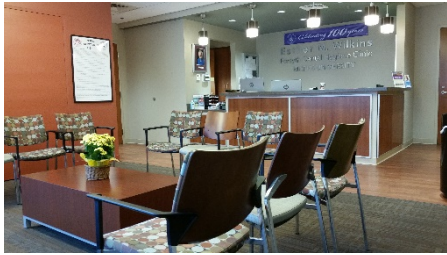




MCPHS
UNIVERSITY

**The Forsyth School of Dental Hygiene
Worcester
CDCA Dental Hygiene Candidate Handbook**

**MCPHS University
10 Lincoln Square
Worcester, MA 01608**



Welcome to the MCPHS University Forsyth School of Dental Hygiene-Worcester Campus

The faculty and staff of the Forsyth School 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 Sharon Hall at 774-243-3414 or Sharon.hall@mcphs.edu or visit our website (www.MCPHS.edu) for more information on the University and the program.**

The Esther M. Wilkins Forsyth Dental Hygiene Clinic at MCPHS University's Worcester Campus is located at 10 Lincoln Square in Worcester, Massachusetts.

As used in this handbook, the term "Host" shall refer to MCPHS University, its Forsyth School of Dental Hygiene, and the Esther M. Wilkins Forsyth Dental Hygiene Clinic, as applicable.



Facility Fee:

A non-refundable facility fee in the form of a bank check for \$250.00 made payable to MCPHS will be collected upon arrival at the site. No personal checks.

Equipment Security Deposit:

All candidates, other than MCPHS University students, will be required to provide a security deposit in the form of a personal check, payable to MCPHS University, in the amount of \$100.00. This will be returned at the end of the exam, provided the equipment (handpiece/power scaler tips) is returned in the original condition to the Clinic Manager.

TRAVEL:**1. Airline and Airport Information****Logan International Airport.**

Worcester is 45 miles west of Boston. Drive time is one to two hours depending on traffic and time of day.

T.F. Green International Airport

Worcester is 51 miles from T.F. Green airport. Travel time is 45 minutes to an hour depending on traffic and time of day.

Worcester Regional Airport

Less than 15 minutes to the Forsyth School of Dental Hygiene-Worcester Campus.

2. Chauffeured Ground transportation

Uber is available.

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

Worcester Limo: <http://wlimo.com/>

508-835-6436

800-660-0992

Knights: <https://www.knightslimo.com/worcester>

508-839-6252

Rental Car Information

Rental Cars: Alamo, Avis, Dollar, National, Enterprise

Directions:**From Logan International Airport:**

Start out going **northwest** on Harborside Dr toward Hotel Dr.

Then 0.48 miles

Harborside Dr becomes Transportation Way.

Then 0.20 miles

Merge onto I-90 W toward **Williams Tunnel/I-93** (Portions toll).

(If you reach Harborside Dr you've gone about 0.1 miles too far)

Take exit 10A and follow the signs to 146 N toward Worcester.

Take 290E toward Shrewsbury/Marlboro
Take Exit 17, **MA-9** toward **Ware/Framingham**.
Turn **left** onto Belmont St/MA-9W.
At the second light (Lincoln Square), turn left onto Major Taylor Blvd.
The school is immediately on the right. Turn right at the first light

From T. F. Green International Airport

Start out going **northeast** on Airport Connector Rd.
Then 0.66 miles
Turn **right** to stay on Airport Connector Rd.
Then 1.07 miles
Merge onto I-95 N toward **Providence**.
Then 8.60 miles
Merge onto RI-146 N via EXIT 23 toward **Woonsocket/Lincoln**.
Then 10.74 miles
Take RI-146 N toward **Worcester MA** (Crossing into **Massachusetts**).
Then 5.50 miles
RI-146 N becomes MA-146 N.
Then 20.54 miles
Merge onto I-290 E via EXIT 13 toward **Shrewsbury/Marlboro**.
Then 1.95 miles
Take Exit 17, **MA-9W** toward **Ware/Framingham**.
At end of ramp turn **left** onto Belmont St/MA-9W.
At the second light (Lincoln Square), turn left onto Major Taylor Blvd.
The school is immediately on the right. Turn right at the first light

From Worcester Regional Airport

Head south on Airport drive .6 mi
Turn left on Goddard Memorial Dr .7 mi
Turn left on Mill St .4mi
Turn right onto Pleasant St 1.6 mi
At the traffic circle, take the third exit on Highland St 1.4 mi
At Lincoln Sq., Turn right onto Major Taylor Blvd.
The school is immediately on your right. Turn right at the first light

Driving

From Points West

Take I-290 East. Get off at Exit 17. At the top of the ramp, turn left at the traffic light. At the second set of lights at the bottom of the hill, make a left onto Major Taylor Boulevard. MCPHS University will be on your right. Turn right at first light then turn right pulling up to the gate at parking structure. Press call button and inform guard that you are here for the CDCA exam.

From Points East

Take I-290 W. Exit 18 for MA-9 towards Ware/Framingham. Keep right at the fork, follow signs for Downtown. Cross over route 9 and proceed down Major Taylor Boulevard, MCPHS University will be on your right. At light, turn right into the lot and turn right again pulling up to the gate at parking structure. Press call button and inform guard that you are here for the CDCA exam.

From Route 9 West

Take Route 9 West into Worcester. When you cross the Lake Quinsigamond Bridge at Lake Avenue, go straight up the hill beyond UMass Medical School. Approximately two miles from the bridge, UMass-Memorial Hospital (Memorial Campus) will be on the right. At the third set of lights after UMass-Memorial Hospital, take a left on Major Taylor Boulevard. MCPHS University will be on your right. At light, turn right into the lot and turn right again pulling up to the gate at parking structure. Press call button and inform guard that you are here for the CDCA exam.

By Public Transportation

By Bus

- #567 (Outbound from City Hall) at Lincoln Square and Major Taylor Boulevard.
- #649 (Inbound to City Hall) stopping at Main Street and George Street, across from the Worcester courthouse.

Routes that service these stops:

- Outbound at #567: Routes 23, 24, 26, 30, and 31
- Inbound at #649: Routes 23, 24, 26, and 30

3. 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.

AC Hotel by Marriott

125 Front St.
Worcester, MA 01608
774-420-7555

Courtyard by Marriott

72 Grove Street
Worcester, MA 01605
888-887-7948

Hampton Inn

65 Prescott St.
Worcester, MA 01605
508-886-9005

Hilton Garden Inn

35 Major Taylor Boulevard
Worcester, MA 01608
508-753-5700

Holiday Inn

110 Summer Street
Worcester, MA 01608
508-757-0400

4. Parking

- **FREE** parking for candidates and their patients on exam dates. Spaces are in front of and inside the 10 Lincoln Square garage, which is located just outside the entrance to our building. Accessible parking is available.
- For overnight or extended parking, there are paid options close by. Please check with your hotel for more information.

5. MCPHS University Security

The MCPHS University Department of Public Safety is staffed 24 hours a day, seven days a week to respond to any emergencies, both personal and building related. The Department of Public Safety responds to any type of safety issues, is responsible for the Access Control, ID's, all key requests, parking enforcement, lost & found, and lockers. If you require any assistance in any of these areas, please do not hesitate to stop by the Public Safety Department located at the building entrances of 19 and 25 Foster Street or call 508-373-5800.

MCPHS University Facility and Services

1. Building and Access Hours:

The MCPHS University building at 10 Lincoln Square will open at 6:00 a.m. on examination days for The Commission of Dental Assessments (CDCA) exam.

2. Food and Beverage Services:

MCPHS University has a fully automated vending café on the first floor that is available to candidates or their patients. The café accepts only credit/debit for payment. 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 mile of the campus if you wish to purchase food. However, food or drink are not allowed in any areas of the clinic.

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 that the Host 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). He/she should not make requests of anyone associated with the Host, including 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 from CDCA. The Esther M. Wilkins Forsyth Dental Hygiene Clinic will not be open for screening patients or exposing radiographs prior to and on the date of the examination.

Please note 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 Forsyth School 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 a Release releasing MCPHS University and its officers, agents, and employees from any claims arising out of or resulting from their screening or providing any exam or related dental services to their patients while on the MCPHS University campus or from their attendance at the Forsyth Dental Clinic and/or their use of its facilities and equipment.

Please note that the CDCA Manual on Registration states that “The CDCA has a blanket Malpractice Insurance policy that covers all dental hygiene candidates for all ADEX examinations. Therefore, candidates are not required to obtain additional limited liability insurance.”

X-Rays/Radiographs

No digital/film radiographic services will be available for CDCA candidates during the examination.

Preparing for the Clinical Phase of the Examination

Candidates will be using the Esther M. Wilkins Dental Hygiene clinic at MCPHS University's Forsyth School of Dental Hygiene-Worcester. 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 Host's CDCA 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 all located within the dental clinic between bays 3 and 4.

In the event of an emergency, the procedure is:

- STAY WITH YOUR PATIENT; verbally notify the CDCA Floor Assistant, an examiner, the 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 EXAM

1. Handpiece and Propy Angle Hookups.

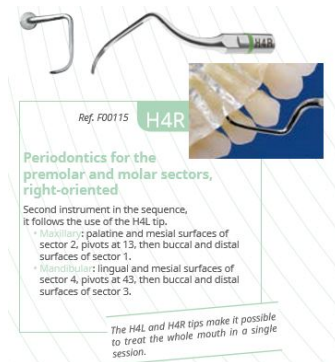
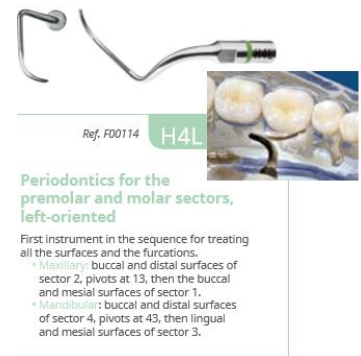
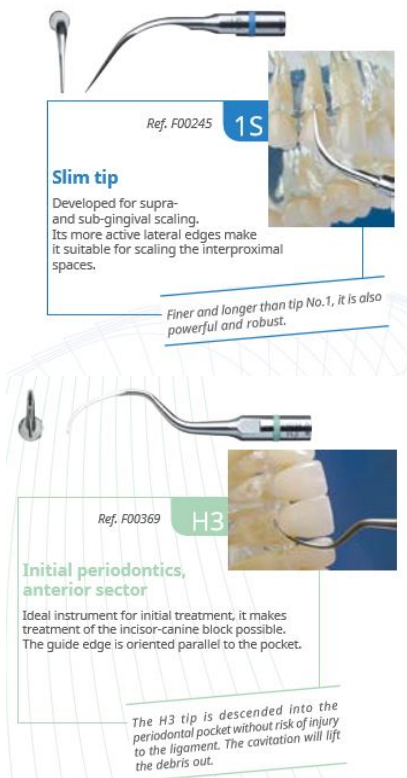
Handpiece hookups are Midwest four- hole style. Candidates must bring their own handpiece.



2. Sonic/Ultrasonic Devices.

All operatories are equipped with an integrated power scaler, either Dentsply Cavitron 30K, or Acteon Piezo. If you would like to request a specific type, this request should be made well in advance to the Site Coordinator. Availability is not guaranteed.

- Cavitron: Sterimate handpieces will be provided but candidates must bring inserts.
- Piezo: A kit containing four tips (see photos below) will be provided.



If you prefer to bring your own ultrasonic scaling unit, it must be a portable unit with a self-contained water source. There is no water hookup on the unit. All water to the unit is supplied from a pressurized bottle on the unit with a DentaPure filtration cartridge.

All equipment supplied for candidates by the Host is provided “as is” and is in a “used” condition. Every effort has been made to ensure that all equipment is in good working order.

3. Infection Control/Asepsis Requirements

a. Surface Asepsis- CaviWipes, chair covers, barriers, and barrier tape are provided by the Host at no extra charge.

- i. Touch surfaces including handles, adjustment knobs and control pads must be covered using provided barriers.
- ii. The patient chair, dental unit, counter tops, and operator stool should be cleaned and disinfected with provided CaviWipes.
- iii. Utility gloves are available for use by candidates and are to be worn when handling, packaging, or transporting dirty instruments within the clinic.
- iv. Universal infection control guidelines and Personal Protective Equipment (P.P.E.) and CDC guidelines should be observed during the CDCA exam at the Esther M. Wilkins Forsyth Dental Hygiene Clinic. This includes OSHA standards and guidelines.

b. Personal Protective Equipment

- i. Disposable exam gloves, masks, and gowns 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 the Host 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 clinic.

d. Sterilization

Please contact the site coordinator, Sharon Hall, *before* the exam with your sterilization requests to determine how we can help you. Variables in scheduling will determine whether we will or will not be able to fully process (from disinfecting washer through sterilization) and return instruments to you the same day. If instruments will not be processed, candidates must bring their own transport container.

The Host will provide sterilization pouches of multiple sizes up to 7.5"X13" at no extra cost.

Arrangements for sterilization and pick up times must be made with site coordinator before processing has begun.

MCPHS UNIVERSITY SHALL NOT BE LIABLE TO CANDIDATES FOR ANY LOSS OF OR DAMAGE TO DENTAL/DENTAL HYGIENE INSTRUMENTS, ULTRASONIC SCALERS, OR OTHER PERSONAL EFFECTS/ITEMS THAT CANDIDATES BRING ONTO CAMPUS, INCLUDING, WITHOUT LIMITATION, ITEMS THAT MAY BE LOST, BROKEN, STOLEN, OR DAMAGED, OR THAT ARE NOT RETRIEVED WITHIN FIVE DAYS AFTER THE CLOSING OF THE EXAMINATION.

4. Disposable Items:

All of the following items are expendable materials and are provided as part of the facility fee by Forsyth to all candidates.

- Surface disinfection wipes
- Barrier materials & tape
- Bracket tray covers
- Patient napkins
- Headrest covers
- Barrier tape (roll)
- Tray covers/Barriers
- Styrofoam instrument trays
- Overgloves
- Saliva ejectors/HVE Tips
- Disposable bib holders
- Non-latex exam gloves (S-XL)
- Air water syringe tips (plastic)
- Facial tissue
- Cotton swabs
- Standard saliva ejectors
- Cotton rolls
- Soap (liquid)
- 2 x 2 gauze squares
- Paper towels
- Prophylaxis paste
- Hand Sanitizer
- Disposable needle stick protectors
- Antimicrobial mouthwash
- Autoclave bags (up to 7.5x13")
- Drinking cups (small)
- Topical anesthetic(s)
- Local Anesthetics*
- 27 ga. short and long needles
- 25 ga. short and long needles

*See Section 6 below.

5. Translation Services

Candidates wishing to bring a translator (for languages other than English) must provide all accommodations required. All translators must check in and register 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 rules applicable to candidate (no cell phones, notes, or PDA's) and safety requirements as well as all reasonable CDCA site coordinator and/or Host 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, as well as disposable needlestick protection shields are provided at no extra charge to all candidates. The brands of local anesthetic provided are generic brands that are 1.7 to 1.8 ml standard cartridges with the following concentrations: **Lidocaine HCl 2% with epinephrine 1:100,000**, and **Mepivacaine 3% 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 the Host before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination the Host does NOT have replacement instruments to loan/sell to candidates, so please come prepared accordingly. **The Host is a Latex Free Clinic.** 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. The Host will make every effort to remind candidates not to leave instruments and other items behind when they leave as the Host **will not mail ANY items left behind**. If candidates request any help from the Host 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, power scalers/tips/inserts, or other items that the candidate is seeking help with is the sole responsibility of the candidate.

EXAM ROOM ASSIGNMENTS

The Esther M. Wilkins Dental Hygiene Clinic is located on the 3rd floor at MCPHS University, 10 Lincoln Square, Worcester, MA 01608. Follow the signs after checking in with the guard at the desk as you enter the building.

We hope that this guide has been helpful and that your examination experience at MCPHS University's Forsyth School of Dental Hygiene will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact Sharon Hall at 774-243-3414 at MCPHS University's Forsyth School of Dental Hygiene and we will attempt to update this guide as soon as possible. Please email all corrections to Sharon.hall@mcphs.edu
Good luck on your examination!