



**Fortis College Landover
CDCA Dental Hygiene Candidate Site Sheet
Manikin Exam**

*Dr. Joy D. Void-Holmes – Program Chair
Cynthia D. McIntyre – Administrative Assistant/Site Coordinator
Dental Hygiene Program
Fortis College Landover
4351 Garden City Drive, #509
Landover, Maryland 20785
(301) 459-3650 ext 4150 office
(301) 368-2100 fax*

Welcome to Fortis College Landover

The faculty and staff of Fortis College Landover 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 (301) 459-3650 x 4150, or visit our website at <https://www.fortis.edu/campuses/maryland/landover.html>**

Fortis College Landover is located at 4351 Garden City Drive Suite #509 Landover, MD 20785.

TRAVEL and HOUSING ARRANGEMENTS

Facility Fee

The facility fee for Fortis College Landover is **\$125.00**. Payments must be made in the form of cash, certified check, or money order. **Certified checks and money orders should be made payable to Fortis College.**

NO PERSONAL CHECKS OR CREDIT CARDS WILL BE ACCEPTED

Payments can be sent to the following address: **(DO NOT SEND CASH)**

Fortis College Landover

Attn: Cynthia McIntyre - CDCA Exam

4351 Garden City Drive Suite #509

Landover, MD 20785

Note: Payments must be received in the mail by the day of the exam or students will be required to pay the fee on site.

1. Airline and Airport Information

Baltimore Washington International Airport (BWI) – 30 min (26 mi)

Washington National Airport (DCA) – 20 min (14.6 mi)

Dulles International Airport (IAD) – 43 min (41.5 mi)

2. Chauffeured Ground transportation

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

Rental Car Information

Rental Cars

- Alamo
- Avis
- Dollar
- National
- Enterprise

3. Driving Instructions

Use Google Maps, MapQuest, Waze or Navigation Device

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.

.2 miles away

Courtyard New Carrollton Landover
8330 Corporate Drive, Landover, Maryland 20785
301-577-3373

.7 miles away

Metro Points Hotel
8500 Annapolis Road
New Carrollton, MD 20784
301-459-6700

5. Gas/Food and ATM's

Use navigation service, visit concierge desk at hotel/motel, or see site coordinator.

6. Fortis College Landover Parking

All candidates and their patients should enter through the main entrance of the building accessible from the parking lot. Permits are not required to park at Fortis College Landover during CDCA examination days. Please note that all patients may park in designated visitor (V) or parking spaces.

7. Fortis College Landover Security

Fortis College Landover 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.

FORTIS COLLEGE LANDOVER Facility and Services

1. Building and Access Hours:

The FORTIS COLLEGE LANDOVER 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.

Note: The main entrance to the building is locked. Candidates will only be permitted to enter the building according to their scheduled time of arrival (to be determined by the CDCA). All candidates will be screened upon entry before they are allowed to proceed to the 5th floor for testing. The screening process involves a temperature scan and a series of ADA recommended COVID questions. If a candidate does not pass screening, they will not be allowed to proceed to the testing area.

2. Food and Beverage Services:

FORTIS COLLEGE LANDOVER has no food, beverage, or cafeteria services for candidates or 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.

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.

Preparing for the Clinical Phase of the Examination

Candidates will be using the Fortis College Landover 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 Fortis College Landover 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 clinic dispensary area of the clinic (See CDCA Floor Plan).

During the Board

1. Handpiece and Prophylaxis Angle Hookups.

Fortis College has a standard five-hole unit attachment for slow hand piece.

2. Sonic/Ultrasonic Devices: The use of ultrasonic devices is not permitted during this exam.

3. Candidates are required to bring their own instruments for this exam

4. 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 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 by Fortis College-Landover for all candidates free of charge.
- iv. Disposable plastic over-gloves (Ziploc baggies) 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 Fortis College Landover. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Select personal protective equipment, which includes the use of a fluid-resistant gown, protective eyewear, masks, and gloves, is provided/available by Fortis College-Landover (one per day free of charge) and must be worn in all occupational exposure situations.
- ii. Disposable gloves and masks (level 3 and N95) will be available on the clinic floor free of charge during the examinations.
- iii. Students must bring their own fluid-resistant gown.
- iv. Candidates must provide their own protective eyewear, with side shields. Please note that Fortis College Landover does provide disposable side shields for protective eyewear.

c. Sterilization

- i. Instruments and hand pieces can be processed and run through a steam sterilizer after your examinations free of charge for candidates requesting this service from Fortis College - Landover. 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 Fortis College Landover 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 Fortis College - Landover 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 Fortis College Landover 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. (Fortis College Landover is not open on Sunday). All items submitted to be sterilized **must be picked up from Fortis College Landover within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided by Fortis College Landover 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.

*Fortis College Landover 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.*

5. Disposable Items:

All of the following items are expendable materials and are provided free of charge by Fortis College - Landover to all candidates.

- Surface disinfection wipes
- Barrier materials & tape
- Bracket tray covers
- Red biohazard bags
- Headrest covers
- Barrier tape (roll)
- Tray covers/Barriers
- Non-latex gloves (S-XL)
- Air water syringe tips (plastic)
- Facial tissue
- Patient napkins
- Standard saliva ejectors
- Face masks
- Cotton rolls
- Sanitizing materials
- Oral pre-rinse & cups
- Disposable needle stick protectors
- Cotton swab (tip applicators)
- Antimicrobial mouthwash
- Autoclave bags (S-L)
- Drinking cups (small)

- Styrofoam instrument trays
- Soap (liquid)
- Topical anesthetic(s)
- Over gloves (Ziploc baggies)
- 2 x 2 gauze squares
- Local Anesthetics*
- HVE Tips
- Paper towels
- 27-gauge short needles
- Disposable bib clips
- Prophy paste
- 27-gauge long needles

*See Section 6 below.

6. Translation Services

Translation services for candidates not provided by Fortis College Landover. 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 Fortis College Landover site coordinator requests to ensure that all other candidates have a fair, secure, quiet, safe, effective, and successful examination.

7. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at Fortis College Landover before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination Fortis College Landover 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 Fortis College Landover 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. Fortis College Landover will make every effort to remind candidates not to leave instruments and other items behind when they leave as Fortis College Landover I not mail ANY items left behind. If candidates request any help from the Fortis College Landover 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. Fortis College Landover does not rent ultrasonics 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 Fortis College Landover will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us (Fortis College Landover) and we will attempt to update this guide as soon as possible. Please email all corrections to cmcintyre@fortiscollege.edu. Good luck on your examination!