



Owens Community College Dental Hygiene Program CDCA Dental Hygiene Candidate Handbook

Owens State Community College

Visiting Address

30335 Oregon Road
Perrysburg, OH 43551

Mailing Address

P.O. Box 10,000
Toledo, Ohio 43699-1947

Phone

(567) 661-7290

Welcome to the Owens Community College

The faculty and staff of the Owens 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 (567)661-7290, or visit our website (www.owens.edu) for more information.**

Owens Community College is located 30335 Oregon Road, Perrysburg, OH 43551.

TRAVEL and HOUSING ARRANGEMENTS

FACILITY FEE is \$100 SEND PAYMENT TO:

**Owens Community College P.O. Box 10,000
Toledo, Ohio 43699-1947**

Owens Community College has a \$100 site fee to help defray the cost of materials and supplies and equipment used during the examination. This fee is required of all candidates not currently enrolled at Owens Community College and must be received two weeks prior to the examination. A security deposit of \$200.00 must be received prior to the examination if a candidate wishes to borrow a prophylaxis handpiece. The security deposit will be returned when the handpiece is returned in its original condition. Credit/debit cards are not accepted. All checks can be made payable to Owens Community College. Send checks to Owens Community College, PO Box 10,000, Toledo, Ohio 43699.

1. Airline and Airport Information

Toledo Express Airport <http://www.toledoexpress.com/> (16.7 miles)

Alegiant

American Airlines

Detroit Metro Airport <http://www.metroairport.com/> (54.8 miles)

Most airlines, check via website information

2. Chauffeured Ground transportation

Check the Airport website for Ground Transportation information.

Rental Car Information

Rental Cars

Alamo/Enterprise /National

Avis/Budget

Hertz

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.

Hampton Inn Toledo/Perrysburg

Address: 6165 Levis Commons Blvd, Perrysburg, OH 43551

Phone: (419) 873-0700

Courtyards by Marriot Toledo Rossford/Perrysburg

Address: 9789 Clark Dr, Rossford, OH 43460

Phone: (419) 872-5636

5. Gas/Food and ATM's

Restaurants:

Chili's Grill & Bar

Bar & Grill

9886 Olde US 20

(419) 873-0696

Wendy's (3 miles)

1003 Buck Rd

(419) 661-1020

Arby's (3.5 miles)

Northwood, OH

(419) 666-3333

6. OWENS COMMUNITY COLLEGE Parking

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 (V) or student (S) parking spaces located in the Lot E or Lot F at Owens Community College. All candidates and their patients should enter through the main entrance of the building accessible from the east lot parking or the side entrance from the north lot. Permits are not required to park at Owens 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. Owens Community College Security

Owens Community College is a very small campus and does have an on-campus police force for the dates of the examinations. You can contact the Department of Public Safety at 567-661-7575.

Driving Directions

Driving directions to the Toledo-area Campus

From southbound I-75:

Take I-75 South to Exit 198-Wales Road. Travel east on Wales Road and turn right onto Oregon Road (first intersection). You will go through three traffic lights. At the first stop sign, turn right. Stay to the right when the road forks. Park in the parking lot to your left. This is the closest lot to the entrance of College Hall. The Admissions Office is on the first floor. Signs posted inside the building should lead you directly to the office.

Detroit Airport: From northbound I-75:

Take I-75 North to Exit 198-Wales Road. Travel east on Wales Road and turn right onto Oregon Road (first intersection). You will go through three traffic lights. At the first stop sign, turn right. Stay to the right when the road forks. Park in the parking lot to your left. This is the closest lot to the entrance of College Hall. The Admissions Office is on the first floor. Signs posted inside the building should lead you directly to the office.

Toledo Airport: From the Ohio Turnpike:

Take the Ohio Turnpike to Exit 64, where it intersects with Interstate 75. Exit the turnpike heading north on I-75. Then follow the northbound I-75 directions above.



Owens Community College Facility and Services

1. Building and Access Hours:

The Owens 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 campus **will be closed to everyone** (including tours) for cleaning and pre-examination set-up.

2. Food and Beverage Services:

Owens Community College 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 please be sure to bring a lunch box with ice pack if needed. 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. See the last page for the campus map. https://www.owens.edu/about_owens/toledocampus.pdf

Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

Please note that Owens 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 (Owens 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 Owens Community College and some candidates will not be able to request the use of the clinical facilities at Owens Community College for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are an Owens Community College student the availability,

hours, and days of operation of the Owens Community College clinic is determined by the clinical staff at Owens 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 Owens Community College students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of Owens Community College students and their patients may ONLY be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above (please call Owens Community College for additional details). To schedule a screening appointment, you may contact the Owens Community College front office receptionist by calling (567)661-7294. Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including screenings for Owens 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 Owens 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 Careers Unlimited L.L.C., (dba Owens Community College) 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 Owens Community College campus. Owens 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

Owens Community College Dental Hygiene Clinic Radiology area due to HIPAA is not available to outside candidates. **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 Owens 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 Owens Community College Site Coordinator.

Emergency Equipment and Preparedness for Medical Emergency

All candidates should familiarize themselves with the location of the oxygen tanks which are located in the instructor bay cabinets labeled Oxygen and the Orange medical emergency kit found in the dispensary under the counter. During the examination, the emergency kit is found in the clinic dispensary under the counter and the AED is located on the main floor across from the elevators (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.



Location of Oxygen tank



Door opens for easy access to oxygen tank



Emergency Supplies are found under the counter in the Dispensary. The Emergency Medical Kit is Orange.

During the Board

1. Handpiece and Prophy Angle Hookups.

Owens Community College CONNCECTION TYPES: Standard 4-hole hook-ups.



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.

Please familiarize yourself with the dental chairs and hook-up/connection features outlined in this section of the guide. Candidates must supply their own Cavitron unit. Please note the single water hook-up/connection picture below for all ultrasonic scaling units. The water hook-up is a standard ADEC 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 for manufacturers unit specifications and limitations). All water is supplied from the city water system that flows through a DentaPur water filter.



3. Infection Control/Asepsis Requirements

a. Surface Asepsis

- i. Handles of the unit light, radiographic tube heads, and chair head and chair controls must be covered with either clear 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 Owens Community College for all candidates free of charge.

- iv. Disposable plastic overgloves are available (free of charge) 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 Owens 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 Owens Community College (one per day 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. Please note that Owens 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 Owens 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 Owens Community College. Owens 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 Owens 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 Owens 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 Owens 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. (Owens Community College is not open on Sunday). All items submitted to be sterilized **must be picked up from Owens Community College Dental Hygiene Clinic within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided by Owens 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.

*THE OWENS 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 Owens Community College to all candidates.

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

*See Section 6 below.

Disposable Air/Water Syringe Tips and Bite Blocks

Owens Community College 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. If you prefer metal air/water syringe tips you should plan accordingly and bring them to the exam with you as Owens Community College does not provide them.

5. Translation Services

Translation services for candidates and patients are not provided by Owens 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 Owens 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 free of charge to all candidates. The brands of local anesthetic used/provided for free by Owens 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 (3% without vasoconstrictor)**. Disposable needlestick protection shields are provided by Owens Community College free of charge. If you are taking the anesthesia examination Owens 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

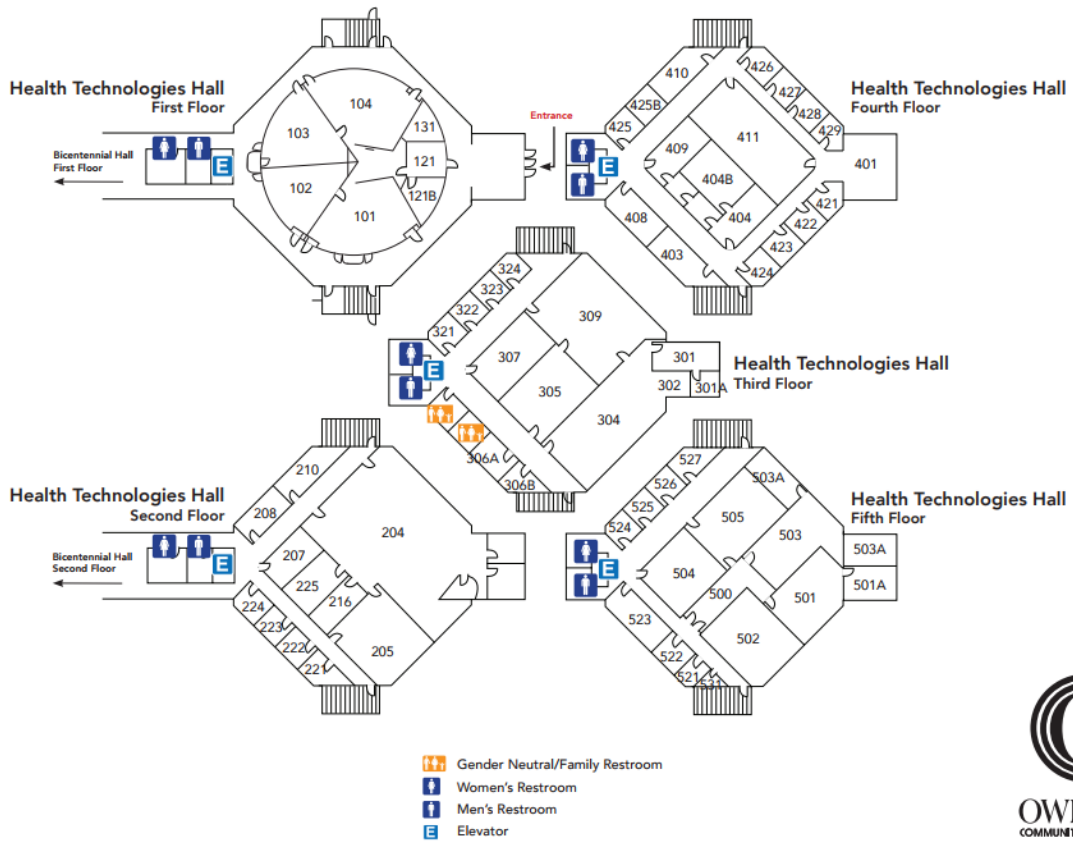
No instrument sharpening services for dental hygiene instruments are available at Owens Community College before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination Owens Community College does NOT have replacement instruments to loan/sell to candidates, so please come prepared accordingly. Patients that have a latex allergy will **not** be allowed into the Owens Community College 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. Owens Community College will make every effort to remind candidates not to leave instruments and other items behind when they leave as Owens Community College will not mail ANY items left behind. If candidates request any help from the Owens 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. Owens Community College does not rent ultrasonics or ultrasonic tips.

EXAM ROOM ASSIGNMENTS

***(NOTE: See official CDCA documents for days, dates, and times
See Owens Community College Floor Plan on following page for Locations)***



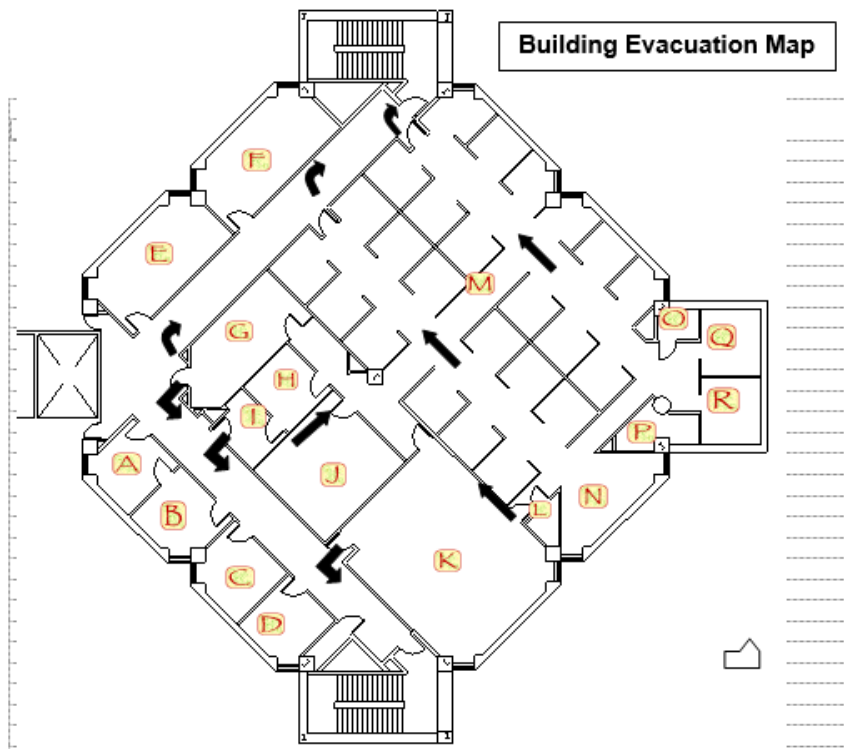
Health Technologies Hall



Rev. 2/2013



Health Technologies Second Floor- Dental Clinic HT 209
Reception area HT 207, Dental Department Office HT 224



Room	Sq. Ft.	Room	Sq. Ft.		
A	Office	125.6	J	Sterilization Room	319.8
B	Office	137.7	K	Dental Lab	773.1
C	Office	137.7	L	Storage	29.2
D	Office	125.6	M	Dental Clinic	2,597.9
E	Conference Room	267.9	N	Dental Clinic	173.1
F	Locker Room	278.7	O	Storage	33.7
G	Waiting Room	239.7	P	Dark Room	75.4
H	Office	110.7	Q	Dental Radiology	110.1
I	Chart Room	83.7	R	Dental Radiology	110.1

Tornado Shelter:
 1st Floor HT tiered classrooms. Stay away from window areas.

We hope that this guide has been helpful and that your examination experience at Owens Community College will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact Owens Community College and we will attempt to update this guide as soon as possible. Please email all corrections to elizabeth_tronolone@owens.edu. Good luck on your examination!

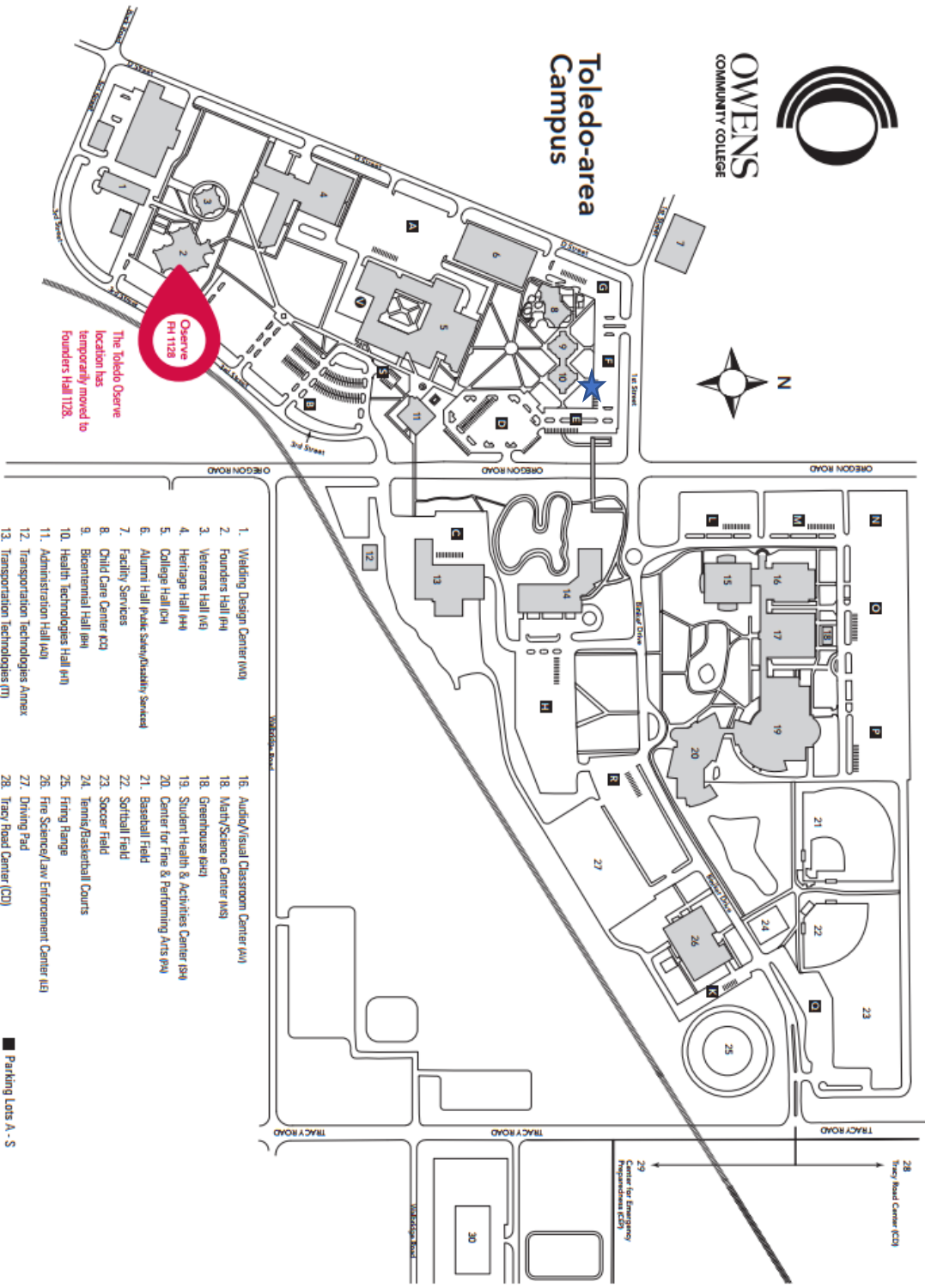
Health Technologies Hall is building #10 on Campus Map

The Toledo Oserve location has temporarily moved to Founders Hall 1128 (#2 on map) until mid-February 2018.



OWENS
COMMUNITY COLLEGE

**Toledo-area
Campus**



- | | |
|--|--|
| 1. Welding Design Center (WJ) | 16. Audio/Visual Classroom Center (AV) |
| 2. Founders Hall (FJ) | 18. Math/Science Center (MS) |
| 3. Veterans Hall (VJ) | 18. Greenhouse (GJ) |
| 4. Heritage Hall (HJ) | 19. Student Health & Activities Center (SH) |
| 5. College Hall (CJ) | 20. Center for Fine & Performing Arts (FA) |
| 6. Alumni Hall (Public Safety/Health Services) | 21. Baseball Field |
| 7. Facility Services | 22. Softball Field |
| 8. Child Care Center (CC) | 23. Soccer Field |
| 9. Biomedical Hall (BH) | 24. Tennis/Basketball Courts |
| 10. Health Technologies Hall (HT) | 25. Firing Range |
| 11. Administration Hall (AH) | 26. Fire Science/Law Enforcement Center (FL) |
| 12. Transportation Technologies Annex | 27. Driving Pad |
| 13. Transportation Technologies (TT) | 28. Tracy Road Center (TR) |
| 14. Industrial & Engineering Technologies (IE) | 29. Center for Emergency Preparedness (CE) |
| 15. Library (LJ) | 30. Training and Operations Center (TO) |

■ Parking Lots A - S
 Ⓟ Visitor Parking