



**Valencia College  
CDCA Dental Hygiene Candidate  
Site Information**

**West Campus  
1800 S. Kirkman Rd.  
Orlando, FL 32811  
Dental Hygiene Clinic  
Allied Health Sciences Building Room 126**

## Welcome to Valencia College

The faculty and staff of the Valencia 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 information, please contact us at (407) 582-1246.**

Valencia College is located at 1800 S. Kirkman Road, Orlando, Florida 32811.

### **1. 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.

#### *Hotels Nearby:*

Ramada Orlando Downtown  
Days Inn Orlando (Millennia Mall)  
Quality Inn & Suites  
Wingate by Wyndham Convention Center  
Best Western Plus Universal Inn  
Holiday Inn Express & Suites (Universal Orlando)

### **2. Gas/Food and ATM's**

#### *Nearby Gas Stations:*

Speedway  
Mobil  
Walmart

#### *Nearby Banks:*

SunTrust  
Chase  
Bank of America

## **Valencia College Facility and Services**

### **1. Building and Access Hours:**

The Valencia College Allied Health Sciences (AHS ) 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 dental hygiene clinic **will be closed to everyone** (including tours) for cleaning and pre-examination set-up.

### **2. Food and Beverage Services:**

Valencia College has no food, beverage, or cafeteria services for candidates or their patients on the weekend. 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. Valencia College Security

Please contact Valencia College West Campus Security at 407-582-1000 for emergencies. Situations requiring police presence should be referred to local law enforcement authorities.

### 4. 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.

### 5. Campus Map and 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 Parking Lot B at Valencia College. 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 Valencia 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.



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ap\_West.pdf

## Securing Patients, Patient Screening and Radiographs

### Clinical Patient Screening

Please note that Valencia 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 (Valencia 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 Valencia College and some candidates will not be able to request the use of the clinical facilities at Valencia College for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. The time and days that the clinic will be available for screening patients will be **by appointment only and must not interfere with regularly scheduled school clinical days.** **To schedule a screening appointment, you may contact the Valencia College program chair by calling (407)582-1544 or clinic manager 407-582-1426.** Please note that **the day before the examinations begin the clinic will be closed to**

**everyone** (including screenings for Valencia College students) for cleaning and pre-examination set-up. Once the exam begins, NO ONE will NOT be allowed to access or pass through restricted CDCA designated areas.

### **X-Rays/Radiographs**

**No digital radiographic services will be available for CDCA candidates before or during the examination.**

## **Preparing for the Clinical Phase of the Examination**

Candidates will be using the Valencia 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, ultrasonic scaler, LED light, and operator's stool. All equipment malfunctions that take place during the examination should be immediately reported to the Valencia 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 and the AED are located on the clinic floor. **In the event of an emergency the procedure is:**

- a. STAY WITH YOUR PATIENT; verbally notify the CDCA Floor Assistant, School Coordinator or Chief Examiner of the emergency.
- b. Make sure someone calls the local 9-1-1 (notify EMS).
- c. Administer oxygen (O<sub>2</sub>) from the green oxygen cylinder located next to the medical emergency kit.
- d. Administer Basic Life Support (BLS) until EMS arrive.

## **During the Board**

**1. Handpiece connections: 4 hole connection; slow speed handpiece is NOT supplied to candidates.**

**2. Ultrasonic Devices.**

All operatories are equipped to operate with magnetostrictive ultrasonic devices (Cavitrons) and ultrasonic handpiece. All water is supplied from a pressurized bottle on the unit and dual select units attached to the Cavitrons.

- Valencia College uses ultrasonic scaling units with a 30K inserts. **Note: All Valencia College ultrasonic scalers available for candidate use provided by Valencia 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 Valencia College are provided “as is” and are in a “used” condition. Every effort has been made to ensure that units are in good working order; however, due to their “used” condition performance expectations may vary from unit to unit. **Inserts for available ultrasonic units (along with gaskets for tips/inserts) are NOT supplied by Valencia College and are not available for rental or purchase from Valencia College. Please plan accordingly and bring your own ultrasonic tips with gaskets!**

### 3. Infection Control/Asepsis Requirements

#### a. Surface Asepsis

- Handles of the unit light, chair and chair controls must be covered with a clear plastic barrier or blue barrier wrap.
- The patient chair, operator stool, dental unit, counter tops should be disinfected with disinfectant provided in the operator.
- Candidates must furnish their own sturdy utility gloves (nitrile preferred) to be worn when handling or packaging dirty instruments post examination.
- Universal infection control guidelines and use of personal protective equipment (P.P.E.) should be observed during the CDCA exam at Valencia College. This includes OSHA standards and guidelines.

#### b. Personnel Protective Equipment

- Appropriate protective equipment (which includes disposable gowns) is the responsibility of the candidate and must be worn in all occupational exposure situations.
- Disposable gloves and masks will be available on the clinic floor during the examinations. It is recommended that candidates supply their own disposable gloves for the best fit.
- Candidates must provide their own OSHA-acceptable protective glasses and **MUST** provide protective glasses for their patients. Please note that Valencia College does not provide disposable side shields for glasses.

#### c. Hazardous Waste

- Any blood/saliva soaked waste is considered hazardous and should be disposed of in the available/provided (red) biohazard bags.
- Sharps: All needles, anesthetic cartridges, and any potential sharps are to be placed in the red sharps containers located in each operator of the Valencia College clinic.

#### d. Sterilization

- Instrument sterilization is the responsibility of the candidate and candidates are encouraged to transport instruments in cassettes to prevent infection control breaches.

*VALENCIA COLLEGE ASSUMES NO RESPONSIBILITY OR LIABILITY FOR CANDIDATES WHO BRING DENTAL/DENTAL HYGIENE INSTRUMENTS 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 by Valencia College to all candidates.

- Non-latex gloves (S-XL)
- Oral pre-rinse & cups
- Bracket tray barriers
- Red biohazard bags
- Standard saliva ejectors
- Barrier tape
- Tray covers/Barriers
- Topical anesthetic(s)
- Barrier materials
- Soap and hand sanitizer
- Disposable needlestick protectors
- Patient napkins
- Antimicrobial mouthwash
- Face masks
- Paper towels
- Local Anesthetics\*
- Air water syringe tips (plastic)
- HVE Tips
- Drinking cups (small)
- Cotton tip applicators
- 2 x 2 gauze squares
- Autoclave bags (S-L)
- Disposable bib clips
- 27 long AND 30 gauge short needles

#### **Disposable Air/Water Syringe Tips and Bite Blocks**

Valencia 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 Valencia 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 Valencia 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 approved candidates. The brands of local anesthetic used/provided 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. Valencia 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. 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 and guidelines, precautions, or refusal to administer anesthesia due to any condition (medical or otherwise) is left to the sole discretion of the practitioner administering the anesthesia. Patients posing a health risk may have amounts reduced, changed, or be denied. Please refer to the current CDCA candidate guide(s) for any other applicable guidelines along with any other current or updated Valencia College policies regarding the administration of local anesthesia while on the Valencia College campus.

**7. Other Limitations**

No instrument sharpening services for dental hygiene instruments are available at Valencia 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 Valencia 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 Valencia 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. Valencia College will make every effort to remind candidates not to leave instruments and other items behind when they leave as Valencia College will not mail ANY items left behind. If candidates request any help from the Valencia 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. Valencia College does not rent ultrasonics or ultrasonic tips.

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

**VALENCIA COLLEGE**  
**ADEX Exam Site Fee Payment Form**

Please submit this form with your payment by **money order or check payable to Valencia College**. Place candidate's name and ADEX exam on memo line on check. DUE April 15, 2019.

Mail to: Valencia College  
Dental Hygiene Program MC 4-27  
1800 S. Kirkman Rd.  
Orlando, FL 32811  
Attn: April Montallana

Candidate's Name: \_\_\_\_\_

Amount Submitted: \_\_\_\_\_ Date: \_\_\_\_\_

Test Date: **May 18-19, 2019**      Amount Due for Site Fee: **\$100.00**  
(Examinees may bring their own Oraqix)