



**Bluegrass Community and Technical College
Dental Hygiene Program
CDCA Dental Hygiene Candidate Handbook**

**470 Cooper Drive
Oswald Building Room 250
Lexington, KY 40506
859-246-6857 Main Clinic
859-246-6235 Clinic Coordinator**

Welcome to the Bluegrass Community and Technical College (BCTC)

The faculty and staff of the BCTC realize clinical boards are inherently stressful, especially when applicants are working in an unfamiliar clinic. It is our sincere hope that this handbook, which has been prepared to help assist dental hygiene candidates for the Commission on Dental Competency Assessments (CDCA) administered ADEX dental hygiene exam, will help make your time with us as smooth as possible. **If you have additional questions after reading this handbook, please contact us at 859-246-6857**, or visit our website (<https://bluegrass.kctcs.edu/education-training/programs/dental-hygiene/clinic-and-staff.aspx>) for more information.

BCTC is located in front of the University of Kentucky's Kroger Field. The address is 470 Cooper Drive, Lexington, KY. **TRAVEL and HOUSING ARRANGEMENTS**

Cost for use of the facility is \$150.00. This includes all disposable plastics that you will use in the exam, disinfecting products etc. All other equipment (handpieces, syringes, ultrasonic units) must be provided by the candidate.

1. Airline and Airport Information

Bluegrass Airport drive time to BCTC is approximately 20 minutes.

2. Chauffeured Ground transportation

Transportation via Uber, van, limousine, or bus is available from the airport.

Rental Car Information

Rental Car available in the baggage claim area on the first level of the terminal

Alamo
Avis
Dollar
National
Enterprise

3. Driving Instructions

From Elizabethtown, Lawrenceburg and Versailles via Bluegrass Parkway

- Take Bluegrass Parkway to Lexington and exit right onto US 60 East at Exit 72A.
- Follow Versailles Road/US 60 East for several miles. You will pass Keeneland Race Track and Bluegrass Airport.
- Pass under New Circle Road (KY 4).
- Turn right on Mason Headley Drive
- Follow Mason Headley all the way to BCTC Campus (you will cross over Harrodsburg Road and Nicholasville Road.)

- When you cross over Nicholasville Road, you will need to take the second right onto Sports Center Drive
- Turn right at the three-way stop sign into Kroger Field parking lot. The BCTC Oswald Building is the long building with two rows of black windows.
- You may park anywhere there is not a reserved sign (“E”, Handicapped, etc.) or meters.
- The Oswald Building is the main building in front of you.

From Louisville via I-64

- Follow I-64 East toward Lexington and take exit 115, turning right onto Newtown Pike/KY 922 toward Lexington.
- Cross over New Circle Road (KY 4) and continue on Newtown Pike/KY 922 until you reach Main Street.
- Turn left onto West Main Street (US 25/421) toward downtown Lexington. At the Civic Center, stay right and proceed down Vine Street.
- Turn right onto South Broadway.
- Continue on south Broadway and turn left onto Waller Avenue.
- When you cross over Nicholasville Road, you will need to take the second right onto Sports Center Drive
- Turn right at the three-way stop sign into Kroger Field parking lot. The BCTC Oswald Building is the long building with two rows of black windows.
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From Northern Ky. And Cincinnati via I-75

- Follow I-75 South toward Lexington
- Take exit 113 (marked Paris/Lexington).
- Turn right onto North Broadway (Route 68 West/27 South).
- Follow North Broadway toward downtown Lexington. You will drive under a flashing light at Transylvania University. North Broadway becomes South Broadway after crossing Main Street.
- Continue on South Broadway to Waller Avenue (about a mile)
- Turn left on Waller Avenue
- When you cross over Nicholasville Road, you will need to take the second right onto Sports Center Drive
- Turn right at the three-way stop sign into Kroger Field parking lot. The BCTC Oswald Building is the long building with two rows of black windows.
- You may park anywhere there is not a reserved sign (“E”, Handicapped, etc.) or meters.
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From Richmond and Berea via I-75

- Follow I-75 North to Lexington
- Take Exit 104 to KY 418 (marked Lexington/Athens).
- Turn left off the exit onto KY 418 toward Lexington. KY 418 becomes Richmond Road/US 25 near Jacobson Park
- Continue on Richmond Road/US 25 toward downtown Lexington, crossing New Circle Road (KY 4) overpass
- As you come into downtown, Richmond Road becomes Main Street. Follow Main Street, passing Thoroughbred Park on your right.
- Move into the left lane of Main Street and turn left onto south Broadway.
- Continue on South Broadway and turn left onto Waller Avenue.
- When you cross over Nicholasville Road, you will need to take the second right onto Sports Center Drive
- Turn right at the three-way stop sign into Kroger Field parking lot. The BCTC Oswald Building is the long building with two rows of black windows.
- You may park anywhere there is not a reserved sign (“E”, Handicapped, etc.) or meters.
- The Oswald Building is the main building in front of you.

4. Hotel/Motel Accommodations

Reservations should be made directly with hotels/motels accommodations located close to the school are listed below. Candidates should call for rates.

There are several hotels within a 10 minute drive to Bluegrass Community and Technical College.

Reservations should be made directly with hotels/motels. Candidates should call for rates.

Crown Plaza 800.432.9254 1375 Harrodsburg Road

**Holiday Inn Express 859.389.6800 1000 Export Street
University**

Hampton Inn Lexington Medical Center 859-313-9000 1953 Nicholasville Road

5. Gas/Food and ATM's

The nearest gas and ATM is located at the corner of Southland Drive and Nicholasville Road, 1975 Nicholasville Road in the Shell station.

6. BCTC Parking

A parking map has been included in this candidate guide for your convenience. Please note that all candidates and patients may park in the Green Lot of Kroger Field, only in unmarked parking spaces. Please do not park at the meters or reserved parking spots. All candidates and their patients should enter through the main entrance of the building accessible from the front of the building. Permits are not required to park at BCTC during CDCA examination days and parking lot hours are 6:00 a.m. to 6:00 p.m. Vehicles left after hours on campus are subject to being towed.

7. BCTC Security

BCTC is a very small campus and does not have an on-campus police force or on-site security services for the dates of the examinations. Situations requiring security or police presence should be referred to local law enforcement authorities.

BCTC Facility and Services

1. Building and Access Hours:

The BCTC Oswald Building will open from 6:00 a.m. to 6:00 p.m. on examination days during The Commission of Dental Assessments (CDCA), unless otherwise requested by the CDCA. Please note that **the day before the examinations begin**, the clinic **will be closed to everyone** (including tours) for cleaning and pre-examination set-up.

2. Food and Beverage Services:

BCTC has no food, beverage, or cafeteria services for candidates or their patients. Candidates should inform their patients to eat before coming to the exam or candidates may choose to bring a small amount of food and beverage for their patients. There are vending machines on the first floor if needed. There are many gas stations, restaurants and fast food establishments located within one (1) mile of the campus if you wish to purchase food. However, **food or drink are not allowed in any areas** near the candidate clinics or check in desk during the examination. The patient and candidate holding area or the vending area are the only areas where food and beverages may be consumed. Please clean up the patient and candidate holding area before you leave.

3. Registration and Identification Badges

Numbered badges issued to candidates (by CDCA usually at orientation) will serve as your I.D. throughout the examination. The badge must be worn at all times while in the building. Badges **must be turned in** at the completion of the examination(s) as a part of the checkout procedure with CDCA.

Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

Please note that BCTC does not provide patients for candidates and **does not have** the responsibility for providing examination patients or back-up patients for **any** candidate for any reason. The CDCA candidate is solely responsible for scheduling, securing and screening qualified patients for any/all CDCA exam(s) and should not make requests of anyone associated with the college (BCTC faculty, administration, or staff) for possible back-up patients, patient information, patient consultation, advice, or patient records relating to any patient being considered for a CDCA examination. All questions regarding candidate qualifications should be directed to the appropriate CDCA officials. Candidate qualifications are provided in your candidate guide

delivered to you directly by CDCA. Unfortunately, not all candidates are students of BCTC and some candidates will not be able to request the use of the clinical facilities at BCTC for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a BCTC student the availability, hours, and days of operation of the BCTC clinic is determined by the clinical staff at BCTC and is not guaranteed to fit your scheduling preferences. The time and days that the clinic will be available for screening patients will be **by appointment only and is on a first come first serve basis for BCTC students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of BCTC students and their patients may ONLY be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above (please call BCTC for additional details). To schedule a screening appointment, you may contact the BCTC front office receptionist by calling (859)246-6857. Please note that **the day before the examinations begin the clinic will be closed to everyone** (including screenings for BCTC students and tours) for cleaning and pre-examination set-up, and that after the exams begin (and during the exam) all candidates and school personnel will NOT be allowed to access or pass through restricted CDCA designated areas. All candidates (even if they are not BCTC students) and their patients take full responsibility for the use of any equipment, machinery, or items used while on campus and must sign disclosure forms (and arbitration agreements) absolving, (BCTC) and their assigned agents from any liability, damages, responsibility, etc. associated with requests and actions engaged in while screening or providing any exam or related dental services to their patients while on the BCTC campus. BCTC student candidates must also arrange to have or bring a licensed dentist with them according to State Law to oversee and supervise all screening/evaluating activities regardless of when that screening takes place.

X-Rays/Radiographs

No digital radiographic services will be available for CDCA candidates during the examination.

Preparing for the Clinical Phase of the Examination

Candidates will be using the BCTC Dental Hygiene Clinic. Each candidate will be assigned a numbered operatory that corresponds to his or her numbered I.D. badge issued at orientation. Each operatory is equipped with one dental chair, one delivery unit equipped with air/water syringe, and one operator's stool. All equipment malfunctions that take place during the examination should be immediately reported to the BCTC Site Coordinator.

Emergency Equipment and Preparedness for Medical Emergency

All candidates should familiarize themselves with the location of the oxygen/emergency cart (medical emergency kit) and the first aid kit. During the examination, the emergency cart/first aid kit and the AED are located on side B of the dental hygiene clinic. **In the event of an emergency, the procedure is:**

- STAY WITH YOUR PATIENT; verbally notify the CDCA Floor Assistant, School Coordinator or Chief Examiner of the emergency.

- Make sure someone calls the local 9-1-1 (notify EMS).
- Administer oxygen (O₂) from the green oxygen cylinder located next to the medical emergency kit.
- Administer Basic Life Support (BLS) until EMS arrive.

During the Board

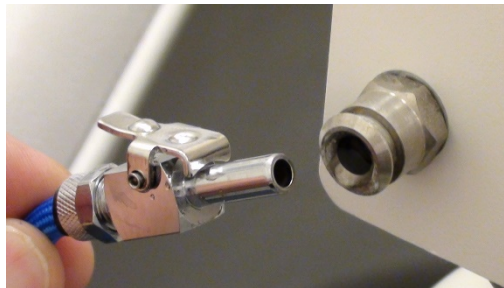
1. Handpiece and Propphy Angle Hookups.

We have standard RDH handpiece hoses/connectors. We do not provide handpieces but will have disposable prophylaxis angles available.

2. Sonic/Ultrasonic Devices.

All operatories are equipped to operate the ultrasonic devices listed/pictured below. The air pressure to each operator chair and all the handpieces are factory set at approximately 35 to 50 psi. Please ensure that your devices will operate effectively within these parameters.

Please familiarize yourself with the dental chairs and hook-up/connection features outlined in this section of the guide. Please note the single water hook-up/connection picture below for all ultrasonic scaling units. The water hook-up is a standard ADEC hook up (please see the picture below of the 8.0 Water Tubing with ¼ male non-shut off quick release attachment or visit www.autoscaler.com for manufacturers unit specifications and limitations). All water is supplied from a pressurized bottle on the unit.



- If you wish to arrive at BCTC Dental Hygiene Clinic before your scheduled testing day to hook-up your ultrasonic unit you may do so if you call and schedule a time with the front desk receptionist at (859) 246-6857. If the CDCA exam has already begun you cannot enter the clinic.

3. Infection Control/Asepsis Requirements

a. Surface Asepsis

- i. Handles of the unit light, radiographic tube heads, and chair head and chair controls must be covered with either clear plastic barrier wrap or aluminum foil.
- ii. The patient chair, dental unit, counter tops, and operator stool should be disinfected with disinfectant wipes.
- iii. Disinfectant wipes, plastic/barrier headrest covers and plastic/barrier wrap are provided by BCTC for all candidates free of charge.
- iv. Candidates must furnish their own sturdy utility gloves (nitrile preferred) to be worn when handling or packaging dirty instruments through (or to and from) the candidate clinic area.
- v. Universal infection control guidelines and Personal Protective Equipment (P.P.E.) and guidelines should be observed during the CDCA exam at BCTC. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes labcoats or disposable gowns) is required for each candidate and must be worn in all occupational exposure situations.
- ii. Disposable gloves, masks, and all other disposable plastics will be available on the clinic floor free of charge during the examinations.
- iii. Candidates must provide their own OSHA-acceptable protective glasses and should also provide protective glasses for their patients. Please note that BCTC does not provide disposable side shields for glasses.

c. Hazardous Waste

- i. Any blood/saliva soaked waste is considered hazardous and should be disposed of appropriately in the red hazardous waste containers on each side of the clinic.
- ii. Sharps: All needles, anesthetic cartridges, and any potential sharps are to be placed in the red plastic sharps containers located on both steri-center stations in the BCTC Dental Hygiene Clinic.

d. Sterilization

- i. Instruments and handpieces can be processed and run through a steam sterilizer after your examinations free of charge for candidates requesting this service from BCTC. BCTC personnel will not lube, wipe down, scrub, ultrasonic, or wash instruments either inside or outside of cassettes. All instruments should be wiped down and clean of visible debris before being brought to the BCTC sterilization drop-off area. Submitted candidate instruments should be placed in a sealed sterilization bag within a closed stainless-steel instrument cassette or simply wrapped by the candidate for sterilization and labeled clearly. Stainless steel instrument cassettes

submitted to BCTC for sterilization should be able to fit comfortably within a 7 ½ W x 13 L disposable self seal sterilization pouch. Hand sterilization wrap provided to candidates by BCTC are no larger than 7 ½ W x 13 L. All submitted instruments/items for sterilization should be clearly marked with the candidates CDCA identification number **only**. To ensure all candidates anonymity all instruments used in the exam should not be marked with candidate names or initials or other identifying markings. Instruments submitted for sterilization will be processed/sterilized with a minimum required turn-around time of three hours. Items submitted after 3:00 p.m. will be available for pick-up the following business day by 8:00 a.m. (BCTC is not open on Sunday). All items submitted to be sterilized **must be picked up from BCTC within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided by BCTC the candidate assumes all liability for lost or damaged items submitted.

- ii. The time that instruments can be retrieved depends on the length of time necessary for processing and sterilization, as well as the number of other candidate's instruments. The shortest amount of time in which instruments can be processed is **approximately three hours**. The sterilization assistant will provide you an estimated time after which you may pick up the sterilized instruments. Please do not submit any materials or instruments that may be damaged during the sterilization process.

*THE BCTC DENTAL HYGIENE CLINIC ASSUMES NO RESPONSIBILITY OR LIABILITY FOR CANDIDATES WHO BRING DENTAL/DENTAL HYGIENE INSTRUMENTS, ULTRASONIC SCALERS, OR OTHER PERSONAL EFFECTS/ITEMS ONTO CAMPUS. THIS POLICY ALSO INCLUDES ITEMS THAT MAY BE LOST, BROKEN, STOLEN, OR DAMAGED, (OR THAT ARE NOT RETRIEVED **WITHIN FIVE DAYS AFTER THE CLOSING OF THE EXAMINATION**). PLEASE ARRANGE TO HAVE YOUR ITEMS PICKED UP.*

4. Disposable Items:

All of the following items are expendable materials and are provided free of charge by BCTC to all candidates.

- Surface disinfection wipes
- Barrier materials & tape
- Patient toothbrushes
- Patient toothpaste
- Chair covers
- Barrier tape (roll)
- Tray covers/Barriers
- Plastic instrument trays
- 2 x 2 gauze squares
- Non-latex gloves (S-XL)
- Air water syringe tips (plastic)
- Facial tissue
- Patient napkins
- Standard saliva ejectors
- Face masks
- Cotton rolls
- Soap (liquid)
- HVE Tips
- Sanitizing materials
- Oral pre-rinse & cups
- Prophylaxis paste
- Cotton swab (tip applicators)
- Mouthwash
- Autoclave wrap and tape
- Drinking cups (small)
- Topical anesthetic(s)
- Paper towels

5. Translation Services

Translation services for candidates and patients are not provided by BCTC. Candidates wishing to bring a translator (for languages other than English) must provide all accommodations required. All translators must check in with the CDCA site coordinator and school coordinator upon arrival and will only be allowed into the clinical area when their services are required. Candidate translators must abide by all applicable candidate rules (no cell phones, notes, or PDA's) and safety requirements as well as all reasonable CDCA site coordinator and/or BCTC site coordinator requests to ensure that all other candidates have a fair, secure, quiet, safe, effective, and successful examination.

6. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at BCTC before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination BCTC does NOT have replacement instruments to loan/sell to candidates, so please come prepared accordingly. Patients that have a latex allergy will not be allowed into the BCTC clinic for your CDCA examination! As a reminder candidates and patients should not bring cell phones, notes, or PDA's to the examination. Items left behind after a candidate's exam is completed may not be returned. BCTC will make every effort to remind candidates not to leave instruments and other items behind when they leave as BCTC will not mail ANY items left behind. If candidates request any help from the BCTC School Coordinator or staff we will be happy to help, however the candidate assumes all responsibility for any help or attempted assistance given. Inadvertent damage or perceived damage to any personal items, instruments, ultrasonics, or other items that the candidate is seeking help with is the sole responsibility of the candidate. BCTC does not rent ultrasonics or ultrasonic tips.

We hope that this guide has been helpful and that your examination experience at BCTC will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us (BCTC) and we will attempt to update this guide as soon as possible. Please email all corrections to BL-dentalhygieneclinic@kctcs.edu. Good luck on your examination!