



Greenville Technical College Dental Hygiene CDCA Candidate Handbook

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Welcome to the Greenville Technical College Dental Programs

The faculty and staff of Greenville Technical 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 Renee.Nelson@gvltec.edu** or visit our website <http://www.gvltec.edu/dental/> for more information.

TRAVEL and HOUSING ARRANGEMENTS

1. **Airline and Airport Information** <https://www.gspairport.com>
2. **Chauffeured Ground transportation & Rental cars** <https://www.gspairport.com/hire-ground-transportation/>
3. **Driving Instructions** https://www.google.com/search?source=hp&ei=VDteWr-dKc7q_AaC0LnwDw&q=50+Skyview+Drive%2C+Greenville%2C+SC&oq=50+Skyview&gs_l=psy-ab.1.2.0l2j38l2j0i22i30k1l5j38.2913.5711.0.8757.10.10.0.0.0.570.1378.3-1j1j1.3.0....0...1c.1.64.psy-ab..7.3.1378...0i131k1.0.gfPKXtIL-38
Directions and maps follow.
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.
https://www.expedia.com/Greenville-Hotels.d1388.Travel-Guide-Hotels?regionId=1388&langid=1033&kword=ZzZz.4810001751670.71679e6d-254d-1c68-63b1-0000674fdaed&semcid=us.ub.google.dl-c-en.hotel&semddl=a1970499404.b151852026527.d1239409803918.e1c.f11t2.g1kwd-300636155935.h1e.i1.j19010604.k1.l1g.m1.n1&gclid=EAiaIQobChMI_9GXicKC2QIVxyOBCh0MwA8fEAAAYAAEgJ8x_D_BwE
5. **Gas/Food and ATM's**
<https://www.mapquest.com/us/south-carolina/quiktrip-304824486>
6. **Greenville Technical College Parking**
http://www.gvltec.edu/Barton_interactive_map/

A parking map has been included in this candidate guide for your convenience. Permits are not required to park at Greenville Technical 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.

7. Greenville Technical College Security

<http://www.gvltec.edu/police/>

Greenville Technical College (GTC) Facility and Services

1. Building and Access Hours:

The GTC 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:

GTC 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 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.

4. Parking:

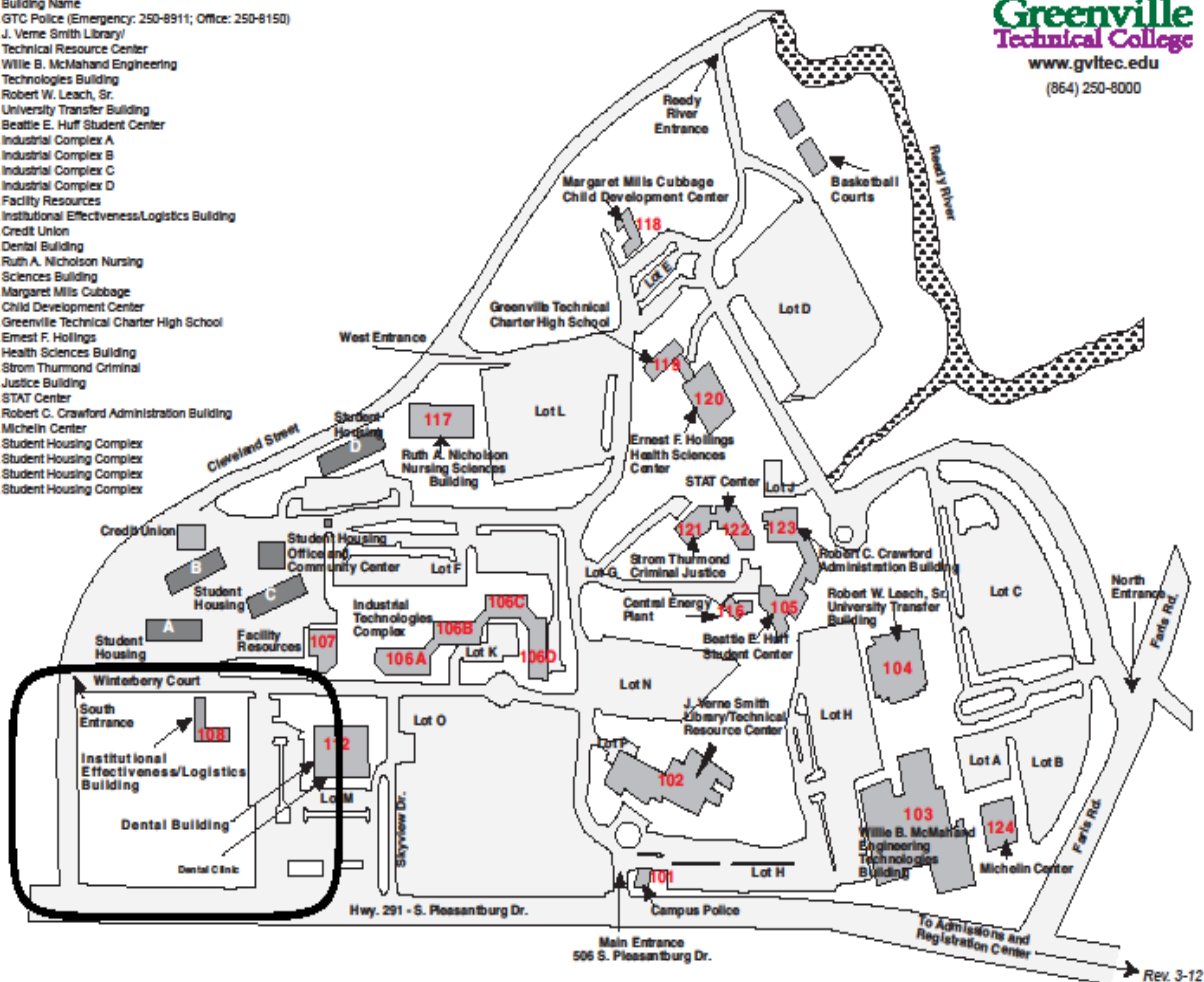
A parking map follows for your convenience.

GREENVILLE TECHNICAL COLLEGE

Thomas E. Barton Campus (No. 100)



- Bldg. No. Building Name
- 101.....GTC Police (Emergency: 250-8911; Office: 250-8150)
- 102.....J. Verne Smith Library/
Technical Resource Center
- 103.....Wille B. McMahan Engineering
Technologies Building
- 104.....Robert W. Leach, Sr.
University Transfer Building
- 105.....Beattie E. Huff Student Center
- 106A.....Industrial Complex A
- 106B.....Industrial Complex B
- 106C.....Industrial Complex C
- 106D.....Industrial Complex D
- 107.....Facility Resources
- 108.....Institutional Effectiveness/Logistics Building
- 111.....Credit Union
- 112.....Dental Building
- 117.....Ruth A. Nicholson Nursing
Sciences Building
- 118.....Margaret Mills Cabbage
Child Development Center
- 119.....Greenville Technical Charter High School
- 120.....Ernest F. Hollings
Health Sciences Building
- 121.....Strom Thurmond Criminal
Justice Building
- 122.....STAT Center
- 123.....Robert C. Crawford Administration Building
- 124.....Michelin Center
- A.....Student Housing Complex
- B.....Student Housing Complex
- C.....Student Housing Complex
- D.....Student Housing Complex



Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

Please note that Greenville Technical 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 Greenville Technical 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 are a Greenville

Technical College student the availability, hours, and days of operation of the Greenville Technical College clinic is determined by the clinical staff at Greenville Technical 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 Greenville Technical College students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates that are not students will not be permitted as patients must be screened at another location. Please note that **the day before the examinations begin the building and campus will be closed to everyone.** 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 Greenville Technical 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 Greenville Technical 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 Greenville Technical College campus. Greenville Technical 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

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 Greenville Technical College Dental 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 Greenville Technical College Site Clinical 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 clinic specifically in the central sterilization area. **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 Prophy Angle Hookups.

Greenville Technical College Provides the standard slow speed handpiece connection and disposable prophy angle.

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.



- Greenville Technical College features Magnetostrictive ultrasonic scaling units with a 30K lavage knob for lavage control/adjustment. The lavage knob accepts Dentsply® Cavitron® Brand/Type 30K ultrasonic inserts. If you are still in doubt about what types of tips to obtain Greenville Technical College commonly uses the Cavitron THINsert 30K CTI-10S (Reorder 81551), the Slim LINE 30K FSI-SLI-10S (Reorder 80395), and the Powerline 30K. **Note: All Greenville Technical College Ultrasonic Scalers are available for candidate use can be provided at a \$50 rental fee.** 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 Greenville Technical 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. Tips/inserts for all available with the ultrasonic units (along with gaskets for tips/inserts) at Greenville Technical College and are available for rental fee of \$50 and a refundable \$500 deposit check that will be returned to the candidate upon check-out after the examination.

3. 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.
- 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 Greenville Technical 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 Greenville Technical College. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by Greenville Technical 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 Greenville Technical 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 throughout the Greenville Technical College Dental 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 Greenville Technical College. Greenville Technical 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 Greenville Technical 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 Greenville Technical 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 Greenville Technical 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 turn around 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. (Greenville Technical College is not open on Sunday). All items submitted to be sterilized **must be picked up from Greenville Technical College within five days of the conclusion of the examination.** If the candidate chooses to use the sterilization services provided by Greenville Technical 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 GREENVILLE TECHNICAL COLLEGE DENTAL CLINIC 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 RETRIVED **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 Greenville Technical 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) |
| ● Styrofoam instrument trays | ● Soap (liquid) | ● Topical anesthetic(s) |
| ● Over gloves | ● 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

Greenville Technical College 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.

5. Translation Services

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

- 1. 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 free by Greenville Technical College 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 needle stick protection shields are provided by Greenville Technical College free of charge. If you are taking the anesthesia examination Greenville Technical College does not provide locking hemostats, locking pliers, or anesthetic syringes for your examination so please plan accordingly. If you prefer to use a specific type of local anesthetic or topical anesthetic for your exam you are encouraged to bring it. Due to the policy stated below candidates **that do not have permission or current/proper credentials (and active and valid license) to administer local anesthesia by injection during the exam** should make arrangements prior to exam day for a lawful, licensed, current practitioner (with all required CRDTS documentation information) to be present at Greenville Technical College campus to administer local anesthesia on behalf of them and their patient. At a minimum those who administer local anesthesia (or sub cutaneous/gingival pocket anesthesia) must show proof of active and current liability insurance, present a valid government issued I.D., and have a copy of their current license to practice dentistry or dental hygiene in their State. Please read the official CRDTS guidelines regarding the details and restrictions for administration of local anesthesia during the exam.

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 along with any other current or updated Greenville Technical College policies regarding the administration of local anesthesia while on Greenville Technical College campus.

2. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at Greenville Technical 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 Greenville Technical College does NOT have replacement instruments to loan/sell to candidates, so please come prepared accordingly. 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. Greenville Technical College will make every effort to remind candidates not to leave instruments and other items behind when they leave as Greenville Technical College will not mail ANY items left behind. If candidates request any help from the Greenville Technical 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, ultrasonics, or other items that the candidate is seeking help with is the sole responsibility of the candidate.

- **Site fee per candidate: \$150.00**
- **Cavitron Rental with tip: \$50**
- **Payable the morning of the board – cashier's check or money order payable to Greenville Technical College**

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 Greenville Technical College will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us (Greenville Technical College) and we will attempt to update this guide as soon as possible. Please email all corrections to Renee.Nelson@gvltec.edu . Good luck on your examination!