



CDCA Dental Hygiene Candidate Handbook

**Julio Leon Health Sciences Building
3950 E. Newman Road
Joplin, MO
64801**

Welcome to Missouri Southern State University

The faculty and staff of the Missouri Southern State University Dental Hygiene Program 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 any additional questions after reading this handbook, please contact us at (417) 625-9709**, or visit our website <https://www.mssu.edu/academics/health-sciences/dentalhygiene/> for more information.

Missouri Southern State University is located at 3950 E. Newman Road in Joplin, Missouri.

TRAVEL and HOUSING ARRANGEMENTS

1. **Airline and Airport Information : Joplin Regional Airport**

<http://www.joplinmo.org/149/Airport>

2. **Chauffeured Ground Transportation**

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

Rental Car Information: AVIS and HERTZ

3. **Driving Instructions:**

Directions: From Kansas City I-49 South to Newman Rd (Exit 41). Turn West on Newman Rd and proceed to MSSU campus.

From Springfield I-44 West, follow signage at Exit 11B, then North on HWY 249 to Newman Rd. Go West on Newman Rd. to Duquesne Rd. and the MSSU campus.

From Fayetteville, AR Take HWY 71 North - continue north when HWY 71 becomes HWY 249. Continue on HWY 249 to Newman Rd., then West on Newman Rd. to Duquesne Rd. and the MSSU campus.

From Tulsa, OK I-44 East to Joplin, exit on Range Line Rd. (exit 8B). Go North on Range Line Rd. to Newman Rd. Go East on Newman Rd. approximately 1.5 miles to MSSU campus.

From Wichita, KS South on I-35 to HWY 166; then East on HWY 166 to Baxter Springs, KS. Go North on Alt. 69 to Rt. 66; then East on Rt. 66 to Joplin (Rt. 66 becomes 7th Street) to Range Line Rd.

Travel North on Range Line Rd. to Newman Rd.; and go East on Newman Rd. approximately 1.5 miles to Missouri Southern campus. Or, take HWY 400 (Kellogg in Wichita) to HWY 171 to Madison Ave. in Webb City, Mo. Go South on Madison (which

becomes Range Line Rd. in Joplin) to Newman Rd. Go East on Newman Rd. approximately 1.5 miles to Missouri Southern campus.

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.

Baymont Inns & Suites	3510 S. Range Line Rd. 417-623-7755
Best Western	3508 S. Range Line Rd. 417-781-6776
Days Inn	3500 S. Range Line Rd. 417-623-0100
Drury Inn	3601 S. Range Line Rd. 417-781-8000
Hilton Gardens	2644 E. 32nd Street 417-206-6700
Holiday Inn	3615 S. Range Line Rd. 417-782-1000
La Quinta Inn	3320 S. Range Line Rd. 417-781-0500
Motel 6	3031 S. Range Line Rd. 417-781-6400

This is not a complete list of hotels/motels in the Joplin area, nor is it in any way an endorsement or recommendation.

5. **Missouri Southern State University Parking**

A parking map has been included in this candidate guide for your convenience. Please note that all candidates and patients may only park at the north end of the Health Science building or adjacent parking located at the football arena across the street from the Health Sciences building. All candidates and their patients should enter through the main entrance of the building, located on the west side of the building. Student and patient entrance will be labeled with signs. Permits are not required to park at MISSOURI SOUTHERN STATE UNIVERSITY 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.

6. **Missouri Southern State University Security**

MISSOURI SOUTHERN STATE UNIVERSITY is a small campus and has 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 law enforcement authorities. Ext. 2222

MISSOURI SOUTHERN STATE UNIVERSITY Facility & Services

1. **Building Access Hours:**

The MISSOURI SOUTHERN STATE UNIVERSITY 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:**

MISSOURI SOUTHERN STATE UNIVERSITY has no food, beverage, or cafeteria services for candidates or their patients. Candidates should inform their patients to eat before coming to the exam. 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:**

Candidates and patients who take the exam on Saturday, April 18 may park in any of the designated parking spaces near the Health Science Building. A map has been included for your reference.

Patient Screening

Clinical Patient Screening

Please note that MISSOURI SOUTHERN STATE UNIVERSITY does not provide patients for the 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 university (MISSOURI SOUTHERN STATE UNIVERSITY 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. All candidates (even if they are not MISSOURI SOUTHERN STATE UNIVERSITY 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., (MISSOURI SOUTHERN STATE UNIVERSITY) 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 MISSOURI SOUTHERN STATE UNIVERSITY campus.

Preparing for the Clinical Phase of the Examination

Candidates will be using the MISSOURI SOUTHERN STATE UNIVERSITY. 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 MISSOURI SOUTHERN STATE UNIVERSITY 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 main floor in the West Clinic (See CDCA Floor Plan). 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) if needed until EMS arrive.

During the Board Examination

Patients

1. Each candidate must provide his/her own patients. MSSU Dental Hygiene Program does not allow applicants access to patient records due to confidentiality issues. Securing back-up patients is strongly advised.
2. The candidate is responsible for his/her patients. The candidate must make provisions for follow-up care if the treatment during the exam is unsatisfactory and/or incomplete. MSSU Program of Dental Hygiene assumes no legal responsibilities to patients by allowing the use of University space, equipment and supplies.
3. All applicants must adhere to OSHA guidelines for infection control, i.e.: barrier protection, instrument sterilization, etc. Eye protection is the responsibility of the applicant.
4. It is the responsibility of each candidate to provide their own malpractice insurance while treating patients in the exam.
5. The candidate is responsible for providing his or her own sterile instruments, hand pieces, and ultrasonic/sleeves/tips. Sterilization of instruments after procedures will not be provided by the school.
6. Candidates must notify the school ahead of time if they are interested in receiving a tour of the school. They can contact Mrs. Kim Rogers at 417-625-9754 and she will make the necessary arrangements.

Parking:

Candidates and patients who take the exam on Saturday, April 18 may park in any of the designated parking spaces around campus. A map has been included for your reference.

Fees:

The Facility Fee is \$175.00 for dental hygiene candidates payable to CDCA. This fee is to help off-set costs incurred by the MSSU Program of Dental Hygiene in the administration of the exam. This fee will be collected by the CDCA upon registration.

Clinical Equipment:

1. All operatories have air and electrical outlets.
2. Main clinic operatories will accommodate left-handed operators.
3. This facility is latex free.
4. The school is not responsible for lost or stolen articles. No locker or storage is available at the school.

CANDIDATES MUST PROVIDE THEIR OWN GLOVES. ALL OTHER DISPOSABLE SUPPLIES WILL BE AVAILABLE

Examination materials we provide:

- Autoclave tape
- Tray Covers
- Cotton rolls
- Floss
- 2 x 2 cotton squares
- Cotton swabs
- Disinfectant
- Chair covers
- Drinking cups
- Evacuator tips
- Face masks
- Facial tissue
- Isopropyl alcohol
- Mask
- Mouth wash
- Operator gowns
- Paper towels
- Patient bibs
- Polishing materials
- Prophy paste
- Saliva ejectors
- Soap
- Topical anesthetic
- Trash bags

Examination materials we do not provide:

- Film mounts
- Gloves
- Hemodent
- Instrument trays (disposable/metal)
- Operator/patient eyewear

Sterilization

ALL INSTRUMENTS USED TO PROVIDE PATIENT CARE MUST BE STERILIZED.

Candidates are to bring sterile instruments to the examination. Following treatment of your patient, autoclave bags will be available for you to bag your instruments for transportation back to your school. The Missouri Southern State University Dental Hygiene Program accepts **no responsibility** for lost or damaged instruments.

- We do not have storage facilities prior to the exam for candidates to store supplies.
- One equipment support/maintenance technician will be on hand at all times.
- Orientation and instructions will be administered by a CDCA official.
- The Missouri Southern State University Dental Hygiene Program will provide disinfecting solutions for cleaning of the operatory. Personnel will be available to assist you in the sterilization area immediately off the clinic floor.

Local Anesthesia 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 Carbocaine without epinephrine.** Disposable needlestick protection shields are provided by MISSOURI SOUTHERN STATE UNIVERSITY free of charge. If you are taking the anesthesia examination, MISSOURI SOUTHERN STATE UNIVERSITY **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.

Other Limitations

No instrument sharpening services for dental hygiene instruments are available at MISSOURI SOUTHERN STATE UNIVERSITY before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination MISSOURI SOUTHERN STATE UNIVERSITY 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 MISSOURI SOUTHERN STATE UNIVERSITY 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. MISSOURI SOUTHERN STATE UNIVERSITY will make every effort to remind candidates not to leave instruments and other items behind when they leave as MISSOURI SOUTHERN STATE UNIVERSITY will not mail ANY items left behind. If candidates request any help from the MISSOURI SOUTHERN STATE UNIVERSITY 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

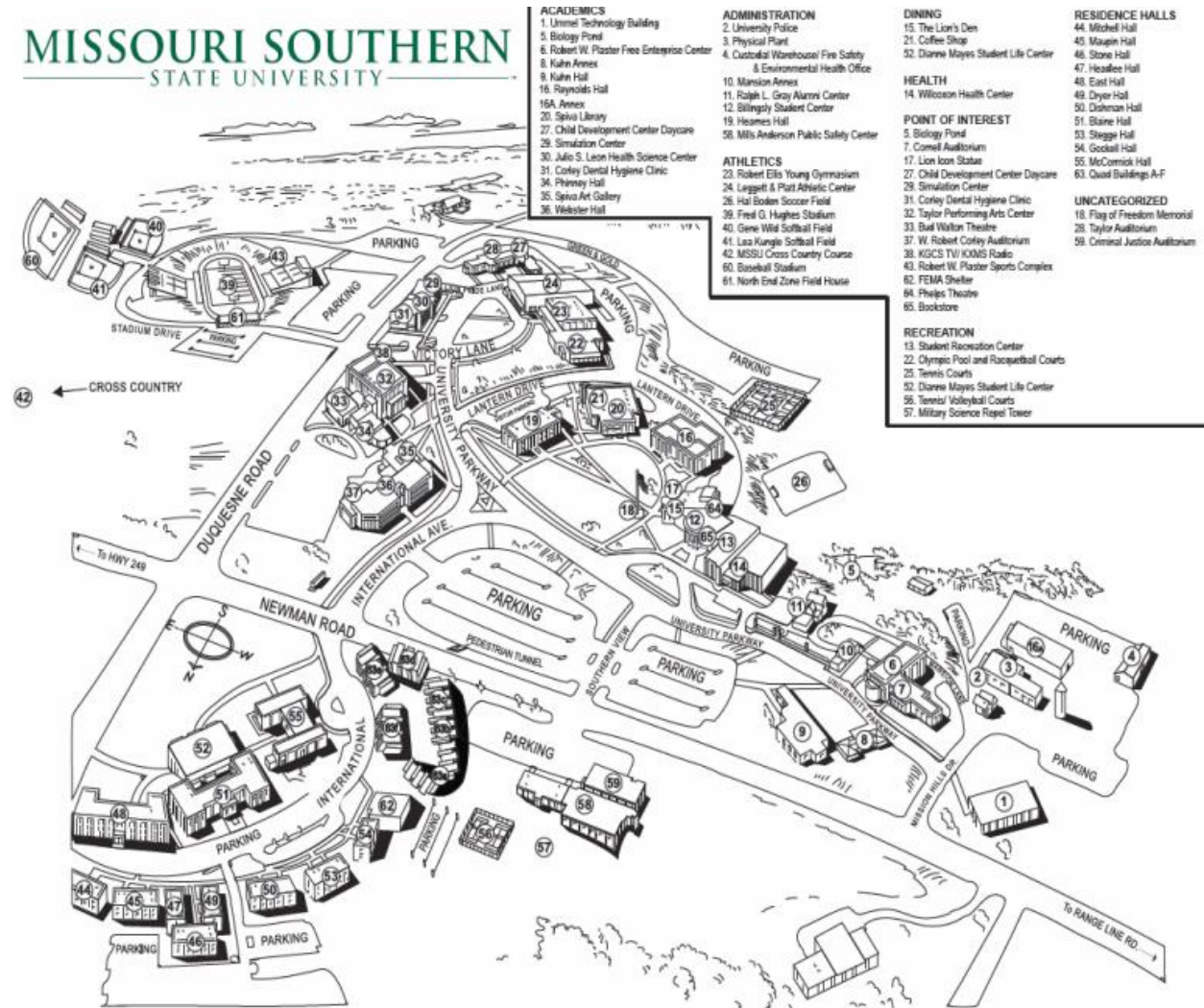
responsibility of the candidate. MISSOURI SOUTHERN STATE UNIVERSITY does not rent ultrasonics or ultrasonic tips.

EXAM ROOM ASSIGNMENTS

Examination Date: April 18, 2020

Registration & Orientation Room: Julio Leon Health Science Building Room 111

Examination/Clinical Room: Julio Leon Health Science Building Room 116



We hope that this guide has been helpful and that your examination experience at MISSOURI SOUTHERN STATE UNIVERSITY will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us (MISSOURI SOUTHERN STATE UNIVERSITY) and we will attempt to update this guide as soon as possible. Please email all corrections to dentalhygiene@mssu.edu

Good luck on your examination!