the general fire safety program outlined in the Medical Center's *Safety Program*.

**Fire Emergency Procedure – Rescue, Alert, Confine, Extinguish**

The *School of Dentistry building* should be vacated completely of all persons when a fire alarm is activated. All fire doors in the building will close areas off in order to contain the fire. Primary and secondary fire marshals have been assigned on both the north and south sides of the building to ensure that the building has been completely vacated. North and south fire marshals will meet at the central stairwell and verify that their areas have been evacuated and the fire, if present, has been confined. If fire is blocking the central stairwell entrance, then the meeting will take place at the west stairwell entrance. Fire marshals will also ensure that handicapped people that cannot descend the stairs are placed inside the east or west stairwell with a responsible adult. Both the east and west stairwells have a one and a half-hour fire rated doors and the stairwells have two-hour fire rated walls. Information about handicapped persons in the stairwell will be given to the fire brigade in parking lot #20. Persons on the first and second floors should vacate through any exit. All other persons should exit by the stairwells located on the east and west sides of the building. Elevators must never be used during a fire emergency. All exited persons should move to parking lot #20 directly in front of the School of Dentistry building. Primary and secondary fire marshals are to report clearance directly to the Assistant Dean for Clinical Affairs or designee in parking lot #20 as each floor is cleared. Primary and secondary fire marshals on each floor must ensure that all persons have vacated the area, there is an orderly process of vacating the building and that patients are properly instructed and guided.
Dial 46666 to report a fire and give location of the fire. Dialing ext. 46666 will alert the Medical Center Safety Unit, who in turn will alert the fire department and send a fire brigade to the scene. Use the red telephone in each clinical area, dialing 311 to page – speak clearly and slowly – to announce “Dr. Red” and give the floor location of the fire.

Activate the fire alarm to report a fire. Each floor of the School of Dentistry has three alarms and each person should be familiar with the location of the fire alarm nearest to him or her. Activating a fire alarm automatically signals both the Medical Center Safety Unit and the city fire department.

Confine the area by closing the door to the area where the fire is along with any adjacent doors in the vicinity of the area. If there is no eminent danger to the person where the fire is located, and if in the event of minor incidents, such as a fire in a trash receptacle, one may choose not to activate the fire alarm and extinguish the fire by utilizing the fire extinguishers which are located throughout the School of Dentistry building. The UMMC fire brigade will investigate to ensure that no further hazards exist; therefore, ext. 46666 should be notified.

An all clear will be announced by the Assistant Dean for Clinical Affairs or designee when it is safe to return to building. All occupants of the building should not return to their abandoned workplaces until the all-clear announcement has been made.

TORNADO EMERGENCY:

Tornado Safety Policy
It is the policy of the University Hospitals and Clinics to provide personnel, students, physicians, patients, and visitors with a specific plan of action designed to provide optimum safety in the event of tornado activity.

Definitions
A tornado watch is in effect when weather conditions in the area are such that a tornado could develop. A tornado warning is in effect when a funnel shaped cloud or tornado has been sighted in the area.
**Procedure**
Clinical Affairs personnel monitor alerts by the National Weather Alert Service during times of pending inclement weather. The NWAS will sound an alarm throughout the Jackson area when a tornado warning has been issued.

**Precautionary Measures**
Following an announcement of a tornado warning, all persons on the fifth floor of the School of Dentistry should move to lower floors. All persons already on floors lower than fifth should move immediately to offices, central hallways, and closed operatories away from windows where there is no danger from glass or flying objects. Fire marshals will ensure that all areas are cleared and personnel are moved to lower floors or are in areas where there is no danger from glass or flying objects.

**Responsible Agents**
Faculty must ensure compliance with this policy in their respective areas.

**All Clear**
An all clear will be announced by the Assistant Dean for Clinical Affairs or his designee when a tornado emergency has officially ended. All occupants of the building should not return to their abandoned workplaces until the all-clear announcement has been made.

**Other Emergencies**
Earthquakes, bomb threats, or any other conditions which could compromise the safety of the School of Dentistry building and its occupants will be announced and applicable instructions will accompany the announcement.

**Campus Police:**

Dial 601-984-1360 to report an incident and give location.
ALPHABETICAL LIST OF AREA HOTELS & MOTELS

Cabot Lodge-Millsaps  
2375 North State Street  
Jackson, MS 39202  
Telephone: 601-948-8650  
Facsimile: 601-326-8544  
Internet: http://www.cabotlodgemillsaps.com

Clarion Hotel  
5075 Interstate 55 North  
Jackson, MS 39202  
Telephone: 601-366-9411  
Internet: http://www.clarionhotel.com

Hampton Inn & Suites  
320 Greymont Avenue  
Jackson, MS 39202  
Telephone: 301-352-1700  
Internet: http://www.hamptoninn.com

Hilton Garden Inn Jackson Downtown  
235 West Capitol Street  
Jackson, MS 39201  
Telephone: 601-353-5464  
Facsimile: 601-353-5465

Jackson Marriott  
200 East Amite Street  
Jackson, MS 39201  
Telephone: 601-969-5100  
Facsimile: 601-353-4333  
Internet: http://www.marriott.com

Red Roof Inn-Coliseum  
700 Larson Street  
Jackson, MS 39202  
Telephone: 800-733-7663 (1-800-RED-ROOF)  
601-969-5006  
Facsimile: 601-969-5159  
Internet: http://www.redroof.com

The foregoing list is furnished to candidates for informational purposes only and must not be construed to be a recommendation from CDCA or the University of Mississippi Medical Center School of Dentistry.