



Coastal Bend College CDCA Dental Hygiene Candidate Handbook

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Welcome to Coastal Bend College

The faculty and staff of the Coastal Bend College 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 (361)354-255.**

Coastal Bend College is located in Beeville Texas at 3800 Charco Road.

\$125.00 Facility Fee can be paid the day of exam by cash, cashier check or money order payable to CBC Dental Hygiene

\$150.00 Cavitron non-refundable rental fee paid the day of the exam by cash, cashier check or money order payable to CBC Dental Hygiene.

TRAVEL and HOUSING ARRANGEMENTS

1. 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.

Yonder Inn, Hampton Inn, Holiday Inn Express, La Quinta Inn

2. Gas/Food and ATM's

Valero, Wal-Mart, Subway, McDonald's, Chili's, Whataburger

3. Coastal Bend College Parking

A parking map has been included in this candidate guide for your convenience. Please note that all candidates and patients may park in parking spaces located in the (E) parking lot at Coastal Bend College. All candidates and their patients should enter through the main entrance of the Dental Hygiene building accessible from the (E) parking lot. Permits are not required to park at Coastal Bend College 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.

4. Coastal Bend College Security

Coastal Bend College 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.

Beeville Police Department 361-358-3100

Coastal Bend College Facility and Services

1. Building and Access Hours:

The Coastal Bend College Dental Hygiene 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 building and campus **will be closed to everyone** (including tours) for cleaning and pre-examination set-up.

2. Food and Beverage Services:

Coastal Bend College 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 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.

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.

4. Parking:

A parking map follows for your convenience.

Take the Coastal Bend College exit from Hwy 181 it will be the first parking lot to the left, there are 2 entrances into the (E) parking lot. Take the sidewalk up an incline, there is a building to the right George F. Elam building which is the wrong building. The building to the left is the correct building where candidates and patients should arrive at the James Dougherty building of Dental technology, the glass doors are the entrance to the Coastal Bend College Dental Hygiene Clinic.

Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

Please note that Coastal Bend College 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 (Coastal Bend College 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 Coastal Bend College and some candidates will not be able to request the use of the clinical facilities at Coastal Bend College or screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a Coastal Bend College student the availability, hours, and days of operation of the ADD Coastal Bend College clinic is determined by the clinical staff at Coastal Bend College 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 Coastal Bend College and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of Coastal Bend College students and their patients may ONLY be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above (please call Coastal Bend College for additional details). To schedule a screening appointment, you may contact the Coastal Bend College front office receptionist by calling (361)354-2555. Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including screenings for Coastal Bend College 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 Coastal Bend College 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 Careers Unlimited L.L.C., (dba Coastal Bend College) 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 Coastal Bend College campus. Coastal Bend College 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

Radiographic services will not be available for CDCA candidates during the examination.

Preparing for the Clinical Phase of the Examination

Candidates will be using the Coastal Bend College Dental Hygiene facility. 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 Coastal Bend College 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 the main floor in the walk through between Clinic I & Clinic II (See CDCA Floor Plan). **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 Propy Angle Hookups.

All clinical chairs have tubing/hoses for a 2-prong handpiece polisher. Coastal Bend College prefers each candidate to bring and use their own handpiece. There are extras available should there be any difficulties or malfunction during treatment. The Midwest RDH handpiece is used in the Coastal Bend College Dental Hygiene clinic.



Midwest RDH brand

2. Sonic/Ultrasonic Devices.

All operatories are equipped to operate the ultrasonic devices listed/pictured below. The air pressure to each operatory 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.

If you prefer to bring your own ultrasonic scaling unit, 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.



- Coastal Bend College features magnetostrictive ultrasonic scaling units with a 25K lavage knob for lavage control/adjustment. The lavage knob accepts Dentsply®Cavitron®Brand/Type 25K TFI, P, SLI, and FSI ultrasonic inserts. If you are still in doubt about what types of tips to obtain Coastal Bend College commonly uses the Cavitron THINsert 25K CTI-10S (Reorder 81551), the SlimLINE 25K FSI-SLI-10S (Reorder 80395), and the PowerLINE 25K FSI-PWR-1000 (Reorder 80799). **Note: All Coastal Bend College Ultrasonic Scalers available for candidate use provided for free by Coastal Bend College utilize magnetostrictive technology.** 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 Coastal Bend College 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. **All tips/inserts for all available ultrasonic units (along with gaskets for tips/inserts) are not supplied by Coastal Bend College and are not available for rental or purchase from Coastal Bend College. Please plan accordingly and bring your own ultrasonic tips with gaskets!** If you wish to arrive at Coastal Bend College 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 Coastal Bend College. 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 Coastal Bend College for all candidates free of charge.
- iv. Disposable plastic overgloves are available (free of charge) for candidates upon request.
 - v. 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.
 - vi. Universal infection control guidelines and Personal Protective Equipment (P.P.E.) and guidelines should be observed during the CDCA exam at Coastal Bend College this includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by Coastal Bend College (one per day free of charge) and must be worn in all occupational exposure situations.
- ii. Disposable gloves, masks, and gowns 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 Coastal Bend College 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 sterilization of Coastal Bend College 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 Coastal Bend College. Coastal Bend College 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 Coastal Bend College sterilization drop-off area. Submitted candidate instruments should be placed in a sealed sterilization bag within a closed stainless-steel instrument cassette or simply bagged by the candidate for sterilization. Stainless steel instrument cassettes submitted to Coastal Bend College for sterilization should be able to fit comfortably within a 7 ½ W x 13 L disposable self-seal sterilization pouch. Hand sterilization bags provided to candidates by Coastal Bend College are no larger than 7 ½ W x 13 L. Candidates may request extra-large autoclave bags (13 x 20) if needed. 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. (Coastal Bend College is not open on Sunday). All items submitted to be sterilized **must be picked up from Coastal Bend College within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided by Coastal Bend College, 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 COASTAL BEND COLLEGE 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 Coastal Bend College to all candidates.

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| ● 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 (roll) | ● Face masks | ● Autoclave bags (S-L) |
| ● Tray covers/Barriers | ● Cotton rolls | ● Drinking cups (small) |
| ● Soap (liquid) | ● Topical anesthetic(s) | ● Local Anesthetics* |
| ● Overgloves | ● 2 x 2 gauze squares | ● 30-gauge short needles |
| ● HVE Tips | ● Paper towels | ● 27-gauge long needles |
| ● Disposable bib clips | ● Prophylaxis paste | |

*See Section 6 below.

Disposable Air/Water Syringe Tips and Bite Blocks

Coastal Bend College provides and uses disposable air/water syringe tips for the examination. Candidates should plan and bring bite blocks to make their patients more comfortable during the exam. If you prefer metal air/water syringe tips you should plan accordingly and bring them to the exam with you as Coastal Bend College does not provide them.

5. Translation Services

Translation services for candidates and patients are not provided by Coastal Bend College. 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 Coastal Bend College 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 free of charge to all candidates. The brands of local anesthetic used/provided for free by Coastal Bend College are generic brands that are 1.7 to 1.8 ml standard cartridges with the following concentration: **Lidocaine HCl 2% and epinephrine 1:100,000.**

7. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at Coastal Bend College before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination Coastal Bend College 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 Coastal Bend College 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. Coastal Bend College will make every effort to remind candidates not to leave instruments and other items behind when they leave as Coastal Bend College will not mail ANY items left behind. If candidates request any help from the Coastal Bend College 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, ultrasonic, or other items that the candidate is seeking help with is the sole responsibility of the candidate. Coastal Bend College does not rent ultrasonic or ultrasonic tips.

EXAM ROOM ASSIGNMENTS

(NOTE: See official CDCA documents for days, dates, and times)

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