



**Santa Fe College
CDCA Dental Hygiene Candidate Handbook
2020**

**Santa Fe College
3000 NW 83rd Street
Gainesville, FL 32606**

Welcome to the Santa Fe College

The faculty and staff of the Santa Fe College (SFC) 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 (352)395-5852**, or visit our website (<https://www.sfcollege.edu/health/dental-programs/dental-clinic-at-sf/>) for more information.

Santa Fe College is located in Gainesville, FL. Below you will find travel, transportation, and accommodation information.

FACILITY FEE

Santa Fe College is not the administrator of the examination merely the facility that CDCA has contracted to use for this board to administer the examination. The facility fee that you have been charged covers the cost of the use of the facility for the examination. Candidates will not be able to enter the clinics prior to the exam day. (Clinics will be in use for UFCD patient care)

1. Airline and Airport Information

[Gainesville Regional Airport](#)

2. Rental Car Information

[Rental Cars](#)

[Alamo](#)

[National](#)

[Enterprise](#)

3. Driving Instructions

From Airport: Head Northwest on NE 39th Avenue/FL-222 toward Gainesville Regional Airport Road for 9.55 miles. Turn left onto NW 83rd Street. Drive for .56 miles make right on NorthWest South Road (in front of baseball field) and building W is located on right side.

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.

[Best Western- Gateway Grand Gainesville](#)

[Days Inn by Wyndham Gainesville](#)

[DoubleTree by Hilton Gainesville](#)

5. Santa Fe College Campus Map and Parking

A campus map has been included in this candidate guide for your convenience. All candidates and their patients should enter through the South entrance of the building located on the first floor of the Health Science Building W. Visitor parking will require a parking permit 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.



SANTA FE COLLEGE FACILITY AND SERVICES

1. Building and Access Hours:

The Santa Fe College Health Sciences building W 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:

Santa Fe 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 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 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.

SECURING PATIENTS, PATIENT SCREENING AND RADIOGRAPHS

Clinical Patient Screening and Radiographs

Santa Fe College does not provide patients for candidates and does not have the responsibility for providing examination patients for ANY candidate for any reason. The CDCA candidate is solely responsible for scheduling, securing and screening qualified patients for any/all exam(s).

All questions regarding patient qualifications should be directed to the appropriate CDCA contact. Please read through the CDCA Manual for this information.

Candidates that are not currently enrolled in the dental hygiene program at Santa Fe College, will not be able to request the use of the clinical facilities of Santa Fe College for screenings of potential patients or use the radiographic facilities to take required x-rays.

Candidates will not be allowed to expose radiographs at the Santa Fe College exam site before or on the day of the exam.

PREPARING FOR THE CLINICAL PHASE OF THE EXAMINATION

Candidates will be using the Santa Fe College Dental 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 Santa Fe College Site Coordinator.

Emergency Equipment and Preparedness for Medical Emergency

Santa Fe College staff and dentist will be familiar with the location of the medical kit, oxygen tank, and AED. **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 911 immediately and notify Santa Fe Police Department emergency line 352-395-5555
- 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 Prophyl Angle Hookups.



2. Sonic/Ultrasonic Devices.



All operatories are equipped with Dentsply Cavatron Ultrasonic scaler. The ultrasonic units supplied for candidates by Santa Fe College are provided “as is” and are in a “used” condition. Every effort has been made to ensure that rentals 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 not supplied by Santa Fe College and are not available for rental or purchase from Santa Fe College. Please plan accordingly and bring your own ultrasonic tips with gaskets!**

All candidates should bring a Dentsply, Cavatron 30K Sterimate handpiece (which is detachable and serializable), and all 30K ultrasonic inserts.

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 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 Santa Fe College for all candidates free of charge.
- iv. Disposable plastic overgloves may be used but not provided on site.
 - 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 Santa Fe College. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (except gloves) will NOT be provided by Santa Fe College, and must be worn in all occupational exposure situations.
- ii. Disposable gloves will be available on the clinic floor free of charge during the examinations.
- iii. Candidates must provide their own OSHA-acceptable protective glasses and face shields and should also provide protective glasses for their patients. Please note that Santa Fe 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 Santa Fe College clinic.

d. Sterilization

Santa Fe College will not sterilize any outside candidate's instruments. A plastic disposable bag will be provided for the transport of dirty instruments. Set up and break down of chairs, lights, and units will be completed by CDCA floor assistants only.

*SANTA FE 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. Clinical Information:

ITEMS THAT ARE NOT SUPPLIED TO CANDIDATES:

- Level 3 and N95 masks
- Face shields
- Prophylaxis Angles
- Over-gloves (not required)
- Must use 30k Ultrasonic inserts only
- Eye protection (safety glasses) for both candidate and the patient
- Blood pressure cuff and stethoscope or automatic unit
- Oraquix dispenser handle
- Magnifying loupes and light
- Closed container to carry sterile then contaminated instruments in
- Slow speed hand piece (hand piece has to fit four-hole screw on air connector- see picture. Please be sure that the hand piece you bring has a working gasket and will operate effectively (page 4 & 5))

ITEMS THAT ARE SUPPLIED TO CANDIDATES:

- Surface disinfectant
- Barrier tape, covers, and materials
- Bracket tray covers
- Headrest covers
- Disposable small trash bag on unit
- Disposable gown
- Hard plastic instrument trays
- HVE tips
- Low volume suction tips
- Disposable bib clips
- Patient bibs
- Steri-mate Cavitron 30 K ultrasonic magnestriuctive handle (page 5)
- Non-latex gloves x- small, small, med, large, x-large (if candidate wears a specific glove brand/size- they must supply their own and **gloves must be non-latex**)
- Air/water syringe tips
- Fine grit prophylaxis paste
- Cotton rolls
- Dental floss
- Soap and hand sanitizer
- 2x2 gauze
- Paper towels
- Cotton tip applicators
- Topical anesthetic-
 - 20 % Benzocaine gel or liquid
 - Oraquix -2.5% lidocaine/2.5% prilocaine (**limited supply**)
- Disposable needle stick protectors
- Limited supply winged and wingless aspirating syringes
- 27 gauge long and 30 gauge short needles
- 3% Mepivacaine or 2% Lidocaine 1:100,000

Disposable Air/Water Syringe Tips and Bite Blocks

Santa Fe 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 Santa Fe College does not provide them.

5. Translation Services

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

6. Local Anesthetic Information –

Read the official CDCA Manual for guidelines regarding details and restrictions for administration of local anesthesia. Injectable local anesthesia is permitted for candidates who are authorized to use injectable local anesthetics.

There is NO THIRD PARTY authorized to administer local anesthetics other than the authorized candidate.

CANDIDATES AUTHORIZED TO USE INJECTABLE LOCAL ANESTHETICS:

All qualifying documentation must be provided by the candidate to the Chief Examiner at Candidate Registration. The use of injectable local anesthetic is permitted by candidates who are:

- Students at the host school, and who have successfully completed the required anesthetic course work, and who have been certified on the day of the examination by the program director or other authorized school official at the exam site.
- Student from schools in Florida external to the hosting school, including unlicensed graduates of schools in Florida external to the hosting school, and who provide a letter from their program director or the authorized school official certifying successful completion of the required anesthetic course work.
- Graduates who are authorized by Florida to use injectable local anesthetics, and who provide documentation on the day of the examination authorizing them to utilize injectable local anesthesia (a copy of authorization from the Florida Board of Dentistry that permits the use of injectable local anesthetic is acceptable documentation).

7. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at Santa Fe 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 Santa Fe 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 Santa Fe 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. Santa Fe College will make every effort to remind candidates not to

leave instruments and other items behind when they leave as Santa Fe College will not mail ANY items left behind. If candidates request any help from the Santa Fe College's 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. Santa Fe College does not rent ultrasonics or ultrasonic tips.

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