

The Utah College of Dental Hygiene 2020 Dental Hygiene Candidate Handbook



**UTAH COLLEGE
OF DENTAL HYGIENE™**

A DIVISION OF CAREERS UNLIMITED L.L.C.

**The Utah College of Dental Hygiene
1176 South 1480 West Orem, Utah 84058**

801-426-8234 www.ucdh.edu

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(Note: Phone numbers, addresses, and contact information within this guide are current as of 01-01-2020)

Welcome to the Utah College of Dental Hygiene

The faculty and staff of the Utah College of Dental Hygiene (UCDH) at Careers Unlimited L.L.C. 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 (801) 426-8234**, or visit our website (www.ucdh.edu) for more information.

UCDH is located at 1176 South 1480 West in Orem, Utah 84058. The school is a little over half a mile west of Interstate 15 (I-15), so it is easy for you and your patient(s) to access.

FACILITY USAGE FEE: \$225 to all candidates paid to CDCA upon registration.

TRAVEL & HOUSING ARRANGEMENTS

1. Airline and Airport Information

Salt Lake International Airport is approximately 45 miles (45 minutes) from UCDH.

2. Chauffeured Ground transportation

Transportation via van, limousine, or bus is available from the airport. The most up-to-date information can be found at <http://www.slairport.com/ground-transportation.asp>

Express Shuttle of Salt Lake City 1-800-397-0773

3. Rental Car Information

Salt Lake City International Airport Rental Cars

Alamo	801-575-2211
Avis	801-575-2847
Dollar	801-575-2580
National	801-575-2277
Enterprise	801-537-7433

Rental Car Offices Orem/Provo Area

Enterprise Rent-A-Car	801-377-7100
Avis Rent A Car	801-494-1529

4. Driving Instructions

Directions and maps follow.

5. 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.

La Quinta Inn & Suites

1100 W. 780 North
Orem, UT 84057
Phone: 801-235-9555

Comfort Inn and Suites Orem

427 West University Parkway
Orem, UT 84058
Phone: 801-431-0405

Hampton Inn & Suites Orem

851 West 1250 South
Orem, UT 84058
Phone: 1-801-426-8500 or Fax: 1-801-426-8700

Courtyard® by Marriott® Provo

1600 N Freedom (200 West) Boulevard
Provo, Utah 84604
Phone: 1-801-373-2222 or Fax: 1-801-374-2207

Holiday Inn Express

1290 West University Pkwy
Orem, Utah 84058
Phone: 801- 655-1515

6. Gas/Food and ATM's

Jacksons Gas Station

1308 West University Pkwy
Orem, UT 84058 (801) 426-5700 0.42 miles from testing site

Wal-Mart Super Center & Grocery (McDonalds on site)

1355 Sandhill Road
Orem, UT 84058 (801) 221-0600 0.54 miles from testing site

7. UCDH 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 South Lot or West Lot at UCDH. All candidates and their patients should enter through the main entrance of the building accessible from the south lot parking. Permits are not required to park at UCDH 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.

8. UCDH Security

UCDH is a very small campus and does not have an on campus police force or on site security services for the dates of the examinations. Situations requiring security or police presence should be referred to local law enforcement authorities. The Orem city police department can be reached at (801) 229-7070.

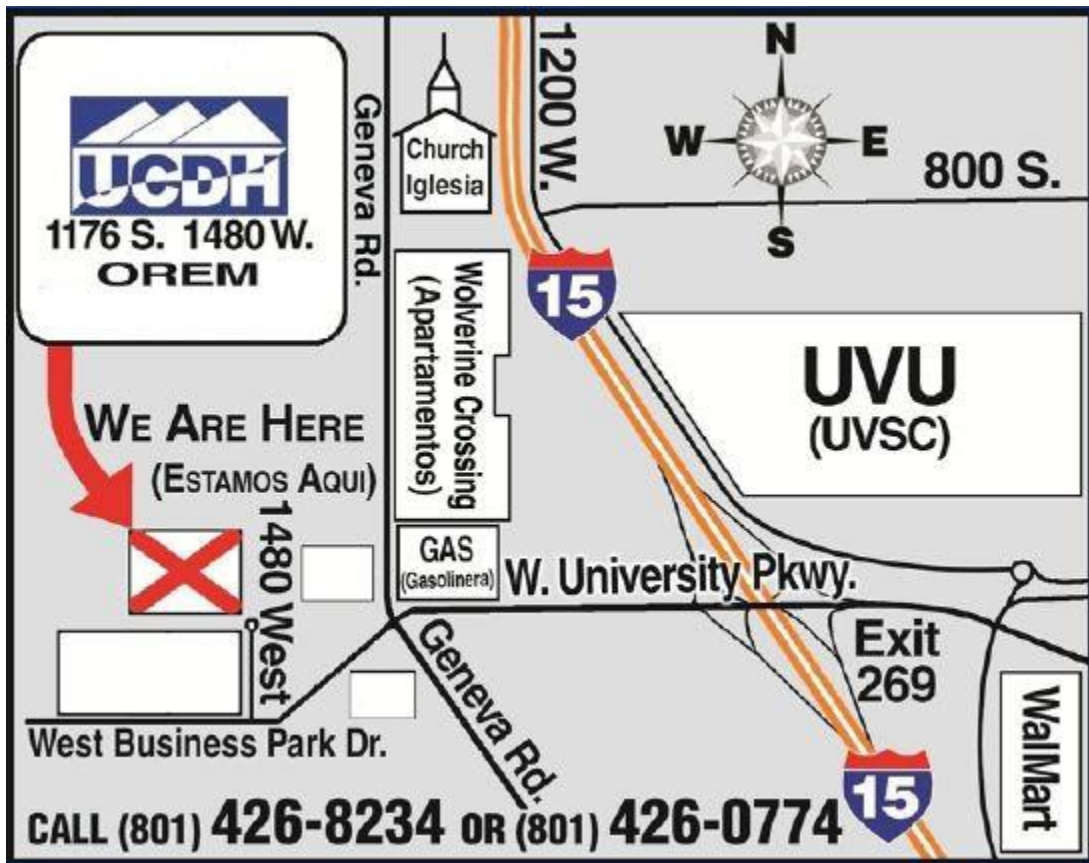
Directions from the Salt Lake City (SLC) International Airport Heading Southbound to I-15 and then to the UCDH Campus. The school is located at: 1176 South 1480 West Orem, UT 84058.

Leave the SLC airport and **head eastbound** on Interstate Highway 80 (I-80) toward Las Vegas/Provo. At the junction of I-80 and Interstate Highway 15 (I-15) **head southbound** on I-15 toward the city of Provo. Take the **University Parkway Exit #269** and veer right. When you stop at the top of the hill, turn right onto University Parkway. You will drive west down the hill to the traffic light intersection (University Parkway and Geneva Road). Drive straight ahead through the light into the Orem Business Park and you will drive down a slight hill about one block (University Parkway becomes W. Business Park Dr.). Turn right (north) at 1480 West. The Utah College of Dental Hygiene is located on the left (a tan building with a blue stripe on top) at the end of the street.



From Las Vegas Heading Northbound on I-15

Heading northbound on Interstate Highway 15 (I-15) take the **University Parkway Exit #269** and veer to the left. At the top of the hill, turn left onto University Parkway & go down the hill to the traffic light (University Parkway and Geneva Road). Drive straight ahead down a slight hill about one block (University Parkway becomes W. Business Park Dr.). Turn right on 1480 West. The Utah College of Dental Hygiene is located on the left at the end of the block.



Close up map from Exit 269 in Orem Utah.

UCDH Facility and Services

1. Building and Access Hours:

The UCDH 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:

UCDH 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**

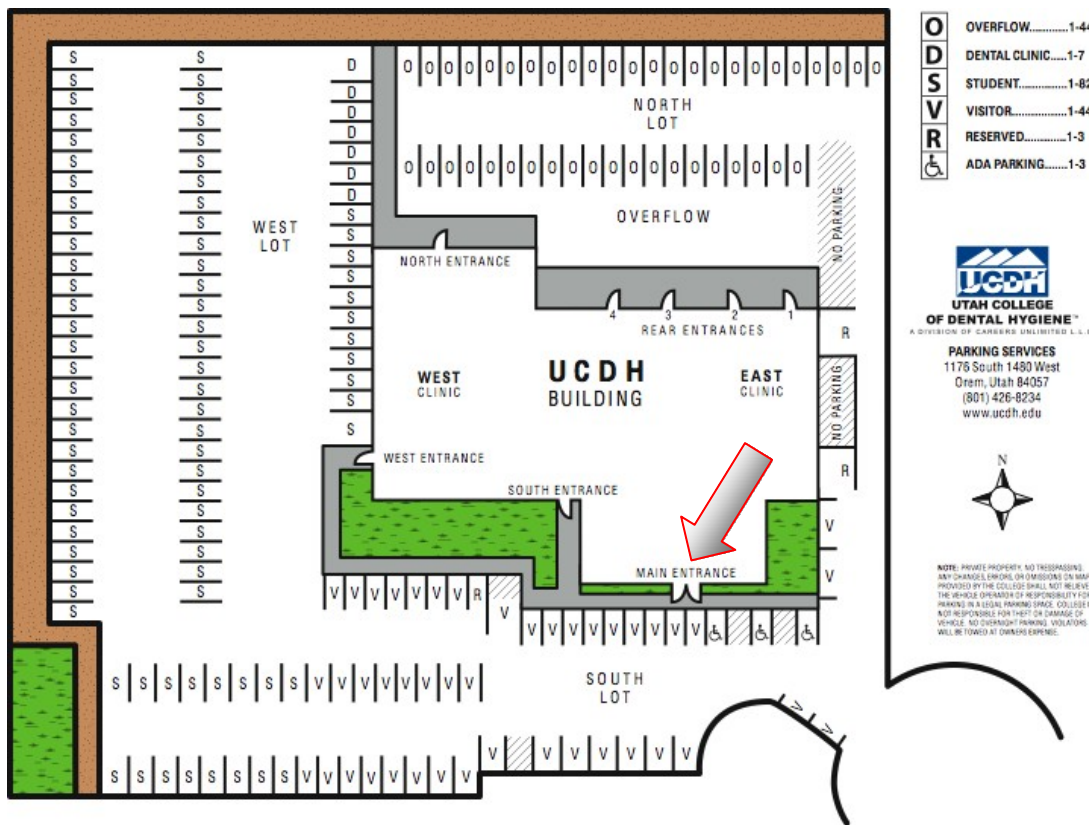
coordinator can refrigerate and then retrieve for them when it is needed. There are many gas stations, restaurants and fast food establishments located within one (1) mile of the campus if you wish to purchase food. However, **food or drink are not allowed in any areas** near the candidate clinics or 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.

4. Parking:

A parking map follows for your convenience. Please note that **all candidates and patients** may **only park in designated visitor (V) or student (S) parking stalls** located in the South Lot or West Lot at UCDH. All candidates and their patients must enter only through the Main Entrance of the building accessible from the South Parking Lot.



Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

Please note that UCDH 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 (UCDH 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 UCDH and some candidates will not be able to request the use of the clinical facilities at UCDH for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a UCDH student the availability, hours, and days of operation of the UCDH clinic is determined by the clinical staff at UCDH 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 UCDH students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of UCDH students and their patients may ONLY be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above (please call UCDH for additional details). To schedule a screening appointment, you may contact the UCDH front office receptionist by calling (801) 426-8234. Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including screenings for UCDH 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 UCDH 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 UCDH) 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 UCDH campus. UCDH student candidates must also arrange to have or bring a licensed dentist with them according to Utah Law to oversee and supervise all screening/evaluating activities regardless of when that screening takes place.

X-Rays/Radiographs

If needed candidates can expose traditional films on their patients & have them processed /developed by UCDH. UCDH utilizes traditional (non-digital) radiography machines for exposure of patient films (bite wing, and periapical). If needed developing services (provided by UCDH) will be accessible to all candidates for a fee. Please note that there is no **panoramic (PANO) services, printing of digital radiographs, or radiographic duplication services available at UCDH** so please make all copies before you arrive at the testing site. If a series of x-rays need to be taken, there is a separate fee/charge of \$10.00 for a single double pack film (1 adult size 2, E/F speed film) a charge of \$20.00 for a Bite Wing Series (two to four double pack adult size 2, E/F speed films) and a charge of \$30.00 for a Full-Mouth Series (5-18 double pack

adult size 2, E/F speed films). UCDH only accepts cash (U.S. funds) for all charges/fees related to any service and/or purchase during the examination. In addition, UCDH does NOT provide film mounts for exposed radiographs and candidates bringing their own film will be charged the same fees listed above. UCDH staff will happily show all candidates the basics of operation related to the x-ray facilities but cannot assist in radiographs on candidate's patients.

Candidates using any of the UCDH radiographic bays/facilities are required to follow the posted UCDH infection control policies and wear proper clinical attire. After exposure of radiographic films all films should be taken to the sterilization drop off area for exposure. Please allow up to 25 minutes for films to be processed. Please note that UCDH only accommodates conventional radiographic exposure and developing formats for CDCA 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 UCDH West Clinic. Each candidate will be assigned a numbered operatory. 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 UCDH 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 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 Exam/Board

1. Handpiece and Prophy Angle Hookups.

Candidates should bring their own slow speed handpiece. The UCDH dental operatory chairs feature a four-hole (screw-on) air connection. The air pressure to each operatory chair, and all the handpieces, is factory set at approximately 35 to 50 psi. Please ensure that any slow-speed handpiece you bring has a working gasket and will operate effectively within these parameters.

LIMITATIONS: *The slow speed handpiece attachment does not have water available. The two high-speed attachments have the availability of water. Pictures of sample rubber gaskets and a slow speed handpiece connection pins are presented on the next page (below).*



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.

LIMITATIONS: The two high-speed attachments can be used with ***most*** Sonic scalers. Compatibility is ***not guaranteed or ensured*** by UCDH. UCDH utilizes the 2004 ***California Style Dansereau® Clinic Operatory Dental Chair***. More information relating to the type of clinical dental chair used in the UCDH clinics can be obtained at www.dhpdental.com.

The UCDH candidate clinic has magnetostrictive ultrasonic scaling units (without tips) set-up in each operatory of the clinic that you can use for free during your examination. The two brands available (and most commonly used at UCDH) are the **30K Autoscaler™** by South East Instruments Model AW 30C (www.autoscaler.com) and the **Dual Frequency Auto-adjust 25K/30K Little Beaver 2.0 Ultrasonic Scaler** from Vector Research (www.vectorusa.net). If there is a malfunction of the unit located in your operatory there are a limited number of other replacement magnetostrictive ultrasonic scaling devices on the premises that are available for replacement while supplies last. These units are issued on a first come first served basis (no reservation of units will be provided).



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.



- UCDH 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. If you are still in doubt about what types of tips to obtain UCDH 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 UCDH Ultrasonic Scalers available for candidate use provided for free by UCDH 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 UCDH 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 UCDH and are not available for rental or purchase from UCDH. Please plan accordingly and bring your own ultrasonic tips with gaskets!** If you wish to arrive at UCDH before your scheduled testing day to hook-up your ultrasonic unit you may do so if you call and schedule a time with the front desk receptionist at UCDH. If the CDCA exam has already begun you cannot enter the clinic.

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 UCDH 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 UCDH. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i** Appropriate protective equipment (which includes disposable gowns) is provided/available by UCDH (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 UCDH 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 UCDH 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 UCDH. UCDH 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 UCDH 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 UCDH 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 UCDH 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. (UCDH is not open on Sunday). All items submitted to be sterilized **must be picked up from UCDH within five days of the conclusion of the examination.** If the candidate chooses to use the sterilization services provided by UCDH 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 UTAH COLLEGE 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 RETRIVED **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 UCDH 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
- Prophy paste
- Sanitizing materials
- Oral pre-rinse & cups
- Disposable needlestick 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

UCDH 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 UCDH does not provide them.

5. Translation Services

Translation services for candidates and patients are not provided by UCDH. 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 UCDH 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 UCDH 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 UCDH free of charge. If you are taking the anesthesia examination UCDH 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. Candidates **that do not have permission or current/proper credentials (and active and valid license) to administer local anesthesia by injection during the exam** may use topical anesthesia but may not utilize injectable local anesthesia during the exam. Please read the official CDCA guidelines regarding the details and restrictions for administration of local anesthesia during the exam.

POLICY: A practitioner(s) from the school is not available to administer local anesthesia to Candidates' Patients. There are no exceptions to this policy.

The safety of patients is paramount. Patients posing a health risk may need to have amounts of anesthesia reduced, changed, or not be utilized. Please refer to the current CDCA candidate guide(s) for any other applicable guidelines along with any other current or updated UCDH policies regarding the administration of local anesthesia while on UCDH campus.

7. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at UCDH before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination UCDH 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 UCDH 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. UCDH will make every effort to remind candidates not to leave instruments and other items behind when they leave as UCDH will not mail ANY items left behind. If candidates request any help from the UCDH 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. UCDH does not rent ultrasonics or ultrasonic tips.

EXAM ROOM ASSIGNMENTS

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

EVENT	LOCATION
Candidate Orientation	Room 2 (Lower Floor)
Tour of College for Candidates	Room 2 & West Clinic (Lower Floor)
Clinical Examination Area (Units that can be adapted for left-handed are identified on map as L.H.U.)	West Clinic (Lower Floor)
Patient Screening by CDCA Examiners & Grading Area	East Clinic (CDCA EXAMINERS ONLY, NO CANDIDATES)
UCDH Sterilization Services, Radiography Units, & Radiology Developing Service	Located on the lower floor as noted on UCDH/CDCA Floor Plan

PLEASE NOTE: CANDIDATES (AND THEIR PATIENTS) SHOULD NOT ACCESS THE UPSTAIRS LEVEL OF THE COLLEGE FOR ANY REASON AS THIS AREA IS UTILIZED BY THE CDCA EXAMINERS.

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