



Luzerne County Community College CDCA Dental Hygiene Candidate Handbook

Luzerne County Community College 1333 S. Prospect St., Nanticoke, PA 18634

Francis S. and Mary Gill Carrozza Health Science Center (**building where exam takes place**) 42 E. Main St., Nanticoke, PA 18634

Welcome to the Luzerne County Community College

The faculty and staff of the Luzerne County 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 us at 570-740-0447**, or visit our website (<https://www.luzerne.edu/about/benco.jsp>) for more information.

LCCC Francis S. and Mary Gill Carrozza Health Science Center is located at 42 E. Main St., Nanticoke Pa, 18634.

FACILITY FEE \$100.00

Send payment to:

Luzerne County Community College

Attn: Dental Clinic

1333 S. Prospect St.

Nanticoke, PA 18634

TRAVEL and HOUSING ARRANGEMENTS

1. Airline and Airport Information

Wilkes-Barre/Scranton International Airport (AVP) is the closest to the school

2. Chauffeured Ground transportation

Transportation via Uber, rental car, limousine, or bus is available from the airport.

3. Driving Instructions

Take Route 81 to Exit 164 (Nanticoke Exit) to Route 29. At Exit 3, the Nanticoke/Wilkes-Barre Exit, turn left onto Sans Souci Parkway which turns into East Main St. as you enter Nanticoke. Continue on East Main St. for several blocks where you will see the Health Sciences Center located on your right.

4. Hotel/Motel Accommodations

Reservations should be made directly with hotels/motels accommodations located close to the school listed below. Candidates should call for rates.

Motel 6 - (570) 826-0300

Hilton Garden Inn - (570) 820-8595

Courtyard by Marriot - (570) 235-6700

5. Gas/Food and ATM's

All close to Hotels above.

6. ADD SCHOOL NAME HERE Parking

A parking map has been included in this candidate guide for your convenience. Please note that all candidates and patients may only park in designated visitor (V) or student (S) parking spaces located in the South Lot or West Lot at ADD SCHOOL NAME HERE. All candidates and their patients should enter through the main entrance of the building accessible from the south lot parking. Permits are not required to park at ADD SCHOOL NAME HERE 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. LCCC Security

The LCCC Health Science Center is located a few blocks from the Main Campus. Campus security is not always present in the Health Science Center. Security can be reached by calling 570-740-0304. You can call 911 for an emergency situation.

LCCC Facility and Services

1. Building and Access Hours:

The LCCC building will open from 6:30 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:

LCCC has no food, beverage, or cafeteria services for candidates or their patients with the exception of vending machines in the lounge. 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. 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.

Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

Please note LCCC 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 (LCCC 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 LCCC and some candidates will not be able to request the use of the clinical facilities at LCCC for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a LCCC student the availability, hours, and days of operation of the LCCC clinic is determined by the clinical staff at LCCC 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 LCCC students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of LCCC students and their patients may ONLY be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above (please call 570-740-0447 for additional details). Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including screenings for LCCC 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 LCCC 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, Luzerne County 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 LCCC campus. LCCC 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 LCCC Benco Dental 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 LCCC 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 middle of the clinic on the right side. **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.

LCCC will supply prophy angels and brushes. Candidate must bring their own sterilized handpiece.

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.



- All ultrasonic units supplied for candidates by LCCC 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. **All tips/inserts for all available ultrasonic units (along with gaskets for tips/inserts) are not supplied by LCCC and are not available for rental or purchase from LCCC. Please plan accordingly and bring your own ultrasonic tips with gaskets!** If you wish to arrive at LCCC before your scheduled testing day to hook-up your ultrasonic unit you may do so if you call and schedule a time with the director at 570-740-0447. If the CDCA exam has already begun you cannot enter the clinic.

3. Infection Control/Asepsis Requirements

a. Surface Asepsis

- i. Handles of the unit light and chair controls must be covered with barrier film.
- ii. The patient chair, dental unit, counter tops, and operator stool should be disinfected with disinfectant wipes.
- iii. Disinfectant wipes, plastic/barrier chair covers and plastic/barrier wrap are provided by LCCC 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 LCCC. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by LCCC (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 LCCC 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 LCCC Benco 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 LCCC. LCCC will not lube, wipe down, scrub, 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 LCCC sterilization drop-off area. Stainless steel instrument cassettes submitted to LCCC 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 LCCC are no larger than 7 ½ W x 13 L. Candidates that require larger sterilization bags must bring their own. 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. (LCCC is not open on Saturday or Sunday and is closed on holidays). All items submitted to be sterilized **must be picked up from LCCC within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided by LCCC 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.

LCCC 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 LCCC to all candidates.

- Surface disinfection wipes
- Barrier materials & tape
- Bracket tray covers
- Red biohazard bags
- 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
- Prophylactic paste
- Sanitizing materials
- Oral pre-rinse & cups
- 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

LCCC 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 LCCC does not provide them.

5. Translation Services

Translation services for candidates and patients are not provided LCCC. 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 LCCC 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 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). 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 LCCC before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination ADD SCHOOL NAME HERE 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 ADD SCHOOL NAME HERE 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. ADD SCHOOL NAME HERE will make every effort to remind candidates not to leave instruments and other items behind when they leave as ADD SCHOOL NAME HERE will not mail ANY items left behind. If candidates request any help from the ADD SCHOOL NAME HERE 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. ADD SCHOOL NAME HERE does not rent ultrasonics or ultrasonic tips.

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