



The University of Bridgeport Fones School of Dental Hygiene CDCA Dental Hygiene Candidate Handbook

**University of Bridgeport
Fones School of Dental Hygiene
Health Sciences Center
60 Lafayette St.
Bridgeport, CT 06604**

Welcome to the University of Bridgeport, Fones School of Dental Hygiene

Welcome to our school!

The faculty and staff of the Fones School of Dental Hygiene 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 (203) 576-4815**, or visit our website at (<https://www.bridgeport.edu/academics/schools-colleges/fones-school-dental-hygiene>) for more information.

The Fones School of Dental Hygiene is located in Bridgeport, Connecticut.

All candidates participating in the CDCA Clinical Examination at this site are assessed at a \$75.00 facility fee. This fee will be collected prior to the start of the exam. A personal check is acceptable. In addition to the facility fee, all candidates who plan on utilizing an ultrasonic/powered scaler and low speed hand pieces belonging to the Fones Dental Hygiene Clinic must leave a \$400.00 security deposit (personal check accepted) which will be returned to the candidate upon returning the equipment in acceptable condition. All equipment procured from the dispensing area must be returned immediately at the end of the examination.

Candidates are responsible for providing their own safety glasses, instruments, blood pressure cuff and stethoscope. Gowns are provided for use. Consumable products necessary for the exam including gloves, masks, saliva ejectors, prophylaxis paste, disposable prophylaxis angles, dental floss, gauze, all barriers are also provided to the candidate.

Permission to administer local anesthesia by the candidate during the examination will be at the discretion of Fones School of Dental Hygiene. Proper documentation/ certificate acceptable in the State of Connecticut will be required for review in advance of the CDCA examination.

TRAVEL and HOUSING ARRANGEMENTS

Local Accommodations:

Holiday Inn 1070 Main Street Bridgeport, CT 06604 (203) 334-1234	Spring Hill Suites 50 Rowe Avenue Milford, CT (203) 283-0200
Marriott Hotel Suites 180 Hawley Lane Trumbull, CT (203) 378-1400	Residence Inn by Marriott 1001 Bridgeport Avenue Shelton, CT (203) 926-9000

1. Airports are in Windsor Locks, CT, White Plains, LaGuardia or JFK in New York. Bradley International Airport is located at: www.bradleyairport.com

2. **Chauffeured Ground transportation**

Transportation via van, limousine, or bus is available from the airport.

Rental Car Information

Rental Cars Please visit the various rental sites:

- Alamo
- Avis
- Dollar
- National
- Enterprise

3. **Driving Instructions**

Directions and maps follow: <https://www.bridgeport.edu/visit>

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.

Local Accommodations:

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5. **Parking and further information about our campus and <https://www.bridgeport.edu/visit>**

Parking is available in the various parking lots and on the streets throughout the campus.

All candidates and their patients should enter through the main entrance of the Health Sciences Building located at 60 Lafayette Street, Bridgeport, Connecticut.

6. **University of Bridgeport Fones School of Dental Hygiene and Security**

Please visit our site at: <https://www.bridgeport.edu/student-life/student-services/campus-safety>

University of Bridgeport Facility and Services

1. Building and Access Hours:

The Health Sciences 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:

No food options in the Health Sciences building, however, food may be purchased at vendors located on campus or in the nearby vicinity. 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

Please note that Fones 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 (Fones School of Dental Hygiene 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 our school and some candidates will not be able to request the use of the clinical facilities at Fones for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a Fones student the availability, hours, and days of operation of the Fones School clinic is determined by the clinical staff 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 Fones School students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of Fones students and their patients may ONLY be scheduled **before**

the CDCA examination begins and will fall under the stipulations outlined above (please call Fones School of Dental Hygiene for additional details). To schedule a screening appointment, you may contact the Fones School of Dental Hygiene front office, Ms. Addie Gant receptionist by calling (203) 576-4138. Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including screenings for Fones 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 Fones 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, Fones School of Dental Hygiene 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 University of Bridgeport campus. Screening can occur under general supervision in the State of Connecticut.

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 Fones School of Dental Hygiene. 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 Fones School Site Coordinator Marion C. Manski, RDH, MS at 203-576-4815.

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 in the West Clinic (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 Prophy Angle Hookups.

Fones School of Dental Hygiene will supply you with our own handpieces and prophy angles. You do NOT need to bring your own.

2. Sonic/Ultrasonic Devices.

All operatories are equipped to operate the ultrasonic devices piezo and magnetostrictive depending on which chair assigned. 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.

- Fones features magnetostrictive and piezo 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 ADD SCHOOL NAME HERE 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 Fones School of Dental Hygiene Ultrasonic Scalers available for candidate use provided for free. We utilize magnetostrictive and piezo 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 Fones 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.

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 Fones 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. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by Fones (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 are responsible for providing their own safety glasses, instruments, blood pressure cuff and stethoscope. Gowns are provided for use. Consumable products necessary for the exam including gloves, masks, saliva ejectors, prophylactic paste, disposable prophylactic angles, dental floss, gauze, all barriers are also provided to the candidate.

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 Fones 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 Fones. All instruments should be wiped down and clean of visible debris before being brought to the central 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 Fones 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 Fones 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 candidate's 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. All items submitted to be sterilized must be picked up from Fones to use the sterilization services provided by Fones 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 FONES SCHOOL OF DENTAL HYGIENE 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 ADD SCHOOL NAME HERE 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
- Prophylaxis 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

Disposable Air/Water Syringe Tips and Bite Blocks

Fones 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 ADD SCHOOL NAME HERE does not provide them.

5. Translation Services

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

6. Local Anesthetic Information

Permission to administer local anesthesia by the candidate during the examination **will be at the discretion of Fones School of Dental Hygiene**. Proper documentation/ certificate acceptable in the State of Connecticut will be required for review in advance of the CDCA examination.

Local anesthetic cartridges and 20% benzocaine topical anesthetic gel is provided free of charge to all candidates. The brands of local anesthetic used/provided for free by Fones 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 free of charge. If you are taking the anesthesia examination Fones provides hemostats, pliers, and anesthetic syringes for your examination.

7. Other Limitations

If a candidate experiences a broken tip on one or more of their instruments during the examination Fones 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 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. Fones will make every effort to remind candidates not to leave instruments and other items behind when they leave as Fones will not mail ANY items left behind. If candidates request any help from the 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.

We hope that this guide has been helpful and that your examination experiences at The University of Bridgeport guide. Please contact us and we will attempt to update this guide as soon as possible. Please email all corrections to Professor Marion C. Manski, RDH, MS CDCA Coordinator at mmanski@bridgeport.edu. Good luck on your examination!

Best regards,

Marion C. Manski

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