

**Montgomery County Community College
of Dental Hygiene
CDCA Dental Hygiene Candidate Handbook**

**340 DeKalb Pike
Health Science Center
Blue Bell, PA 19422
(215) 641-6623**

Welcome to Montgomery County Community College

The faculty and staff of Montgomery 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 (215) 641-6623**, or visit our website (www.mc3.edu) for more information.

Montgomery County Community College is in Blue Bell, PA.

The facility charges a \$500 fee for candidates not currently students of Montgomery County Community College. Cashier Check or money order (made out to Montgomery County Community College Foundation) should be mailed to:

Dental Hygiene Program

ATTN: Kimberly Beadencup

340 DeKalb Pike, HSC 1704

Blue Bell, PA 19422

TRAVEL & HOUSING ARRANGEMENTS

1. Airline and Airport Information

- Philadelphia International Airport 8000 Essington Avenue, Philadelphia, PA 19153

2. Chauffeured Ground transportation

Public Transportation options are available every 30 minutes from the airport.

Rental Car Information

Rental Cars

Alamo	www.alamo.com	215-492-3690
Avis	www.avis.com	215-492-0900
Dollar	www.dollar.com	800-800-4000
National	www.nationalcar.com	800-227-7368
Enterprise	www.enterprise.com	610-521-3700
Budget	www.budget.com	800-527-0700
Hertz	www.hertz.com	215-492-7200

3. Driving Instructions

Directions and maps follow.

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.

Normandy Farms
1401 Morris Road
Blue Bell, 19422
215-616-8500

5. Gas/Food and ATM's

Wawa
1015 DeKalb Pike
Center Square, PA 19422
610-279-7014

6. Montgomery County Community College Parking

A parking and campus map have been included in this candidate guide for your convenience. Candidates and patients may park in the lot adjacent to the Health Science Center off Cathcart Road. All candidates and their patients should enter through the main entrance of the building accessible from the parking lot. Permits are not required to park at Montgomery County Community College 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. Montgomery County Community College Security

Montgomery County Community College is a medium size campus with campus public safety on-site for the dates of the examinations. Situations requiring police presence should be referred to local law enforcement authorities. Whitpain Township Police Department may be reached at 610-279-9033.

Driving Directions from Airport:

- 1) Get on 1-95 S from exit 12 B (1.2 mi).
- 2) Take I-476 N to W Germantown Pike in Plymouth Meeting. Take Exit 20 from 1-476 N (24.9 mi).
- 3) Continue onto W Germantown Pike. Take Jolly Road to US-202 N in Whitpain Township (5.6 mi).

Public Transportation Directions:

- 1) From Terminal A, take the Airport Line (2 stops).
- 2) Continue onto Fox Chase Line in the same vehicle (non-stop).

- 3) At the 30th Street Station, take Lansdale/Doylestown Line (5 stops).
- 4) Exit at Ambler and walk to Butler Avenue & Main Street—MBFS.
- 5) Take Bus #94 to Montgomery Mall (5 stops).
- 6) Arrive at Montgomery County Community College.

Montgomery County Community College Facility and Services

1. Building and Access Hours:

The Montgomery County Community College 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 clinic **will be closed to everyone** (including tours) for cleaning and pre-examination set-up.

2. Food and Beverage Services:

Montgomery County Community College has food, beverage, & cafeteria services for candidates or their patients in the building and on the campus. Candidates should inform their patients to eat before coming to the exam or candidates may choose purchase food from the café in the building lobby or the college cafeteria. Food brought from outside will not be stored by the college. 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:

A parking map follows for your convenience. A parking and campus map have been included in this candidate guide for your convenience. Candidates and patients may park in the lot adjacent to the Health Science Center off Cathcart Road. All candidates and their patients should enter through the **main entrance** of the building accessible from the parking lot. Permits are not required to park at Montgomery County Community College 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.

Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

Please note that Montgomery County 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 (Montgomery County 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 Montgomery County Community College and some candidates will not be able to request the use of the clinical facilities at Montgomery County 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 Montgomery County Community College student the availability, hours, and days of operation of Montgomery County Community College clinic is determined by the clinical staff at Montgomery County 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 and is on a first come first serve basis for Montgomery County Community College students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of Montgomery County Community College students and their patients may ONLY be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above. Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including screenings for Montgomery County Community College 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 Montgomery County 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, Montgomery County Community College and their assigned agents from any liability, damages, responsibility, etc. associated with requests and actions engaged in providing any exam or related dental services to their patients while on the Montgomery County Community College campus. Montgomery County Community College 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. All required radiographic images must be in hard copy form.

Preparing for the Clinical Phase of the Examination

Candidates will be using Montgomery County Community College. 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 Montgomery County 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. (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) until EMS arrive.

During the Board

1. Handpiece and Propy Angle Hookups.

Handpieces are available from Montgomery County Community College, included in the facility fee. Outside equipment is not permitted.

2. Sonic/Ultrasonic Devices.

All operatories are equipped to operate the ultrasonic devices contained within the dental unit. Candidates wishing to use ultrasonic devices may rent equipment from Montgomery County Community College for an additional charge. Outside equipment is not permitted.

3. Infection Control/Asepsis Requirements

a. Surface Asepsis

- i. Handles of the unit light and chair head and chair controls must be covered with either clear plastic barrier wraps or barrier tape.
- 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 Montgomery County Community College for all candidates included in the facility fee.
- iv. Disposable plastic overgloves are available (included in facility fee) 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 Montgomery County Community College. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by Montgomery County Community College (one per day included in facility fee) and must be worn in all occupational exposure situations.
- ii. Disposable gloves, masks, and gowns will be available on the clinic floor during the examinations. Cost of items is included in the facility fee.
- iii. Candidates must provide their own OSHA-acceptable protective glasses and should also provide protective glasses for their patients. Please note that Montgomery County 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 Montgomery County 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 Montgomery County Community College. Montgomery County 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 Montgomery County Community College sterilization drop-off area. Submitted candidate instruments should be placed in a sealed sterilization bag within a closed stainless-steel instrument cassette or simply bagged by the candidate for sterilization. Stainless steel instrument cassettes submitted to Montgomery County Community College 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 by Montgomery County Community College are no larger than 7 ½ W x 13 L. Candidates may request extra large autoclave bags (13 x 20) if needed. 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 turnaround 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. (Montgomery County Community College is not open on Sunday). All items submitted to be sterilized **must be picked up from Montgomery County Community College within five days of the conclusion of the**

examination. If the candidate chooses to use the sterilization services provided by Montgomery County 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 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.

*MONTGOMERY COUNTY 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 the following items are expendable materials and are provided in the facility fee by Montgomery County Community College to all candidates.

- Surface disinfection wipes
- Barrier materials & tape
- Bracket tray covers
- Red biohazard bags
- Headrest covers
- Barrier tape (roll)
- Tray covers/Barriers
 - Soap (liquid)
- Overgloves
- HVE Tips
- Disposable bib clips
- Non-latex gloves (S-XL)
- Oral pre-rinse & cups
- Facial tissue
- Patient napkins
- Standard saliva ejectors
- Face masks
- Cotton rolls
 - Topical anesthetic(s)
- 2 x 2 gauze squares
- Paper towels
- Prophy paste
- Sanitizing materials
- Disposable needle stick protectors
- Cotton swab (tip applicators)
- Antimicrobial mouthwash
- Autoclave bags (S-L)
- Drinking cups (small)
- Local Anesthetics*
- 27 gauge short needles
- 27 gauge long needles

***See Section 6 below.**

Disposable Air/Water Syringe Tips and Bite Blocks

Montgomery County Community College does not provide metal or plastic (disposable) air/water syringes. Candidates should also bring their own metal or plastic (disposable) air-water syringe. 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 Montgomery County 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 Montgomery County 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/carpules and 20% benzocaine topical anesthetic gel is provided within the facility fee to all candidates. The brands of local anesthetic used/provided by Montgomery County Community College 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 **Mepivacaine Plain (3% without vasoconstrictor)**. Disposable needlestick protection shields are provided by Montgomery County Community College within the facility fee. If you are taking the anesthesia examination Montgomery County Community College 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.

7. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at Montgomery County 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 Montgomery County Community College does NOT have replacement instruments to loan/sell to candidates, so please come prepared accordingly.

Montgomery County Community College is a latex-free facility and NO latex-containing products are permitted!

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. Montgomery County Community College will make every effort to remind candidates not to leave instruments and other items behind when they leave as Montgomery County Community College will not mail ANY items left behind. If candidates request any help from the Montgomery County 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.

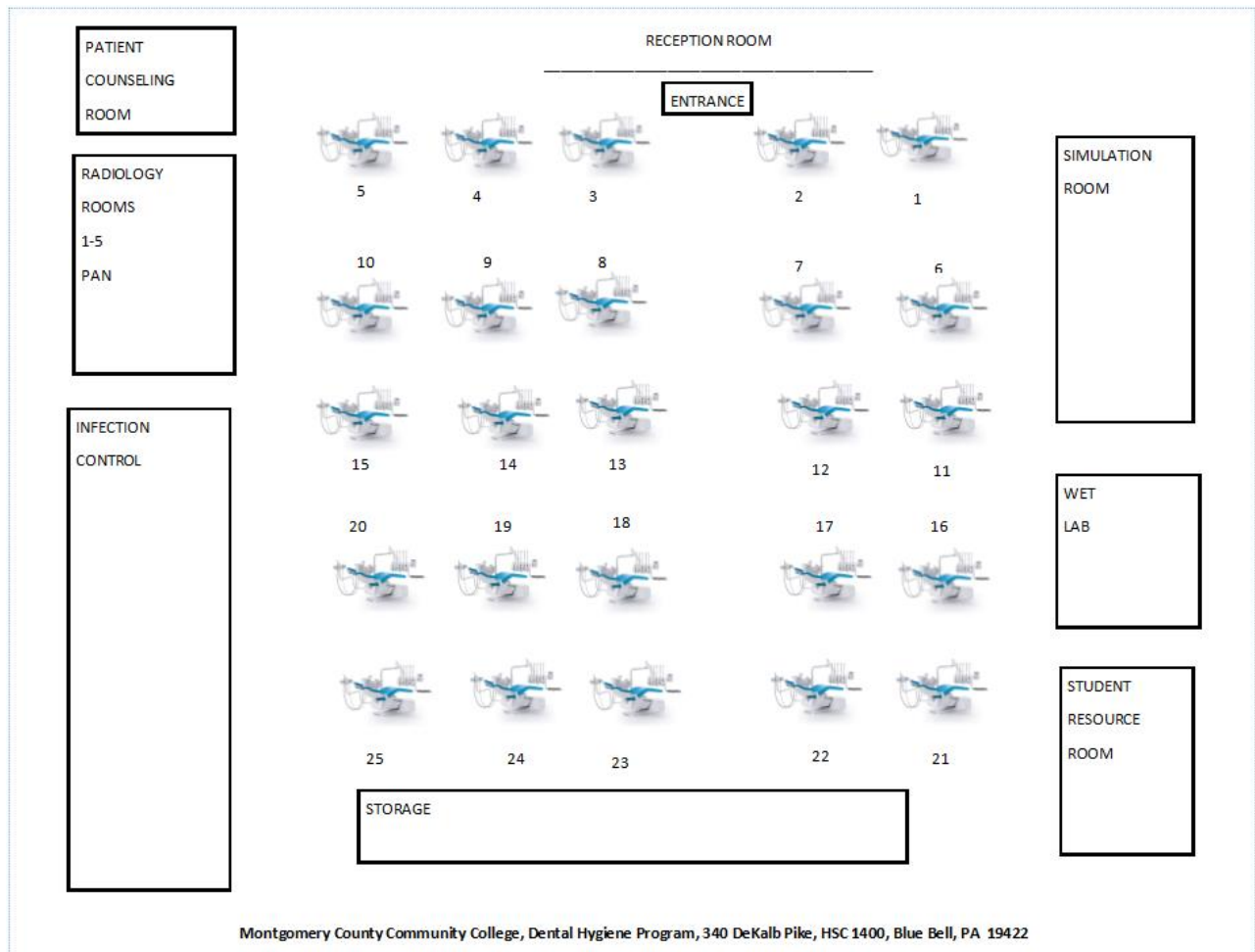
EXAM ROOM ASSIGNMENTS

(NOTE: See official CDCA documents for days, dates, and times

See Montgomery County Community College Floor Plan on following page for Locations)

We hope that this guide has been helpful and that your examination experience at Montgomery

County Community College will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us Montgomery County Community College and we will attempt to update this guide as soon as possible. Please email all corrections to kerdman@mc3.edu
 Good luck on your examination!



MONTGOMERY COUNTY COMMUNITY COLLEGE CAMPUS LOCATOR MAP/CENTRAL CAMPUS

1 Advanced Technology Center

Café
Information Technology
Observatory
Music Technology Suite

2 Fine Arts Center

Fine Arts Gallery

3 Parkhouse Hall

Academic Affairs & Provost
Café
Workforce Development

4 Campus Store

5 College Hall

Books & Bytes Café
Cafeteria
Career Services
Disability Services
Enrollment Services
Financial Aid
Human Resources
Library
Photo ID/Parking Permits
Public Safety
Student Leadership
Student Success Center
Transfer Services
Testing Center
Tutorial Services

6 Science Center

7 Auditorium and Black Box Theater

Cultural Affairs

8 West House

Marketing & Communications

9 East House

Foundation
Alumni Relations
Government & External Relations


10 Health Sciences Center

Café
Dental Hygiene Clinic
Fitness Center
Athletics/Gymnasiums
Municipal Police Academy
Message Therapy


11 Veterans Resource Center

 **Reserved Parking**

 **Cafeteria**

 **Emergency Telephone**

 **Bike Rack**

 **Electric Vehicle Parking**

 **Cafe**

