

New York University College of Dentistry CDCA Dental Hygiene Candidate Handbook

**NYU College of Dentistry
345 East 24th Street
New York, NY 10010**

**Coordinator: Prof Lorilei Kirby
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Welcome to NYU College of Dentistry

The faculty and staff of NYUCD 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.

**There is a \$50.00 clinic fee and \$100.00 instrument fee. These must be two separate checks.
NO PERSONAL CHECKS - Cashier check or money orders only**

The \$50 check should be made out to NYU Dental Hygiene
The \$100 to NYUCD.

Please mail to:

NYU College of Dentistry
Dental Hygiene Programs 6th Floor
345 East 24th Street
New York, NY 10010
Attn: Lorilei Kirby

Fees must be received by April 12, 2019 for the May Exam
Fees must be received by July 12, 2019 for the August Exam

TRAVEL & HOUSING ARRANGEMENTS

NYUCD is located at 345 East 24th street, just off First Avenue.

Most major subway lines stop at 23 Street in Manhattan take 1, 2, 6, C, E, or F to 23rd Street.

You can then take the M23 crosstown bus to 23rd street and 1st Avenue and cross 1st Ave and walk 1 block to 24th street. Dental Hygiene Program Offices are located on the 6th floor.

Registration will take place at Nagle auditorium on the 6th floor and the exam will take place in clinic 5S (5th Floor).

1. Airline and Airport Information

JFK Airport

<https://www.airport-jfk.com/>

Guide to *John F. Kennedy International Airport* (JFK) serving the city of New York and New Jersey - Arrivals, departures, delays, terminals, car rental, hotels, transportation, maps.

LaGuardia Airport (LGA)

<https://www.airport-laguardia.com/>

Guide to *LaGuardia International Airport (LGA)* - All the important information to plan your trip: Arrivals, departures, car rental, hotels, delays, transportation, maps.

2. Chauffeured Ground transportation

Transportation via van, limousine, or bus is available from the airport. As well as all rental car options.

3. Driving – FDR to 23rd street

Download [**Google Maps**](#)

<https://maps.google.com/>

4. Gas Station

E 23rd St & FDR Dr

New York, NY 10010

Stuyvesant Town, Kips Bay

5. Hotel/Motel Accommodations

Marcel 201 East 24th Street (between Second and Third Avenue)

Comfort Inn 18 West 25th Street (between 5th and 6th avenue)

**Affinia - Shelburne 303 Lexington Ave (between 37 and 38 street
212-689-5200**

6. ATMs

NYUCD LOBBY, Chase Bank (23rd and First), McDonalds, Seven/Eleven

Food

Mikes Pizza

2nd Ave and 24th street

McDonalds

East 23 street between 1st and 2nd Ave

Seven –Eleven grocery 23 St near first Avenue

Starbucks

Corner of First avenue and east 23 street

Natsumi, Sushi Third Avenue and 24th street

7. Garage or Street Parking Only

Parking Garages

25 street between first and second Ave

24 street between 2nd and third ave

24 street between Lexington and Park ave

8. NYU College of Dentistry Security 212-998-9828

New York University College of Dentistry

1. Building and Access Hours:

NYU College of Dentistry 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.

2. Food and Beverage Services:

NYUCD has no food, beverage, or cafeteria services for candidates or their patients. 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 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:

There is no Facility Parking available

Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

Please note that NYU College of Dentistry (NYUCD) 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 NYUCD 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 NYUCD and some candidates will not be able to request the use of the clinical facilities at NYUCD for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a NYUCD student the availability, hours, and days of operation of the NYUCD clinic is determined by the clinical staff at NYUCD and is not guaranteed to fit your scheduling preferences. The time and days that the clinic will be available for screening patients will be **determined by your clinical schedule and availability in clinic as well as a weekend day assigned in accordance to class availability.** Screening times for candidates of NYUCD 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 NYUCD 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., (dba NYUCD) 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 NYUCD campus. NYUCD student candidates will have a licensed dentist available during all screening events in clinics.

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 NYU College of Dentistry. 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 NYUCD 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 first aid kit is located in the supply area of the clinic. The AED are located on each floor in the hallway by double doors between the Weisman and Schwartz Buildings (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 security 212-998-9828 which will activate emergency system and 9-1-1 (notify EMS).
- Administer oxygen (O₂) from the green oxygen cylinder located in the supply area of the clinic.
- Administer Basic Life Support (BLS) until EMS arrive.

During the Board

**All candidates must use NYU College of Dentistry instruments.
No outside Instruments may be brought to the site.**

Candidates will be given a sterilized SRP Cassette, ultrasonic unit, universal and right/left ultrasonic inserts, a low speed hand piece and anesthetic syringe

The cassette includes, basic set-up with periodontal probe and 11/12 explorer, SH5/33 anterior sickle scaler, Columbia 13/14, Gracey 3/4, 11/12, 13/14, 15/16, 17/18, and Nevi Scaler

1. Handpiece and Prophy Angle Hookups.

A Low speed Handpiece will be given to all students with a contra angle attachment. Disposable prophy cups latch type will be available at supply desk)

2. Sonic/Ultrasonic Devices.



- NYUCD features magnetostrictive ultrasonic scaling units with a 30K lavage knob for lavage control/adjustment. The lavage knob accepts Dentsply® Cavitron® Brand/Type 30K TFI, P, SLI, and FSI ultrasonic inserts.
- All ultrasonic units supplied for candidates by NYUCD are provided “as is” and are in a used, but good working condition. Every effort has been made to ensure that the units are in good working order. An equipment technician is available on the clinic floor throughout the exams should there be any issue.

3. Infection Control/Asepsis Requirements

a. Surface Asepsis

- i. Handles of the unit light, bracket tray handles and chair controls must be covered with blue plastic barrier wrap. The bracket tray should be covered with a plastic bracket tray bag, and the chair should be draped with a plastic chair cover.
- ii. The patient chair, dental unit, counter tops, and operator stool should be disinfected with disinfectant spray or wipes.

- iii. Disinfectant spray/ wipes, plastic/barrier headrest and chair covers and plastic/barrier wrap are provided by NYUCD for all candidates free of charge.
- iv. Disposable plastic over gloves are available (free of charge) for candidates
 - v. Candidates must furnish their own sturdy utility gloves (nitrile preferred) if desired to be worn when handling or packaging dirty instruments through (or to and from) the candidate clinic area. Regular clinic, nitrile gloves may also be used. These are supplied.
 - vi. Universal infection control guidelines and Personal Protective Equipment (P.P.E.) and guidelines should be observed during the CDCA exam at NYUCD. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by NYUCD (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.

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 NYUCD clinic.

d. Sterilization

All candidates must use NYUCD Instruments. There are no sterilization procedures available for outside candidate instruments and outside candidates should not be bringing instruments.

4. Disposable Items:

All the following items are expendable materials and are provided free of charge by NYU to all candidates.

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|------------------------------|------------------------------------|--------------------------------------|
| ● Surface disinfection spray | ● Non-latex gloves (S-XL) | ● Sanitizing materials |
| ● Barrier materials & tape | ● Air water syringe tips (plastic) | ● Oral pre-rinse & cups |
| ● Bracket tray covers | ● Facial tissue | ● Disposable needle stick protectors |
| ● Red biohazard bags | ● Patient napkins | ● Cotton swab (tip applicators) |
| ● Chair covers | ● Standard saliva ejectors | ● Antimicrobial mouthwash |
| ● Barrier tape (roll) | ● Face masks | ● Autoclave bags (S-L) |
| ● Tray covers/Barriers | ● Cotton rolls | ● Drinking cups (small) |
| ● Styrofoam instrument trays | ● Soap (liquid) | ● Topical anesthetic(s) |

- Overgloves
- HVE Tips
- Disposable bib clips
- 2 x 2 gauze squares
- Paper towels
- Prophylaxis paste
- Local Anesthetics*
- 30 gauge short needles
- 27 gauge long needles

Disposable Air/Water Syringe Tips and Bite Blocks

NYUCD 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.

5. Translation Services

Translation services for candidates and patients are not provided NYUCD. 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 NYUCD 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 and 20% benzocaine topical anesthetic gel are provided free of charge to all candidates. The brands of local anesthetic used/provided for free by NYUCD 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 (Carbocaine)[®] Plain (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

NYU College of Dentistry is a Latex Free Facility, however please refer to your Candidate Manual for further information regarding patients with latex allergy.

No instrument sharpening services for dental hygiene instruments are available at NYUCD before, during, or after the examination(s). There is a sharpening stone within each SRP cassette. If a candidate experiences a broken tip on one or more of their instruments during the examination NYUCD will replace the instrument kit.

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. NYUCD will make every effort to remind candidates not to leave any items behind when they leave, as NYUCD, but will not be responsible for mailing ANY items left behind. If candidates request any help from the NYUCD School Coordinator or staff we will be happy to help, however the candidate assumes all responsibility for any help or attempted assistance given.

The Clinical Exam is in Clinic 5S on the 5th floor of NYUCD

Registration takes place before each exam session in Nagle Auditorium on the 6th floor of the College. (This is subject to change. Clinic and Rooms will be confirmed and posted before exam)

We hope that this guide has been helpful and that your examination experience at New York University College of Dentistry 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 ldk1@nyu.edu Good luck on your examination!

All candidates may schedule an appointment if they wish to view instruments and facility. If you wish, arrangements can be made for tour of facility. Please contact coordinator above.

We look forward to seeing you soon, and helping to make your exam process as stress free as possible.

Sincerely
Prof Lorilei Kirby RDH
212-998-9773
ldk1@nyu.edu

If you have additional questions after reading this handbook, please contact us at (212)998-9773 or visit our website ([www.nyu.edu/dental hygiene programs](http://www.nyu.edu/dental_hygiene_programs)) for more information.