



**SUNY Canton**  
**CDCA Dental Hygiene Candidate Handbook**

**Distance site located at:**  
**125 Brookley Road**  
**Rome, New York 13440**  
**VA Outpatient Facility**

## **Welcome to the SUNY Canton**

The faculty and staff of the SUNY canton 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 (315)336-3484** or visit our website ([www.sunycanton.edu](http://www.sunycanton.edu)) for more information.

SUNY canton dental hygiene program is in Rome, N.Y.

**The use of the equipment and supplies rental fee is \$100.00 and includes the use of a cavitron and all disposable items. Detailed information may be obtained by contacting our CDCA Coordinator: Dawn Fremont at [fremontd@canton.edu](mailto:fremontd@canton.edu).**

**1. Airline and Airport Information: The closest airport is Syracuse, NY.**

**2. Chauffeured Ground transportation**

Transportation via van, limousine, or bus is available from the airport. As well as all rental car options.

**3. Driving Instructions**

GPS, 125 Brookley Road, Rome, NY 13440.

**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.

Hampton Inn, Wingate by Marriott.

**5. Gas/Food and ATM's are all close by.**

**6. Parking is available directly in front of the building and no parking passes are needed. Enter the building through the main entrance of the entrance to the right of the building and follow sign to the clinic.**

**7. SUNY Canton Security**

The building is a VA outpatient facility and does have its own security police.

## **SUNY Canton Facility and Services**

**1. Building and Access Hours:**

The 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.

**2. Food and Beverage Services:**

Our facility 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 that the on-site **school coordinator can refrigerate and then retrieve for them** when it is needed. There are many gas stations, restaurants and fast food establishments located within a few miles 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.**

### **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 always be worn 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 SUNY Canton 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 (SUNY Canton 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 SUNY Canton and some candidates will not be able to request the use of the clinical facilities at SUNY Canton for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a SUNY Canton student the availability, hours, and days of operation of the clinic is determined by the clinical staff at SUNY Canton and is not guaranteed to fit your scheduling preferences. Screening times for candidates and their patients may **ONLY** be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above. To schedule a screening appointment, you may contact the receptionist by calling (315)336-3484. All candidates and school personnel will **NOT** be allowed to access or pass through restricted CDCA designated areas once set up. All candidates 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, SUNY Canton 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 in the SUNY Canton facility. SUNY Canton provides a licensed dentist to oversee and supervise during exam day.

### **X-Rays/Radiographs**

Digital and Conventional radiographs may be taken at the facility prior to exam day. **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 SUNY Canton 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 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 in the front of the 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 (O<sub>2</sub>) 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 Prophy Angle Hookups.

Handpieces are not provided. Prophy angles are limited to certain handpieces.

### 2. Sonic/Ultrasonic Devices.

All operatories are equipped to operate with an ultrasonic device. Ultrasonic tips are also available for use.

If you prefer to bring your own ultrasonic scaling unit, please familiarize yourself with the dental chairs and hook-up/connection features. The water hook-up is a standard ADEC hook up. All water is supplied from a pressurized bottle on the unit.



- SUNY Canton features magnetostrictive ultrasonic scaling units with a 30K lavage knob for lavage control/adjustment. The lavage knob accepts Dentsply® Cavitron® Brand/Type

30K TFI, P, SLI, and FSI ultrasonic inserts. Please familiarize yourself with the application, limitations, and restrictions of this technology before you arrive to the examination site.

- All ultrasonic units supplied for candidates by SUNY Canton are provided “as is” and are in a “used” condition. Every effort has been made to ensure that rentals are in good working order; however, due to their “used” condition performance expectations may vary from unit to unit. If you wish to arrive at SUNY Canton 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. 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.
- 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 for all candidates with clinic rental fee.
- iv. Disposable plastic overgloves are also available for candidates upon request.
  - v. Utility gloves (nitrile preferred) to be worn when handling or packaging dirty instruments through (or to and from) the candidate clinic area are provided.
  - vi. Universal infection control guidelines and Personal Protective Equipment (P.P.E.) and guidelines should be observed during the CDCA exam. This includes standard OSHA standards and guidelines.

#### **b. Personnel Protective Equipment**

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by SUNY Canton and must be worn in all occupational exposure situations.
- ii. Disposable gloves, masks, and gowns will be available during the examinations with rental fee.
- iii. Candidates must provide their own OSHA-acceptable protective glasses and should also provide protective glasses for their patients. Please note that SUNY Canton 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 in the available/provided (red) biohazard bags.
- ii. Sharps: All needles, anesthetic cartridges, and any potential sharps are to be placed in the red plastic sharps containers located in the treatment room.

#### **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. SUNY Canton will not lube, wipe down, scrub, ultrasonic, or wash instruments either inside or outside of cassettes. All instruments should be clean of visible debris before being brought to the sterilization drop-off area. Submitted candidate instruments should be placed in a closed stainless-steel instrument cassette and wrapped by the candidate for sterilization. Sterilization bags are also provided. 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 turnaround 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. All items submitted to be sterilized **must be picked up from SUNY Canton within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided by SUNY Canton, the candidate assumes all liability for lost or damaged items submitted.

*SUNY Canton 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 the following items are expendable materials and are provided with the paid rental fee to all candidates.

- |                              |                                    |                                      |
|------------------------------|------------------------------------|--------------------------------------|
| ● Surface disinfection wipes | ● Non-latex gloves (S-XL)          | ● Sanitizing materials               |
| ● Barrier materials & tape   | ● Air water syringe tips (plastic) | ● Oral pre-rinse & cups              |
| ● Bracket tray covers        | ● Facial tissue                    | ● Disposable needle stick protectors |
| ● Red biohazard bags         | ● Patient napkins                  | ● Cotton swab (tip applicators)      |
| ● Headrest covers            | ● Standard saliva ejectors         | ● Antimicrobial mouthwash            |
| ● Barrier tape               | ● Face masks                       | ● Autoclave bags (S-L)               |
| ● Tray covers/Barriers       | ● Cotton rolls                     | ● Drinking cups (small)              |
| ● Soap (liquid)              | ● Topical anesthetic(s)            |                                      |
| ● Overgloves                 | ● 2 x 2 gauze squares              | ● Local Anesthetics*                 |
| ● HVE Tips                   | ● Paper towels                     | ● 30-gauge short needles             |
| ● Disposable bib clips       | ● Prophylactic paste               | ● 27-gauge long needles              |

#### **Disposable Air/Water Syringe Tips and Bite Blocks**

SUNY Canton provides and uses disposable air/water syringe tips for the examination. Bite blocks are available.

## 5. Translation Services

Translation services for candidates and patients are not provided by SUNY Canton.

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 requests to ensure that all other candidates have a fair, secure, quiet, safe, effective, and successful examination.

6. **Local Anesthetic Information** –Local anesthetic cartridges/carpules and 20% benzocaine topical anesthetic gel is provided to all candidates. Lidocaine and mepivacaine are what are available, with re capping devices. Candidates must provide documentation of certification.

## 7. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at SUNY Canton before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination SUNY does have replacement instruments to loan to candidates. 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. SUNY Canton will make every effort to remind candidates not to leave instruments and other items behind when they leave as we will not mail ANY items left behind. If candidates request any help from the SUNY Canton 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.

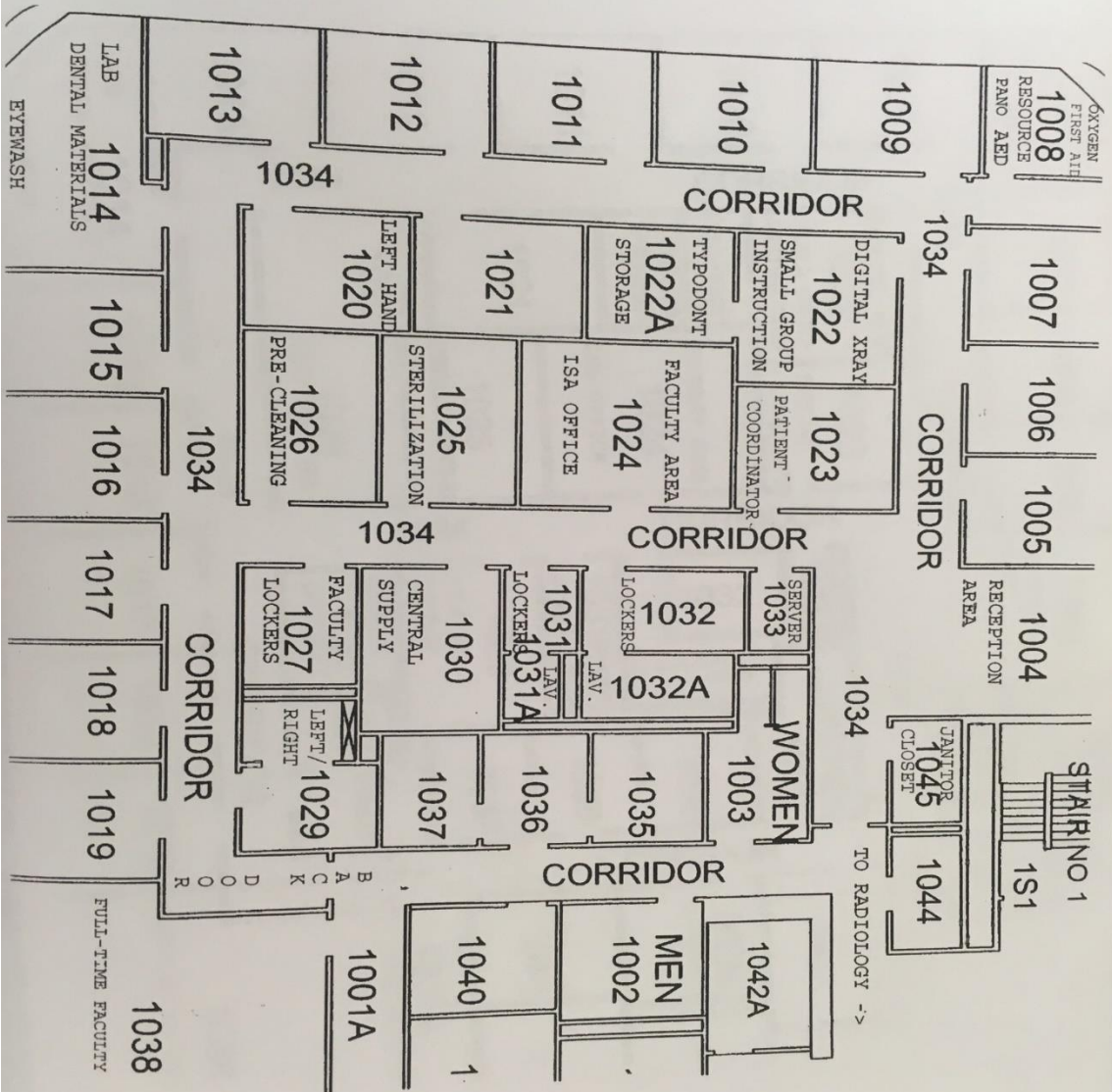
### EXAM ROOM ASSIGNMENTS

*Exam dates and room assignments will be provided by the CDCA Coordinator.*

*Feel free to contact Dawn Fremont at [fremontd@canton.edu](mailto:fremontd@canton.edu) .*

*We hope that this guide has been helpful and that your examination experience at SUNY Canton will be a pleasant one. Good Luck on your exam!*

*Attached is a floor plan of SUNY Canton's clinic facility:*



Map of Room Plan  
From VA