



**Monroe Community College**

STATE UNIVERSITY OF NEW YORK

**Monroe Community College Dental Hygiene  
CDCA Dental Hygiene Candidate Handbook**

**1000 East Henrietta Rd.  
Rochester, New York, 14623  
585-292-2761**

# **Welcome to the Monroe Community College Dental Hygiene Program**

The faculty and staff of Monroe 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 585-292-2761.**

Monroe Community college is located in Rochester, New York.

## **TRAVEL and HOUSING ARRANGEMENTS**

- 1. Airline and Airport Information: Greater Rochester International Airport**  
<http://www.monroecounty.gov/airport-index.php/>
- 2. Chauffeured Ground transportation:** <http://www.monroecounty.gov/airport-transportation.php>

Transportation via Taxi or Uber is available at the airport

### **Rental Car Information**

#### Rental Cars

Alamo  
Avis  
Dollar  
National  
Enterprise

- 3. Driving Instructions**

<http://www.monroecc.edu/about-mcc/locations-maps/>

- 4. Hotel/Motel Accommodations**

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

- 5. Monroe Community College Parking:** <http://www.monroecc.edu/about-mcc/locations-maps/>

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 or assigned parking places. After

parking proceed to Building 7, room 201. Vehicles left after hours on campus are subject to being ticketed.

## Monroe Community College Facility and Services

### 1. Building and Access Hours:

Monroe Community College buildings 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:

Monroe Community College has food, beverage, and cafeteria services for candidates or their patients during weekdays. On weekends 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, restaurants and fast food establishments located within one (2) 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 that Monroe 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 Monroe 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 delivered to you directly by CDCA. Unfortunately, not all candidates are students of Monroe Community College and will not be able to request the use of the clinical facilities at Monroe 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 Monroe Community College student the availability, hours, and days of operation of the clinic are determined by the clinical staff at Monroe Community College 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**. Screening times for candidates of Monroe Community College students and their patients may ONLY be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above. 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 Monroe 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 absolving Monroe Community College and their assigned agents from any liability, damages, responsibility, etc. associated with requests and actions engaged in while participating in any exam or related dental services to their patients while on the Monroe Community College campus.

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

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

Radiographic services are not available to candidates who are not students at Monroe Community College.

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

Candidates will be using Monroe Community College 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 Monroe 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 and the AED are located on the main floor in the Clinical area. **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 Propy Angle Hookups.

You must provide your own handpiece. Monroe Community College will provide the disposable prophy angle. Disclosing solution is not allowed to be used on the exam.

### 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 A-Dec 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.



- Monroe Community College features magnetostrictive ultrasonic scaling units with a 30K insert capability.
- Monroe Community College **Ultrasonic Scalers are available for candidate use provided for free by the school. The student must provide the insert.** 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 Monroe Community College are provided “as is” and are in a “used” condition. Every effort has been made to ensure that the units 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 are not supplied by Monroe Community College and are not available for rental or purchase from Monroe Community College. Please plan accordingly and bring your own ultrasonic inserts!**
- 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, chair head and chair controls must be covered with plastic barrier wrap.
- 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 Monroe Community College for all candidates free of charge.
- iv. Disposable plastic overgloves are not provided for the candidate.
  - v. Candidates must furnish their own sturdy utility gloves (latex free) 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 Monroe Community College This includes standard OSHA standards and guidelines.

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

Appropriate protective equipment (which includes disposable gowns) are provided/available by Monroe Community College (one per day free of charge) and must be worn in all occupational exposure situations.

- i. Disposable 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 Monroe Community College 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 Monroe Community College 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 Monroe Community College. Monroe Community College 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 Monroe Community College clinical area. Submitted candidate instruments should be placed in a sealed sterilization wrap/bag within a

closed stainless-steel instrument cassette for sterilization. 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. All items submitted to be sterilized **must be picked up from Monroe Community College within five days of the conclusion of the examination.** If the candidate chooses to use the sterilization services provided by Monroe Community College 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 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.

**Monroe 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, (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 ADD SCHOOL NAME HERE 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
- Overgloves
- 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
- Prophylactic paste
- Sanitizing materials
- Oral pre-rinse & cups
- Disposable needle stick protectors
- Cotton swab (tip applicators)
- Antimicrobial mouthwash
- Autoclave wraps
- Drinking cups (small)
- Topical anesthetic(s)

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

Students must provide their own A-Dec compatible air/water syringe tips for the examination. Candidates should plan ahead and bring bite blocks to make their patients more comfortable during the exam.

### **5. Translation Services**

Translation services for candidates and patients are not provided by Monroe 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 Monroe Community College site coordinator requests to ensure that all other candidates have a fair, secure, quiet, safe, effective, and successful examination.

### **6. Topical Anesthetic Information –**

20% benzocaine topical and Oraqix anesthetic gel is provided free of charge to all candidates. The brands of topical anesthetic used/provided for free by Monroe Community College and are generic brands.

### **7. Other Limitations**

No instrument sharpening services for dental hygiene instruments are available at Monroe 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 Monroe Community College 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. Monroe Community college will make every effort to remind candidates not to leave instruments and other items behind when they leave but will not mail ANY items left behind. 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 Monroe 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 [dlawrence@monroecc.edu](mailto:dlawrence@monroecc.edu) . Good luck on your examination!