



**HOWARD COLLEGE**  
**DENTAL HYGIENE**

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1001 Birdwell Lane • Big Spring, TX 79720 • (432) 264-5065 • Fax (432) 264-5630

**HC**

# **CDCA Dental Hygiene Candidate Handbook**

**1001 Birdwell Lane  
Big Spring TX 79720**

## Welcome to the Howard College Department of Dental Hygiene

The faculty and staff of the HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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 (432)264-5172 or visit our website ([www.howardcollege.edu](http://www.howardcollege.edu)) for more information.**

HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE is located at 1001 Birdwell Lane, Big Spring, Texas. **TRAVEL and HOUSING ARRANGEMENTS are the responsibility of the applicant.**

### 1. Airline and Airport Information

The nearest airport facility is located in Midland, Texas. Midland is located 45 miles West of Big Spring, Texas.

### 2. Rental Car Information

Car rental agencies are located within the Airport Terminal on the first level across from the Baggage Claim Area:

- [Avis](#) - 432-563-4700
- [Budget](#) - 432-563-1640
- [Dollar](#) - 432-561-5995
- [Enterprise](#) - 432-561-5172
- [Hertz](#) - 432-563-0110
- [National](#) - 432-563-0378
- [Thrifty](#) - 432-561-5454

### 3. Driving Instructions

Start out going northwest on La Force Blvd.

Then 0.36 miles

Take the 1st right onto Sloan Field Blvd.

**Then 0.34 miles**

**Sloan Field Blvd becomes State Loop 217/TX-40 Loop.**

**Then 0.41 miles**

**Turn left onto S FM 1788/TX-349/FM-1788.**

**Then 1.56 miles**

**Turn left onto W Interstate 20.**

**If you reach County Road 140 you've gone about 1.1 miles too far**

**Then 0.48 miles**

**Merge onto I-20 E via the ramp on the left.**

**Then 52.64 miles**

**Take the I-20 Bus Loop W exit, EXIT 179.**

**Then 0.18 miles**

**Stay straight to go onto E 3Rd St.**

**Then 0.19 miles**

**Turn left onto Birdwell Ln.**

**Birdwell Ln is 0.1 miles past Tulane Ave**

**Then 0.57 miles**

**Howard College, 1001 Birdwell Ln, Big Spring, TX, 1001 BIRDWELL LN is on the left.**

**Your destination is just past Stadium Ave**

**If you reach Adams Dr you've gone a little too far**

#### **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.



\$237

3+ sites

##### **Hotel Settles**

TripAdvisor (410)

200 E 3rd St, Big Spring, TX 79720

Free Wi-Fi · Free parking · Accessible · Swimming pool · Spa



##### **Hampton Inn & Suites Big Spring**

TripAdvisor (348) · 3-star hotel

805 West I-20 Highway, Big Spring, TX 79720

Free Wi-Fi · Free parking · Free breakfast · Accessible



\$169

3+ sites

##### **Baymont by Wyndham Big Spring**

TripAdvisor (219) · 2-star hotel

917 Lamesa Hwy, Big Spring, TX 79720

Free Wi-Fi · Free parking · Free breakfast · Accessible



\$159

2 sites

##### **La Quinta Inn & Suites Big Spring**

TripAdvisor (197) · 3-star hotel

1102 W Interstate 20, Big Spring, TX 79720  
Free Wi-Fi · Free parking · Free breakfast · Accessible  
See more hotels

## 5. Gas/Food and ATM's

**Numerous fast food restaurants and dining.**

**Numerous outlets for gas and ATM's.**

**It is suggested that you search the internet for comparable pricing and locations.**

## 6. HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE Parking

A parking map has been included in this candidate guide for your convenience. Please note that all candidates and patients may park in any available parking space at HOWARD COLLEGE. All candidates and their patients should enter through the main entrance of the building accessible in the front of the building. Permits are not required to park at HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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. HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE Security

HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE is a very small campus but does house an on-site security services for the dates of the examinations. Situations requiring security or police presence should be referred to local campus security. Campus security information is located in the bay area of the dental hygiene clinic and will be available to the chief examiner during clinic testing hours.

## HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE Facility and Services

### 1. Building and Access Hours:

The HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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:

HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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:

Parking is located around every building on campus. All visitors are allowed to park in any available parking spot on campus. The Department of Dental Hygiene is located in building 12 and the encircled area is all available CDCA candidate and patient parking locations.



## Securing Patients, Patient Screening and Radiographs

### Clinical Patient Screening

Please note that HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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 (HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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. Unfortunately, not all candidates are students of HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE and some candidates will not be able to request the use of the clinical facilities at HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE student the availability, hours, and days of operation of the HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE clinic is determined by the clinical staff at HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE students and their patients may ONLY be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above (please call HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE for additional details). To schedule a screening appointment, you may contact the HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE front office receptionist by calling (432)264-5172. Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including screenings for HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE students and tours) for cleaning and pre-examination set-up, and that after the exams begin (and 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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, (HOWARD COLLEGE and the HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE) 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE campus. HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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 SIM LAB ADJACENT TO THE DENTAL HYGIENE CLINIC/RADIOLOGY AREAS. **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 next to the medical emergency kit.
- Administer Basic Life Support (BLS) until EMS arrive.

### **During the Board**

#### **1. Handpiece and Prophy Angle Hookups.**

Standard RDH handpieces and prophy angles will fit the units in the Dental Hygiene Clinic.

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





- HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE does not supply ultrasonic or sonic scalers to candidates. Candidates who wish to utilize these units must supply their own units.

### **3. 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 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE for all candidates free of charge.
- iv. Disposable plastic over gloves 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE. This includes standard OSHA standards and guidelines.

#### **b. Personnel Protective Equipment**

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE (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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE. HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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. (HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE is not open on Weekends). All items submitted to be sterilized **must be picked up from HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE within five days of the conclusion of the examination.** If the candidate chooses to use the sterilization services provided by HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE, 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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. Disposable Items:

All of the following items are expendable materials and are provided free of charge by HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE to all candidates.

- Surface disinfection wipes
- Barrier materials & tape
- Bracket tray covers
- Red biohazard bags
- Headrest covers
- Barrier tape (roll)
- Tray covers/Barriers
- Styrofoam instrument trays
- Over gloves
- 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
- Prophylaxis 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)
- Local Anesthetics\*
- 30-gauge short needles
- 27-gauge long needles

\*See Section 6 below.

#### **Disposable Air/Water Syringe Tips and Bite Blocks**

HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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 HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE does not provide them.

#### 5. Translation Services

Translation services for candidates and patients are not provided by HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE. 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 HOWARD COLLEGE

DEPARTMENT OF DENTAL HYGIENE site coordinator requests to ensure that all other candidates have a fair, secure, quiet, safe, effective, and successful examination.

#### **6. 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 for free by HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE are generic brands that are 1.7 to 1.8 ml standard cartridges with the following concentrations: **Lidocaine HCl 2%, epinephrine 1: 100,000, and Citanest® Plain (4% without vasoconstrictor)**. Disposable needlestick protection shields are provided by HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE free of charge. If you are taking the anesthesia examination HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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.

#### **7. Other Limitations**

No instrument sharpening services for dental hygiene instruments are available at HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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. HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE will make every effort to remind candidates not to leave instruments and other items behind when they leave as HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE will not mail ANY items left behind. If candidates request any help from the HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE 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. HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE does not rent ultrasonics or ultrasonic tips.

#### **EXAM ROOM ASSIGNMENTS**

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

***See HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE Floor Plan on following page for Locations)***

We hope that this guide has been helpful and that your examination experience at HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us (HOWARD COLLEGE DEPARTMENT OF DENTAL HYGIENE) and we will attempt to update this guide as soon as possible. Please email all corrections to [www.howardcollege.edu](http://www.howardcollege.edu) . Good luck on your examination!