



# **Lansing Community College Dental Hygiene CDCA Dental Hygiene Candidate Handbook**

## Welcome to Lansing Community College

The faculty and staff of the Lansing Community 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 CDCA Coordinator Heather Bunce at 517-483-1466.**

Lansing Community College Dental Hygiene program is located in the Health and Human Services (HHS) Building located on the Main Campus, 515 North Washington Square, Lansing, MI 48933.

**Facility tour:** Candidates must make an appointment to visit to the dental hygiene clinic so that they may become familiar with the facility, prior to the examination. Contact Heather Bunce, Dental Hygiene CDCA Coordinator, at 517-483-1466 to arrange a tour at least three weeks before taking the exam.

**Facility Fee/Security Deposit/Equipment Rental:** External dental hygiene candidates participating in the Commission on Dental Competency Assessments (CDCA) at this site will be assessed a **\$150.00 facility fee. Some instruments** (i.e., ultrasonics and prophylaxis hand pieces) **are available for loan through Lansing Community College.** External candidates must notify the LCC Dental Hygiene Office (517-483-1466) a minimum of three weeks in advance of the examination to arrange for a facility tour.

**The facility fee must be paid in cash (exact amount only), certified check or money order and made payable to Lansing Community College. *No personal checks will be accepted; no change will be available.* Once a candidate has arranged a facility tour, then payment of the facility fee is expected at the end of the facility tour.**

### **TRAVEL and HOUSING ARRANGEMENTS**

#### **Airline and Airport Information**

**Detroit Metro airport- 88 miles away**

**Capital Region International airport-4 miles away**

#### **Chauffeured Ground transportation**

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

#### **Rental Car Information**

##### Rental Cars

Alamo: alamo.com

Avis: avis.com

Dollar:           dollar.com  
Enterprise       enterprise.com

**DRIVING DIRECTIONS and PARKING:**

For driving directions to the Lansing Community College Main Campus Clinic please access our website at [http://www.lcc.edu/parking/parking\\_locations/](http://www.lcc.edu/parking/parking_locations/). You will find directions to the campus and parking for the HHS building, #15. The best place for you to park would be in the building identified as #V (Gannon parking ramp) on this map. Currently, there are no parking fees on Fridays. A limited amount of street parking may be available, but these have parking meters. All parking meters in the area only accept quarters. If you are in an afternoon session for the exam please allow plenty of time to locate parking and walk to the Health and Human Services Building

**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.

**LOCAL HOTELS**

**Within walking distance:**

The Radisson Hotel  
111 North Grand Avenue   Lansing, MI 48933  
(517) 482-0188

**Hotels near major highways:**

Courtyard by Marriott  
2710 Lake Lansing Rd  
Lansing, MI 48912  
(517) 482-0500

Hampton Inn  
2500 Coolidge Rd  
East Lansing, MI 48823  
(517) 324-2072

Holiday Inn Express  
2209 University Park Drive  
Okemos, MI 48864  
(517) 349-8700

Country Inn and Suites  
6511 Centurion Drive  
Lansing, MI 48917

**Gas/Food and ATM's**

Should your patients require refreshments, you are advised to please bring or buy food. There are vending machines in the garden level of the HHS building. There are several restaurants in the Gannon building. Please refer to <http://www.lcc.edu/dining/> for restaurant choices. **NO FOOD OR DRINK IS ALLOWED IN THE DENTAL HYGIENE CLINIC AREA (INCLUDING THE RECEPTION AREA).** This complies with the OSHA infection control

### **Lansing Community College Security**

Lansing Community College is small campus and does have an on-campus police services for the dates of the examinations. Situations requiring security or police presence should call 517-483-1800.

## **Lansing Community College Facility and Services**

### **1. Building and Access Hours:**

The Dental Hygiene Clinic in the HHS building will open from 6:15 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 dental hygiene clinic will be closed to everyone** (including tours) for cleaning and pre-examination set-up.

### **2. 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**

Please note that Lansing Community 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 the college (Lansing Community 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 offered to you online by CDCA. Unfortunately, not all candidates are students of Lansing Community College and some candidates will not be able to request the use of the clinical facilities at Lansing Community College for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a LCC student, the availability, hours, and days of

operation of the Lansing Community College clinic is determined by the clinical staff at Lansing Community College and is not guaranteed to fit your scheduling. Please note that **the day before the examinations begin the dental hygiene clinic will be closed to everyone** (including screenings for Lansing Community College students and tours) for cleaning and pre-examination set-up. 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 Lansing Community 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 Lansing Community 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 Lansing Community College campus

### **X-Rays/Radiographs**

**No radiographic services will be available for CDCA candidates during the examination.**

### **Preparing for the Clinical Phase of the Examination**

**All candidates must furnish their own** instruments, blood pressure cuff and stethoscope, ultrasonic inserts, bib chains (disposable bib chains are available), clinic attire, overgowns and protective eyewear. A review of ultrasonic equipment and what is provided will occur during the facility tour. **Any equipment procured from the Lansing Community College Dental Hygiene Program must be returned immediately after conclusion of the examination.**

Candidates will be using the Lansing Community College Dental Hygiene Clinic. Each candidate will be assigned a numbered operator that corresponds to his or her numbered I.D. badge issued at orientation. Each operator 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 Lansing Community 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 are located on the main floor in the sterilization area. The AED is located on the main floor outside of the 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 the local 9-1-1 (notify EMS).
- Administer oxygen (O<sub>2</sub>) from the green oxygen cylinder located with to the medical emergency kit.
- Administer Basic Life Support (BLS) until EMS arrive.

## During the Board

1. **Hand piece and prophylaxis angles are provided.** The types of hand pieces will be reviewed during the site tour.

2. **Sonic/Ultrasonic Devices.**

All operatories are equipped to operate the ultrasonic devices. The air pressure to each operator chair and all the hand pieces are factory set at approximately 35 to 50 psi. Please ensure that your devices will operate effectively within these parameters.

- **Note: All Lansing Community College Ultrasonic Scalers available for candidate use for free are magnetostrictive technology.** 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 Lansing Community 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 ultrasonic units (along with gaskets for tips/inserts) maybe supplied. Please verify this when taking a facility tour.** If the candidate wants something other than what is supplied by Lansing Community College, the candidate must bring their own inserts. **Please plan accordingly if bringing your own ultrasonic tips with gaskets!**

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 clear plastic barrier wrap.
- ii. The patient chair, dental unit, counter tops, and operator stool are to be disinfected with Optim 1 and 4x4 gauze squares.
- iii. Optim 1, 4 x4 gauze squares, plastic/barrier headrest covers and plastic/barrier wrap are provided by Lansing Community College for all candidates free of charge..
- iv. 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.
- v. Universal infection control guidelines and Personal Protective Equipment (P.P.E.) and guidelines should be observed during the CDCA exam at Lansing Community College. This includes standard OSHA standards and guidelines.

b. **Personnel Protective Equipment**

- i. Disposable gloves and masks will be available on the clinic floor free of charge during the examinations.
- ii. Candidates must provide their own OSHA-acceptable protective glasses and should also provide protective glasses for their patients. Please note that Lansing Community College does not provide disposable side shields for glasses.

**c. Sharps Containers**

- i. Sharps: All needles, anesthetic cartridges, and any potential sharps are to be placed in the red plastic sharps containers located in every cubical and in the sterilization area.

**Lansing Community College 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.**

**4. Disposable Items:**

All of the following items are expendable materials and are provided free of charge by Lansing Community College to all candidates.

- |                                  |                                    |                                 |
|----------------------------------|------------------------------------|---------------------------------|
| ● Optim 1 disinfectant           | ● Non-latex gloves (S-XL)          | ● Sanitizing materials          |
| ● 4 x4 gauze squares for Optim 1 | ● Air water syringe tips (plastic) | ● Oral pre-rinse & cups         |
| ● Bracket tray covers            | ● Facial tissue                    | ● Disposable needle protectors  |
| ● Barrier materials & tape       | ● 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)         |
| ● Soap (liquid)                  | ● Topical anesthetic(s)            | ● 2 x 2 gauze squares           |
| ● Local Anesthetics*             | ● HVE Tips                         | ● Paper towels                  |
| ● 30 gauge short needles         | ● Disposable bib clips             | ● Prophylaxis paste             |
| ● 27 gauge long needles          |                                    |                                 |

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

Lansing Community 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 Lansing Community College does not provide them.

**5. Translation Services**

Translation services for candidates and patients are not provided by Lansing Community 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 Lansing Community College 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 and 20% benzocaine topical anesthetic gel is provided free of charge to all candidates. The brands of local anesthetic used/provided for free by Lansing Community College are generic brands that are 1.7 to 1.8 ml standard cartridges with the following concentrations: 2 % Lidocaine with 1:100,000 epinephrine, 4% Articaine with 1:200, 000 epinephrine, and 3% Mepivacaine plain. Disposable needle stick protection shields are provided by Lansing Community College free of charge. If you prefer to use a specific type of local anesthetic or topical anesthetic for your exam you are encouraged to bring it.

**7. Candidates who do not clean their work area after the exam will be reported to the CDCA, and assessed a "clean-up fee" by the Lansing Community College Dental Hygiene Program.** In such case, the candidate will be assessed a \$50.00 cleaning fee.

**8. Other Limitations**

No instrument sharpening services for dental hygiene instruments are available at Lansing Community 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 Lansing Community 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 Lansing Community 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. Lansing Community College will make every effort to remind candidates not to leave instruments and other items behind when they leave as Lansing Community College will not mail ANY items left behind. If candidates request any help from the Lansing Community 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.

**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 Lansing Community College will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us and we will attempt to update this guide as soon as possible. Please email all corrections to [bunceh@lcc.edu](mailto:bunceh@lcc.edu) . Good luck on your examination!