

FERRIS STATE UNIVERSITY

CDCA Dental Hygiene Candidate Handbook

College of Health Professions,
200 Ferris Drive
Big Rapids, MI 49307

Contacts:

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Welcome to the FERRIS STATE UNIVERSITY

The faculty and staff of Ferris State University realize clinical boards are inherently stressful, especially when applicants are working in an unfamiliar clinic. It is the department's 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 here run as smooth as possible.

If you have CDCA questions after reading this handbook, please contact our School Coordinator (Denise Byrnes) (231) 591-2262, or send an email to Denisebyrnes@ferris.edu.

If you have facility questions after reading this handbook, please send an email to Annettejackson@ferris.edu.

Ferris State University College of Health Professions is located at 200 Ferris Drive, Big Rapids, MI 49307.

Equipment Fee & Clinic Usage Fee:

Equipment Fee \$20.00 (Check or money order)
Clinic Usage Fee \$80.00 (Money order preferred)

Each student will be charged an **equipment fee**. Students should bring a **CHECK** to orientation payable to **Ferris Dental Clinic** for \$20.00. After the exam, if there is no damage to the equipment, the student will get their check back immediately after taking the exam - when checked out.

Each student will be charged a **clinic usage fee** of \$80.00. A separate **MONEY ORDER** will be needed for that amount, again payable to **Ferris Dental Clinic**.

It will be one less thing for the candidate to remember on exam day if it is paid on orientation day, however, we can collect the money order from candidates on the day of the exam.

Hotel/Motel Accommodations

Reservations should be made directly with the hotel. Accommodations located close to the school are listed below. Candidates should call for rates and reservations, if needed.

1. Country Inn & Suites, 15344 Waldron Way, Big Rapids, MI 49307, Phone: 866-522-8891
2. Hampton Inn Big Rapids, 15320 Waldron Way, Big Rapids, MI 49307, Phone: 855-605-0317
3. Holiday Inn Big Rapids, 1005 Perry Ave, Big Rapids, MI 49307, Phone: 877-859-5095
4. Super 8 by Wyndham Big Rapids, 845 Water Tower Rd., Big Rapids, MI 49307, Phone: 800-536-1211
5. Quality Inn & Suites, 1705 S State St, Big Rapids, MI 49307

Gas Stations:

- Marathon Gas Station
- Admiral Petroleum Co.
- Wesco Gas Station
- Shell Gas Station
- Meijer Gas Station

Restaurants:

- Schuberg's Bar and Grill, 109 N Michigan Ave, Big Rapids (A local favorite)
- Blue Cow, 119 N Michigan Ave, Big Rapids
- Little Caesars Pizza 802 Clark St, Big Rapids
- Domino's Pizza 840 State St, Big Rapids
- Applebee's Grill and Bar, 718 Perry Ave, Big Rapids
- Szots Bar and Grill, 732 N State St, Big Rapids (A local favorite)
- Qdoba Mexican Eats, 836 S State St, Big Rapids
- Subway Restaurants, 603 S State St, Big Rapids
- Panera Bread, 1014 S State St, Big Rapids
- McDonalds 1012 S State St, Big Rapids
- Bob Evans, 840 Perry Ave, Big Rapids
- Burger King, 804 S State St, Big Rapids
- Taco Bell, 604 S State St, Big Rapids
- Cranker's Coney Island and Brewery, 213 S State St, Big Rapids
- Raven Brewing & BBQ, 121 N Michigan Ave, Big Rapids
- Buffalo Wild Wings, 1264 Perry Ave, Big Rapids

Ferris State University Parking:

A parking map has been included in this candidate guide for your convenience. Please note that all candidates and patients may only park in designated lots. All candidates and their patients should enter through the main entrance of the building - accessible from the south. Permits are required to park at Ferris State University during CDCA examination days. Parking lot hours are 5:30 a.m. to 6:00 p.m. Vehicles left after hours on campus are subject to being towed.

Parking permits will be provided on orientation day and also on examination day. Please let the department know if your patient will be driving separately and in need of a parking pass.

Map:

<https://www.ferris.edu/HTMLS/ferrisfaq/maps/graphic-details.pdf>
http://www.ferris.edu/HTMLS/ferrisfaq/maps/Campus_Map_Color.pdf

Ferris State University Security:

Ferris State University is a campus with a population of over 14,000 students. Campus Police phone number is: **231-591-5000**. In the event of an emergency while on campus, pick up any University phone and **dial 911**. You will be directed to Campus Police.

Building and Access Hours:

The Ferris State University College of Health Professions building will open from 5:30 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 begins**, the clinic **will be closed to everyone** (including tours) for cleaning and pre-examination set-up.

Food and Beverage Services:

Ferris State University Dental Hygiene Clinic 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 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.

Registration and Identification Badges:

Numbered badges issued to candidates (by CDCA 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 Ferris State University 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 (Ferris State University 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 from CDCA. Delta College candidates will not be able to request the use of the clinical facilities at Ferris State University for **screenings** of potential patients or use the radiographic facilities to take needed x-rays on non-examination days.

All candidates (Ferris State University and Delta College students) and their patients take full responsibility for the use of any equipment, machinery, or items used while on campus.

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 Ferris State University Dental Hygiene Clinic. Each candidate will be assigned a numbered operator. Each operator is equipped with one dental chair, one delivery unit equipped with air/water syringe, a Dentsply Cavitron magnetostrictive ultrasonic unit and one operator's stool. All equipment malfunctions that take place during the examination should be immediately reported to the Ferris State University CDCA Chief Floor Examiner. Ferris State University will have an Instrument Repair staff member available in the event of any equipment issues.

Emergency Equipment and Preparedness for Medical Emergency:

All candidates should familiarize themselves with the location of the oxygen/emergency cart (medical emergency kit), AED and the first aid kit. The emergency cart/first aid kit and the AED are located on the same floor as the dental 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 911 to notify EMS. On campus dialing 911 will direct you to Campus Police, which will connect to the local EMS system with a location.
- Administer oxygen (O₂) from the green oxygen cylinder.
- Administer Basic Life Support (BLS) until EMS arrives, noting BP, pulse, time of event, etc.

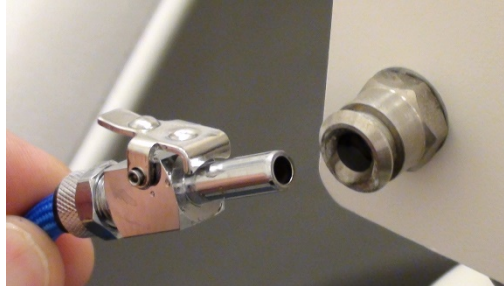
During the Exam

Ultrasonic Equipment, Handpiece and Prophy Angle Hookups.

Ultrasonic Devices:

All operatories are equipped to operate the ultrasonic devices listed. 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.

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 using tap water.



Ferris State University features ultrasonic scaling units with a 30K lavage knob for lavage control/adjustment. **Note: All Ferris State University Ultrasonic Scalers available for candidate use is provided for free. The equipment is magnetostrictive technology.** Please familiarize yourself with the application, limitations, and restrictions of this technology before you arrive to the examination site. You can practice using the equipment during the orientation session.

All ultrasonic units supplied for candidates by Ferris State University are provided “as is” and are in a “used” condition. Every effort has been made to ensure that units 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 Ferris State University and are not available for rental or purchase. Please plan accordingly and bring your own ultrasonic tips with gaskets!** If you wish to arrive at Ferris State University before your scheduled testing day to hook-up your ultrasonic unit you may do so if you call and schedule a time with the dental office at 231-591-2260 and identify yourself as a CDCA candidate from Delta College.

If the CDCA exam has already begun you cannot enter the clinic until you are scheduled for your exam..

Infection Control/Asepsis Requirements:

a. Surface Asepsis

- i. Handles of the unit light, chair head and chair controls must be covered with clear plastic barrier wrap. The patient chair, dental unit, counter tops, and operator stool should be disinfected with disinfectant wipes.
- ii. Disinfectant wipes, plastic/barrier headrest covers and plastic/barrier wrap are provided by Ferris State University for all candidates.
- iii. Disposable plastic over gloves are available for candidates.
 - iv. Candidates must furnish their own sturdy utility gloves (nitrile preferred) to be worn when handling or packaging dirty instruments through the candidate clinic area.

- v. Universal infection control guidelines and Personal Protective Equipment (PPE) guidelines should be observed during the CDCA exam at Ferris State University. This includes standard MIOSHA Standards and CDC Guidelines

b. Personnel Protective Equipment

- i. Appropriate protective equipment is provided/available by Ferris State University and must be worn in all occupational exposure situations.
- ii. Disposable gloves and masks will be available on the clinic floor during the examinations.
- iii. Delta College students should bring their own gowns.
- iv. Candidates must provide their own OSHA/ANSI-acceptable protective glasses and should also provide protective glasses for their patients. Please note that Ferris State University does **not** provide disposable side shields for glasses.

c. Biohazardous Waste

- i. If you have blood/saliva soaked waste that is dripping it is considered biohazardous waste and should be disposed of appropriately in biohazardous bags. If this is the case, speak with the Facilities Coordinator managing the sterilizing room.
- ii. Sharps: All needles, anesthetic cartridges, and any potential sharps are to be placed in the red plastic sharps containers located throughout the dental hygiene clinic.

d. Sterilization

- i. Ferris State University 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 pre-determined location/drop-off area for packaging for transport back to Delta College.

*FERRIS STATE UNIVERSITY 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 AS SOON AS POSSIBLE.*

Disposable Items:

All of the following items are expendable materials and are provided by Ferris State University to all candidates.

Disinfection wipes	Disposable Bib Clips	Liquid hand soap/ Paper towels
Barriers covers	Non-latex gloves (S-XL)	Prophy paste
Autoclave tape	Facial tissue	Dinking cups
Tray covers	Patient bibs	Disposable needle stick protectors
Over gloves	Standard saliva ejectors	Cotton tip applicators
HVE tips	Face masks	Antimicrobial mouthwash
Air/water tips (plastic)	2X2 gauze	*Local Anesthetics *See below

Disposable Air/Water Syringe Tips and Bite Blocks

Ferris State University provides and uses disposable air/water syringe tips for the examination. Candidates should plan ahead and bring bite blocks to make their patients more comfortable during the exam, if needed.

Translation Services

Translation services for candidates and patients are not provided by Ferris State University. Candidates wishing to bring a translator (for languages other than English) must provide all accommodations required by CDCA. 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, etc.) and safety requirements as well as all reasonable Site Coordinator requests to ensure that all other candidates have a fair, secure, quiet, safe, effective, and successful examination.

*Local Anesthetic Information

If you are planning on using local anesthetic products and use a specific kind, it is recommended that you bring what you need. This would include topical anesthetics such as Oraqix, 30 gauge short needles, 27 gauge long needles, etc.

Transporting Contaminated Instruments and Other Limitations

- **Delta College must designate a person(s) responsible for packaging, preparing, and transporting contaminated instruments and equipment according to MIOSHA Standards/CDC Infection Control Guidelines – it is not the responsibility of Ferris State University Dental Hygiene program to designate this person.**

<https://c.ymcdn.com/sites/www.osap.org/resource/resmgr/Checklists/OSAP.checklist.pptabledenta.pdf>

- No instrument sharpening services for dental hygiene instruments are available at Ferris State University before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination Ferris State University may or may not have replacement instruments to loan to candidates, so please come prepared.
- As a reminder candidates and patients **should not** bring cell phones, notes, or PDA's, etc. to the examination. Items left behind after a candidate's exam is completed may not be returned. Ferris State University will make every effort to remind candidates not to leave instruments and other items behind when they leave as the University will not mail ANY items left behind.
- If candidates request any help from Ferris State University, School Coordinator or staff, the department is 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.

DENTAL UNIT ASSIGNMENTS

(NOTE: See official CDCA documents for days, dates, and times or contact Denise Byrnes, School Coordinator for any questions regarding the CDCA examination).

We hope that this guide has been helpful and that your orientation and examination experience at Ferris State University will be a pleasant one. If there are any errors (incorrect phone numbers, email addresses, etc.) in this guide please contact the department to update this guide as soon as possible. Please email all corrections to Annettejackson@ferris.edu.

Good luck on your examination!