



**Gulf Coast State College
CDCA Dental Hygiene Candidate Handbook
2020**

**GULF COAST STATE COLLEGE
5230 W. HWY 98
PANAMA CITY, FL 32401**

Welcome to the Gulf Coast State College

Welcome to all the candidates who are participating in the CDCA ADEX examination at our site.

The faculty and staff of Gulf Coast State College (GCSC) 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 (850) 747-3244**, or visit our website (<https://www.gulfcoast.edu/community/dental-clinic/>) for more information.

Gulf Coast State College is located in Panama City, FL. **BELOW YOU WILL FIND TRAVEL, TRANSPORTATION, AND ACCOMODATION INFORMATION.**

NO ADDITIONAL SITE FEE WILL BE APPLIED FOR 2019

1. Airline and Airport Information: Northwest Florida Beaches International Airport (ECP) is located <https://www.iflybeaches.com/>

2. Rental Car Information

- Enterprise <https://www.enterprise.com/en/car-rental/locations/us/fl/panama-city-nw-florida-intl-airport-55k7.html>
- Alamo https://www.alamo.com/en_US/car-rental/locations/us/ecpt71-panama-city-airport.html
- Budget <https://www.budget.com/en/locations/us/fl/panama-city/ecp>

3. Directions to the facility from the airport:

1. Start - Northwest Florida Beaches International Airport 6300 W Bay Pkwy Panama City, FL 32409
2. Take State Hwy 388 to FL-79 (6.8 miles)
3. Follow FL-79 S and US 98 E to Collegiate Dr. in Panama City, FL (22 miles)
4. Continue on Collegiate Dr. until you reach the Gulf Coast State College's Health Sciences Building located at 5230 W. Hwy 98 Panama City, FL 32401. The Dental Clinic is located on the first floor (.6 miles)

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.

Beachside Resort
21905 Front Beach Rd
Panama City, FL 32413
Ph: (850) 236-6000

Marriott's Legends Edge at Bay Point
4000 Marriott Dr.
Panama City Beach, FL 32408
Ph: (850) 236-4200

5. Gulf Coast State Campus Map and Parking

A campus map has been included in this candidate guide for your convenience. All candidates and their patients should enter through the Dental Clinic entrance located on the first floor of the Health Sciences building. Visitor parking is conveniently located next to Dental Clinic entrance and does not require a parking permit on examination days. Please note: renovations and construction will be taking place on campus as the campus continues to recover from Hurricane Michael. **Candidates and patients are not permitted to enter restricted areas designated with caution tape.** The parking lot hours are 6:00 a.m. to 6:00 p.m. Vehicles left after hours on campus are subject to being towed.



6. Gulf Coast State College Security

Gulf Coast State 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 to the FSU Police Department (850) 774-2705 or the Panama City Police Department (850) 872-3112

Gulf Coast State College Facility and Services

1. Building and Access Hours:

The Gulf Coast State College Health Sciences 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:

Gulf Coast State 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 (3) miles 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.

Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening and Radiographs

Gulf Coast State College does not provide patients for candidates and does not have the responsibility for providing examination patients for ANY candidate for any reason. The CDCA candidate is solely responsible for scheduling, securing and screening qualified patients for any/all exam(s).

All questions regarding patient qualifications should be directed to the appropriate CDCA contact. Please read through the CDCA Manual for this information.

Candidates that are not students of Gulf Coast State College, will not be able to request the use of the clinical facilities of Gulf Coast State College for screenings of potential patients or use the radiographic facilities to take required x-rays.

Candidates will not be allowed to expose radiographs at the Gulf Coast State College exam site before or on the day of the exam.

Preparing for the Clinical Phase of the Examination

Candidates will be using the Gulf Coast State 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 Gulf Coast State 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 clinic floor (HS 137 vestibule). **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 9-911 (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.



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.

You will need to bring your own ultrasonic scaling unit and tips. Water supply is found under the Assistant's table located near the 12 o'clock cabinetry.



3. Infection Control/Asepsis Requirements

a. Surface Asepsis

- i. Handles of the unit light, 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 Gulf Coast State College for all candidates free of charge.
- iv. Disposable plastic overgloves may be work but is not provided on site.
 - v. Utility gloves (nitrile) must be worn when handling or packaging dirty instruments through (or to and from) the candidate clinic area. Utility gloves are available to candidates upon request.
 - vi. Universal infection control guidelines and Personal Protective Equipment (P.P.E.) and guidelines should be observed during the CDCA exam at Gulf Coast State College. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by Gulf Coast State 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 Gulf Coast State 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 Gulf Coast State College clinic.

d. Sterilization

- i. Gulf Coast State College will not sterilize any outside candidate's instruments. A plastic disposable bag will be provided for the transport of dirty instruments. Set up and break down of chairs, lights, and units will be completed by CDCA floor assistants only.

*GULF COAST STATE COLLEGE HERE 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. Items that are NOT Supplied to Candidates:

- Blood pressure and stethoscope
- Slow speed handpiece
- Dental hand instruments
- Over gloves (not required)
- Eye Protection
- Magnifying loupes and light
- Powered instruments/polishers

ITEMS THAT WILL BE SUPPLIED TO CANDIDIATES:

- Surface disinfection wipes
- Barrier materials
- Bracket tray covers
- Red biohazard bags
- Headrest covers
- Barrier tape (roll)
- Tray covers/Barriers
- Instrument trays
- Prophyl angles
- HVE Tips
- Disposable bib clips
- Non-latex gloves (S-XL)
- Air water syringe tips (plastic)
- Facial tissue
- Patient napkins
- Standard saliva ejectors
- Face masks
- Cotton rolls
- Soap (liquid)
- 2 x 2 gauze squares
- Paper towels
- Prophyl paste
- Sanitizing materials
- Oral pre-rinse & cups
- Disposable needle stick protectors
- Cotton swab (tip applicators)
- Antimicrobial mouthwash
- Autoclave bags (S-L)
- Drinking cups (small)
- Topical anesthetic(s)
- Anesthetic needles – 30, 27, 25 gauge
- 3% Mepivacaine
- 2% Lidocaine 1:100,000

Disposable Air/Water Syringe Tips and Bite Blocks

Gulf Coast State 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. If you prefer metal air/water syringe tips you should plan accordingly and bring them to the exam with you as Gulf Coast State College does not provide them.

5. Translation Services

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

6. Local Anesthetic Information

Read the official CDCA Manual for guidelines regarding details and restrictions for administration of local anesthesia. Injectable local anesthesia is permitted at Gulf Coast State College for the following candidates who are authorized to use injectable local anesthetics.

There is NO THIRD PARTY authorized to administer local anesthetics other than the authorized candidate.

CANDIDATES AUTHORIZED TO USE INJECTABLE LOCAL ANESTHETICS:

All qualifying documentation must be provided by the candidate to the Chief Examiner at Candidate Registration. The use of injectable local anesthetic is permitted by candidates who are:

- Students at the host school, and who have successfully completed the required anesthetic course work, and who have been certified on the day of the examination by the program director or other authorized school official at the exam site.
- Student from schools in Florida external to the hosting school, including unlicensed graduates of schools in Florida external to the hosting school, and who provide a letter from their program director or the authorized school official certifying successful completion of the required anesthetic course work.
- Graduates who are authorized by Florida to use injectable local anesthetics, and who provide documentation on the day of the examination authorizing them to utilize injectable local anesthesia (a copy of authorization from the Florida Board of Dentistry that permits the use of injectable local anesthetic is acceptable documentation).

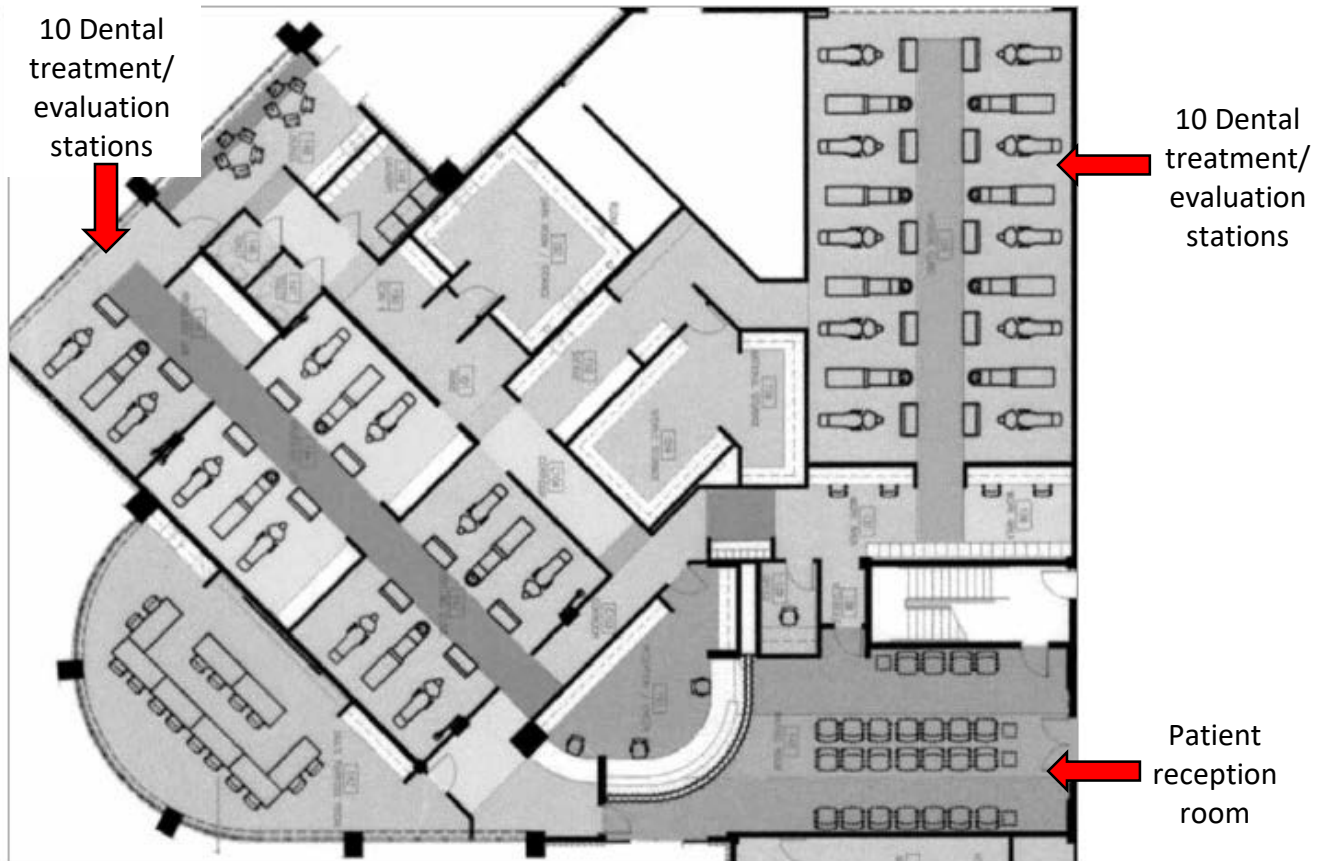
6. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at Gulf Coast State 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 Gulf Coast State 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 Gulf Coast State 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. Gulf Coast State College will make every effort to remind candidates not to leave instruments and other items behind when they leave as Gulf Coast State College will not mail ANY items left behind. If candidates request any help from Gulf Coast State College's 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. Gulf Coast State College does not rent ultrasonics or ultrasonic tips.

EXAM ROOM ASSIGNMENTS

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

Gulf Coast State College's Floor Plan can be found on the following page)



Gulf Coast State College
Health Sciences Building – First Floor Dental Clinic

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