



**El Centro College**

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

**El Centro College Dental Hygiene Program  
CDCA Dental Hygiene Candidate Handbook**

**1250 W. Mockingbird Lane, Suite 500  
Dallas, TX 75247**

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## **Welcome to the El Centro College Dental Hygiene Program**

The faculty and staff of the El Centro College Dental Hygiene Program 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 (214) 860-2301** for more information.

The El Centro College Dental Hygiene Program is located at 1250 W. Mockingbird Lane, Suite 500, Dallas, Texas, 75247. The college has several campuses, so it is important to know the Dental Hygiene Program is located at the address above.

### **El Centro College Dental Hygiene Program Facility and Services**

#### **1. Building and Access Hours:**

The El Centro College Dental Hygiene Program 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. Tours of the clinic are available by request from the site coordinator.

#### **2. Facility Fee: \$150**

El Centro College charges a \$150 facility fee for all non-El Centro College candidates. Fees must be paid with a cashier's check, cash, money order (no credit cards or personal checks will be accepted). Cashier's checks or money orders must be payable to S. Vandebush. The facility fee includes the cost of listed disposable supplies and the administration of local anesthesia to your patient by a Texas licensed dentist. The State of Texas does not allow the delivery of local anesthesia to a patient by a dental hygienist, even if the hygienist is credentialed to administer local anesthesia in another state. The facility fee does not cover the cost of optional equipment rental or radiographs.

#### **3. Food and Beverage Services:**

The El Centro College Dental Hygiene Program 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 is no refrigeration available. The QT convenience store is across the street or there are several restaurants and fast food establishments located within two (2) miles of the campus if you wish to purchase food or beverages. **Food or drink are not allowed in any areas** near the candidate clinic or check in desk during the examination.

#### **4. Optional Equipment Rental and Dental Radiography Fee:**

**All optional equipment must be reserved and pre-paid by the date of orientation (May 2).** All optional equipment rental must be paid by cash prior to the exam. You will be asked

to leave your car keys or your photo ID as equipment security during the exam. Your keys or ID will be returned to you following the return of the equipment in good working order.

Radiology Fee: \$30.00 *optional fee* (must be cash). The only opportunity to take radiographs will be **May 2** between 3:00 pm and 4:30 pm. Payment must be made to the site coordinator prior to taking radiographs. This is an *optional fee* for those needing to take radiographs on site *prior* to the exam.

A candidate who needs to take radiographs on a patient (other than retakes), must present a prescription for new radiographs from a licensed dentist according to state law. Limited retakes can be taken without a prescription. Phosphor plates, digital sensors and a Panoramic film can be taken and processed. Candidates exposing radiographs on site must comply with the Dental Hygiene Program's Radiology Infection Control Protocol. Candidates are encouraged to have all patient radiographs taken prior to the exam and must have a printed hard-copy of the radiographs according to the Patient Treatment Clinical Examination Manual. Call the site coordinator to make arrangements for a time to take and process the radiographs on May 2.

Cavitron Use Fee: \$50.00 for cavitron use and \$50 for deposit. You will receive your \$50 deposit when the unit, cavitron sheath, and cavitron tips are returned in good working order. This is an *optional fee*.

- ❖ The \$50 cavitron use fee includes rental of the Dentsply Cavitron® Select SPS cavitron and the use of a 30K Triple Bend and a 30K Slimline insert. The fee must be paid with cash, money order or cashier's check made out to S. Vandebush
- ❖ The deposit must be \$50.00 cash. You will receive your deposit when the cavitron, cavitron inserts, and steri-mate sheath are returned in good working order **prior to leaving the exam to avoid having your exam scores held and not released.**

RDH Handpiece Fee: \$20.00 *optional fee* - must be cash, money order or cashier's check payable to S. Vandebush by **May 2**. The RDH Handpiece must be returned in good working order **prior to leaving the exam to avoid having your exam scores held and not released.**

## 5. X-Rays/Radiographs

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

## 6. 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.

## 7. Local Anesthesia

The El Centro College Dental Hygiene Program will have a Texas licensed dentist according to Texas State Law to provide local anesthesia to patients.

## **Securing Patients, Patient Screening and Radiographs**

### **Clinical Patient Screening**

Please note that the El Centro College Dental Hygiene Program 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 El Centro 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.

If you need to screen a patient prior to the exam, limited space is available. **Screening appointments are required.** Screening times for candidates and their patients may **ONLY** be scheduled **before the CDCA examination begins.** To schedule a screening appointment, you may contact the El Centro College Dental Hygiene Program by calling (214) 860-2301. Please note that **the day before the examinations begin the building and campus will be closed to everyone** for cleaning and pre-examination set-up, and that after the exams begin (and during the exam) all candidates and school personnel are **NOT** allowed to access or pass through restricted CDCA designated areas.

### **Liability**

Liability for candidates and their patients is discussed in the CDCA Dental Hygiene Exam manual. All candidates 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 El Centro College Dental Hygiene Program) 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 El Centro College Dental Hygiene Program campus.

## **Preparing for the Clinical Phase of the Examination**

Candidates will be using the El Centro College Dental Hygiene Program clinical site. 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 El Centro College Dental Hygiene Program Site Coordinator.

### **Emergency Equipment and Preparedness for Medical Emergency**

All candidates should familiarize themselves with the location of the oxygen/emergency cart (crash cart). During the examination, the crash cart with the AED are located in the northeast corner of the main 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 near chair 15. Oxygen masks and ambubags are located in the crash cart.
- Administer Basic Life Support (BLS) until EMS arrive.
- In case of fire or severe weather, under the direction of the CDCA personnel, escort your patient to the stairwell. A special stair-blanket is available to transfer non-mobile patients down the stairs.

## During the Board

### 1. Handpiece and Prophy Angle Hookups

Connections:

The cavitron\* connection is a standard connection that will fit most cavitrons.

The handpiece\* connection fits a standard 2-hole RDH or similar handpiece.



An RDH handpiece and cavitron are available for rent during the exam. Refer to page 6 of this handbook. Prophy cups, prophy angles, and prophy paste is available for use by the candidates.

## 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 cavitron 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](http://www.autoscaler.com) for manufacturers unit specifications and limitations). All water is supplied from a pressurized bottle on the unit.



- Ultrasonic units are available for a rental fee of \$50.00 plus \$50.00 deposit by the El Centro College Dental Hygiene Program and are provided “as is” and are in a “used” condition. A 30K Triple Bend and a 30K Slimline tip are included in the ultrasonic unit rental. If you wish to arrive at the El Centro College Dental Hygiene Program 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 the El Centro College Dental Hygiene Program. If the CDCA exam has already begun you cannot enter the clinic.

## 3. Infection Control/Asepsis Requirements

### a. Surface Asepsis (All disposable barrier items provided with your facility fee)

- 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
- iv. 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 (PPE)

- i. PPE must be worn in all occupational exposure situations.
- ii. Disposable gloves, overgloves, masks, and gowns are available on the clinic floor as part of the facility use fee.
- iii. Candidates must provide their own OSHA-acceptable protective glasses for themselves and their patients. Please note that the El Centro College Dental Hygiene Program does not provide disposable side shields for glasses.

- 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.

**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 below each operatory sink and in the sterilization area.

**d. Sterilization**

- i. Instruments and handpieces can be processed through sterilization free of charge for candidates requesting this service from the El Centro College Dental Hygiene Program. Submitted candidate instruments should be clearly labeled with the candidates ID number **only**. Cassettes larger than 7.5 X 13 inches cannot be processed in the ultrasonic or sterilizer. Cassettes are processed after the end of the day and will be available for pick-up within 3 hours after the end of the PM session (approximately) 7 pm. All items submitted for sterilization **must be picked up from the El Centro College Dental Hygiene Program within five days of the conclusion of the examination**. The candidate assumes all liability for lost or damaged items submitted. Please do not submit any materials or instruments that may be damaged during the sterilization process.
- ii. A sterilization bag or sterilization wrap is available to place infectious instruments in prior to transport.
- iii. The candidate is expected to bring an extra set of instruments, in case an instrument is dropped. In an emergency, an instrument may be able to be sterilized within 10 minutes in the Statim. This is dependent upon the availability of personnel to assist the candidate.

**4. Disposable Items:**

All of the following items are disposable items that are included in the facility use fee.

- |   |   |                                     |
|---|---|-------------------------------------|
| ● 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 needlestick protectors |
| ● 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) (Oraqix is not available) |                                     |
| ● Overgloves                              | ● 2 x 2 and 4 x 4 gauze squares                   | ● Local Anesthetics*                |
| ● HVE Tips                                | ● Paper towels                                    | ● 30 gauge short needles            |
| ● Disposable bib clips                    | ● Prophylactic paste                              | ● 27 gauge long needles             |
| ● Disposable gowns in size S, M, L and XL |   |                                     |
| ● Hair bonnets                            |   |                                     |

\*See Section 6 below.

## 5. Items not included in the Facility Fee - the Candidate must furnish:

- Instruments
- Instrument Cassettes
- Slow-speed handpiece\*
- Protective eyewear for patient and candidate
- Prophylaxis rings
- Blood pressure kit (stethoscope and sphygmomanometer)
- Cavitron and cavitron inserts\*
- Utility gloves (optional)
- Plastic container to transport non-sterile/contaminated items
- Oraquix (optional)
- Biteblocks (optional)

\*Available for rental during the exam

There is no repair service available for equipment the candidate brings to the clinic. Please ensure that your equipment is functioning and that you have the correct size, connections, fittings, adaptors and inserts needed.

## 6. Translation Services

Translation services for candidates and patients are not provided by the El Centro College Dental Hygiene Program. 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 the El Centro College Dental Hygiene Program site coordinator requests to ensure that all other candidates have a fair, secure, quiet, safe, effective, and successful examination.

## 7. Local Anesthetic Information – Local anesthetic cartridges/carpules and 20% benzocaine topical anesthetic gel is provided as part of the facility use fee. The brands of local anesthetic used/provided are generic brands that are 1.7 to 1.8 ml standard cartridges with the following concentrations: **Lidocaine HCl 2% and epinephrine 1:100,000**, and **Citanest® Plain (4% without vasoconstrictor)**. Disposable needlestick protection shields are provided. If you prefer to use a specific type of local anesthetic or topical anesthetic for your exam you are encouraged to bring it and provide it to the dentist administering local anesthesia.

The safety of patients is paramount and guidelines, precautions, or refusal to administer anesthesia due to any condition (medical or otherwise) is left to the sole discretion of the practitioner administering the anesthesia. Patients posing a health risk may have amounts reduced, changed, or be denied. Please refer to the current CDCA candidate guide(s) for any other applicable guidelines.

## 8. Other Limitations

- No instrument sharpening services for dental hygiene instruments are available before, during, or after the examination(s).
- If a candidate experiences a broken tip on one or more of their instruments during the examination the El Centro College Dental Hygiene Program does NOT have replacement instruments to loan/sell to candidates, so please come prepared accordingly.
- The El Centro College Dental Hygiene Program will make every effort to remind candidates not to leave instruments and other items behind when they leave as the El

Centro College Dental Hygiene Program will not mail ANY items left behind and is not responsible for lost items or items left by the candidate.

- If candidates request any help from the El Centro College Dental Hygiene Program 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.

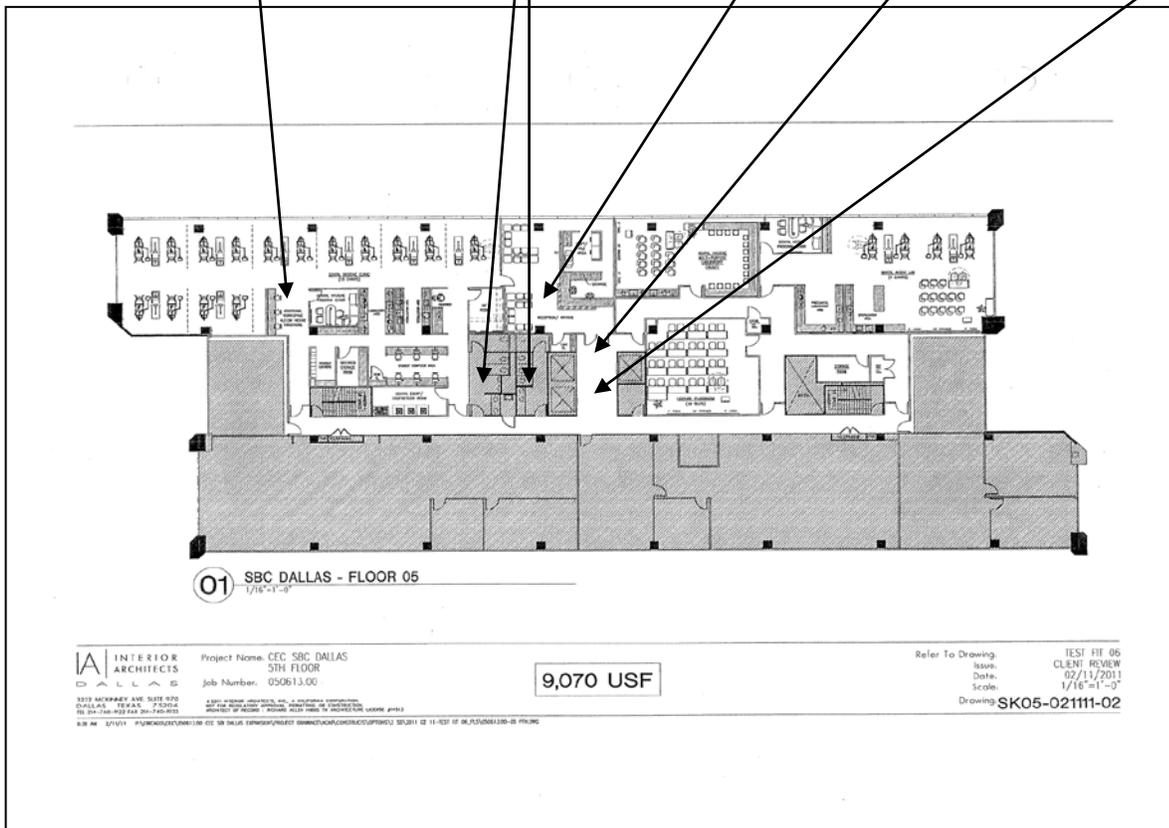
### EXAM ROOM ASSIGNMENTS

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

*If you require a left-handed operatory, please call 214-8860-2301 prior to May 1, and you will be accommodated.*

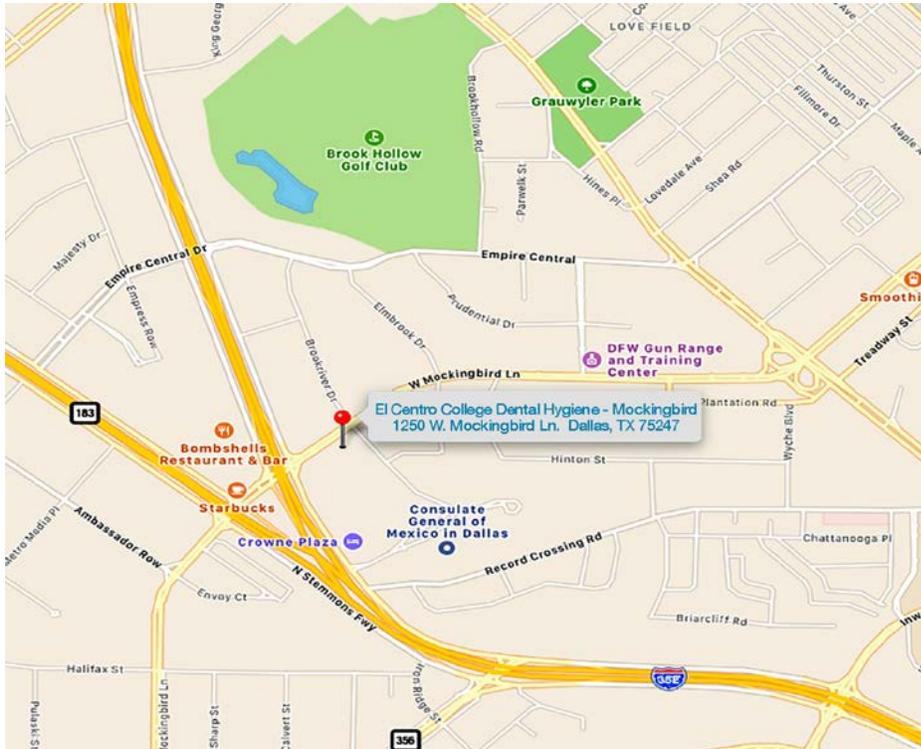
### El Centro College Dental Hygiene Program Floor Plan

Clinic                      Restrooms    Reception Area    Clinic Entrance    Elevators



**El Centro College – Dental Hygiene Program**  
**1250 W. Mockingbird Lane, Suite #500**  
**Dallas, TX 75247**  
**5<sup>th</sup> Floor – Dental Hygiene Clinic**  
**214-860-2301**

**Call 214-789-7063 the day of the exam ONLY, for questions**



## Parking



**Enter here for overflow parking (Do not park in the QT parking lot, under covered parking, or in parking marked with a no parking sign)**

**The college is located near both Love Field and Dallas – Ft. Worth Airports**

**Love Field: Approximately 3 miles; time: 7 – 10 minutes**

**Dallas-Ft. Worth Airport: Approximately 17 miles; time 20 – 30 minutes**

*We hope that this handbook has been helpful and that your examination experience at the El Centro College Dental Hygiene Program will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) please contact the El Centro College Dental Hygiene Program and we will attempt to update this guide as soon as possible. Please email all corrections to [s.vandenbush@dcccd.edu](mailto:s.vandenbush@dcccd.edu).*

*Good luck on your examination!*