



Rhodes State College

CDCA Dental Hygiene Candidate Handbook

Welcome to the Rhodes State College

The faculty and staff of the Rhodes State 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 (419-995-8346), or visit our website (www.rhodesstate.edu) for more information.**

Rhodes State College Dental Hygiene Clinic is located in Cook Hall at 4240 Campus Drive, Lima, OH 45804.

TRAVEL and HOUSING ARRANGEMENTS

THIS is a closed site.

1. **Airline and Airport Information:** Dayton, OH airport is one hour south from Lima, OH. Columbus, OH airport is 2 hours southeast from Lima, OH.

Additional airports include: Cleveland, OH (3 hours northeast of Lima, OH) and Toledo, OH airports (2 plus hours North of Lima).

2. **Chauffeured Ground transportation**

ONLY rental cars are available from the airports to Lima.

Rental Car Information:

Below are dependent on the airport that is used (see above)

Rental Cars

Alamo
Avis
Dollar
National
Enterprise

3. Driving Instructions

Directions

From Columbus

West on US 33 to Bellefontaine to Northwest on SR 117 to Huntsville-Lima to East on SR 309 to Biddle Drive

From Cincinnati / Dayton / Piqua / Springfield

North on I-75 to Exit 125 to East on SR 309 to Biddle Drive

From Cleveland

West on I-90 to Ohio Turnpike to South on I-75 to Exit 125A to East on SR 309 to Biddle Drive

From Toledo

South on I-75 to Exit 125A to East on SR 309 to Biddle Drive

Map of Campus: (found at the below link and under #6) Cook Hall is building 3.
http://rhodespublic.rhodesstate.edu/webprojects/media/pdf/Rhodes_State_Campus_Map.pdf

4. Hotel/Motel Accommodations

Reservations should be made directly with hotels/motels accommodations located close to the school are listed below.

Courtyard by Marriott, 926 Greely Chapel Road, Lima, OH, 419-222-9000

Hampton Inn, 1933 Roschman Ave., Lima, OH, 419-225-8300

Howard Johnson by Wyndham, 1920 Roschman Ave, Lima OH, 419-222-0004

Holiday Inn and Suites, 803 S. Leonard Ave., Lima, OH, 419-879-4000

5. Gas/Food and ATM's

6. Rhodes State College Parking

Please note that the Dental Hygiene Clinic is located on the first floor of Cook Hall, Room 126 (next to the library). Limited designated patient parking spaces are located southwest of Cook Hall in parking lot K and are handicap accessible. All candidates and patients are advised to park in lot K and Cook Hall is #3, see map below. All candidates and their patients should enter through either entrance into Cook Hall. Permits are not required to park at Rhodes

State College during CDCA examination days and parking lot hours are 5:00 a.m. to 10:00 p.m. Vehicles left after hours on campus are subject to being towed.



Rhodes State College
4240 Campus Drive
Lima, Ohio 45804
(419) 995-8320
www.RhodesState.edu

1. Galvin Hall
2. Technical Education Laboratory
3. Cook Hall
4. Reed Hall
5. Public Service Building

6. Life & Physical Sciences Building
7. James J. Countryman Engineering and Industrial Technology Building
8. Keese Hall
9. Keese Hall Multipurpose Center
10. Perry Webb Student Life Building

H Handicap Parking **P** Visitor Parking

7. Rhodes State College Security

Rhodes State College is a very small campus but does have an on-campus police force and on-site security services for the dates of the examinations. Situations requiring security or police presence should will be referred to local law enforcement authorities, as needed. The security phone number is 419-995-8499.

Rhodes State College Facility and Services

1. Building and Access Hours:

The Rhodes State College, Cook Hall will open from 5:00 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:

Rhodes State College has a cafeteria and vending machines 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 that the on-site **school coordinator can refrigerate and then retrieve for them** when it is needed. There are many gas stations, restaurants and fast food establishments located within three (3) miles 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 Rhodes State 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 Rhodes State 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. All candidates are students of Rhodes State College. If you are a Rhodes State College Dental Hygiene student the availability, hours, and days of operation of the Rhodes State College clinic is determined by the clinical staff at Rhodes State 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 Rhodes State College students only and must not interfere with regularly scheduled school clinical days**. Screening times for candidates of Rhodes State 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 Rhodes State 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 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, (Rhodes State 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 Rhodes State College campus. Rhodes State College Dental Hygiene

Program has made arrangements for a licensed dentist to be on-site 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.

Preparing for the Clinical Phase of the Examination

Candidates will be using the Rhodes State 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 Rhodes State 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 are located within the Dental Hygiene Clinic and the AED is located just outside the main Clinic entrance. **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) 9-1-1 (notify EMS), then Campus Security 8499
- Administer oxygen (O₂) from the green oxygen cylinder located in the Sterilization room and get the medical emergency kit, also located in the Sterilization Room in upper cabinet marked Emergency Kit.
- Administer Basic Life Support (BLS) until EMS arrive.

During the Board

1. Handpiece and Propy Angle Hookups.

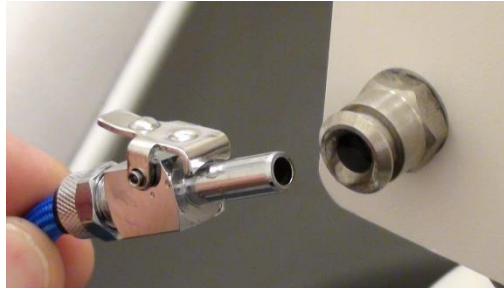
3 hole, standard air driven hygiene engine hook ups on an ADEC microcart. Clinic coordinator will assist as directed.

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 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 a pressurized bottle on the unit.



- Rhodes State College features Dentsply 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. If you are still in doubt about what types of tips to obtain Rhodes State College commonly uses the Cavitron THINsert 30K CTI-10S (Reorder 81551), the SlimLINE 30K FSI-SLI-10S (Reorder 80395), and the PowerLINE 30K FSI-PWR-1000 (Reorder 80799). **Note: All Rhodes State College Ultrasonic Scalers available for candidate use provided for free by Rhodes State College utilize magnetostrictive technology.** 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 Rhodes State 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 (along with gaskets for tips/inserts) are supplied by Rhodes State College and are available during the exam.**

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 or aluminum foil.
- 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 Rhodes State 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 Rhodes State College. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is NOT provided/available by Rhodes State College 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 Rhodes State 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 in the Central Sterilization room and are to be transported in an approved container.

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 Rhodes State College. Rhodes State College will not lube, wipe down, scrub, or wash instruments either inside or outside of cassettes. All instruments that can be placed in the ultrasonic prior to sterilization will be and items that cannot should be wiped down and clean of visible debris before being brought to the Rhodes State 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 Rhodes State 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 Rhodes State 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 turn around 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. (Rhodes State College is not open on Sunday). All items submitted to be sterilized **must be picked up from Rhodes State College within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided by Rhodes State 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.

*RHODES STATE 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 Rhodes State College 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
- Propoxy paste
- 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 for anesthetic information.

Disposable Air/Water Syringe Tips and Bite Blocks

Rhodes State 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.

5. Translation Services

Translation services for candidates and patients are not provided by Rhodes State 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 Rhodes State 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 Rhodes State 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 **Citanest® Plain (4% without vasoconstrictor)**. Disposable needlestick protection shields are provided by Rhodes State College free of charge. If you are taking the anesthesia examination Rhodes State 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 Rhodes State 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 Rhodes State 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 Rhodes State 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. Rhodes State College will make every effort to remind candidates not to leave instruments and other items behind when they leave as Rhodes State College will not mail ANY items left behind. If candidates request any help from the Rhodes State 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. Rhodes State College will provide ultrasonics and/or ultrasonic tips.

EXAM ROOM ASSIGNMENTS

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

See Rhodes State College Floor Plan on following page. Treatment areas #1 through #11 are designated for candidates. Treatment areas #12 through #15 will be separated by a curtain for the CDCA Examiners.

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

James A. Rhodes State College

Dental Hygiene Clinical Facility

