

VERMONT TECH

Vermont Technical College CDCA Dental Hygiene Candidate Handbook

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Welcome to the Vermont Technical College

The faculty and staff of the Vermont Technical 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 (802)879-5643**, or visit our website (www.vtc.edu/dentalhygieneclinic) for more information.

Vermont Technical College is located at 301 Lawrence Place Williston, VT 05495.

TRAVEL and HOUSING ARRANGEMENTS

1. Burlington International Airport BTV

2. Chauffeured Ground transportation

Transportation via taxi is available from the airport.

Rental Car Information

Rental Cars

Alamo
Avis
Dollar
National
Enterprise

3. Driving Instructions

Directions and maps follow.

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.

Courtyard by Marriott
177 Hurricane Lane
Williston, VT
802-879-0100

Sonesta ES Suites
35 Hurricane Lane
Williston, VT
802-878-2001

TownPlace Suites by Marriott
66 Zephyr Rd.

Williston, VT
802-872-5900

5. Vermont Technical College Parking

Candidates and patients can park at no charge at any available space. All candidates and their patients should enter through the main entrance of the Dental Hygiene Building. Permits are not required to park at Vermont Technical 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.

6. Vermont Technical College Security

Vermont Tech 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.

7. Directions from Burlington airport to Vermont Technical College Dental Hygiene Clinic

1. Start out going **north** on Airport Circle toward Airport Dr.

- Then 0.23 miles
2. Turn **left** onto Airport Dr.
If you are on Maryland St and reach Delaware St you've gone a little too far

- Then 0.61 miles
3. Take the 2nd **left** onto Williston Rd/US-2 E.
 1. Williston Rd is 0.1 miles past Airport Rd
 2. If you are on Kennedy Dr and reach Bayberry Ln you've gone about 0.1 miles too far

- Then 2.29 miles
4. Turn **left** onto Helena Dr.
 1. Helena Dr is 0.2 miles past Blair Park Rd
 2. [Vermont Sandwich Company is on the left](#)
 3. If you reach St George Rd you've gone about 0.1 miles too far

- Then 0.05 miles
5. Take the 1st **left** onto Lawrence Pl.
 1. If you reach Essex Rd you've gone a little too far

Vermont Technical College Facility and Services

1. Building and Access Hours:

The Vermont Tech Dental Hygiene 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:

Vermont Technical 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

Please note that the Vermont Technical 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 (Vermont Technical 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. 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 Vermont Technical College students only and must not interfere with regularly scheduled school clinical days**. Screening times for candidates of Vermont Technical College students and their patients may **ONLY** be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above (please call Vermont Technical College for additional details). To schedule a screening appointment, you may contact the Vermont Technical College front office receptionist by calling (802)879-5643. Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including screenings for Vermont Technical 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 (even if they are not Vermont Tech 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) the Vermont Technical 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 Vermont Tech campus. Vermont Technical

College student candidates must also arrange to have or bring a licensed dentist with them 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 Vermont Technical 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, and one operator's stool. All equipment malfunctions that take place during the examination should be immediately reported to the Vermont Technical 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 in the administration area of the Dental Hygiene Clinic. **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.

We have low speed handpieces that candidates can borrow.

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.



- Vermont Technical College 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 and HuFriedy ultrasonic inserts. If you are still in doubt about what types of tips to obtain Vermont Technical College commonly uses HuFriedy 30K swivel inserts **Note: All Vermont Technical College Ultrasonic Scalers available for candidate use provided for free by Vermont Technical 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 Vermont Technical 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 Vermont Technical College and are not available for rental or purchase from Vermont Technical College. Please plan accordingly and bring your own ultrasonic tips with gaskets!** If you wish to arrive at Vermont Technical College 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 802 879-5643. 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, and chair head and chair controls must be covered with either 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 Vermont Technical College. Outside candidates will be charged a nominal fee of \$50 for use of all equipment and disposable supplies
- iv. SVE valves must be used for the saliva ejector.
- 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. Standard infection control guidelines and Personal Protective Equipment (P.P.E.) and guidelines should be observed during the CDCA exam at

Vermont Technical College. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes fluid resistant overgarments) is the responsibility of the candidate and must be worn in all occupational exposure situations.
- ii. Disposable gloves and masks will be available on the clinic floor for a nominal fee 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 Vermont Technical 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 sterilization area of the Vermont Technical College Dental Hygiene 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 Vermont Technical College. Vermont Technical College 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 Vermont Technical College sterilization drop-off area. Submitted candidate instruments should be placed within a closed stainless steel instrument cassette and wrapped by the candidate for sterilization. All submitted instruments/items for sterilization should be clearly marked with the candidate's name. 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. (Vermont Technical College is not open on Saturday or Sunday). All items submitted to be sterilized **must be picked up from Vermont Technical College within five days of the conclusion of the examination.** If the candidate chooses to use the sterilization services provided by Vermont Technical 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**. You will be

provided 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 Vermont Technical 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 for a nominal fee (see above) by Vermont Technical College to all candidates.

- Surface disinfection wipes
- Barrier materials & tape
- Bracket tray covers
- Red biohazard bags
- Headrest covers
- Barrier tape (roll)
- Tray covers/Barriers
- Plastic instrument trays
- 2 x 2 gauze squares
- 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)
- Local Anesthetics*
- Paper towels
- Prophy paste
- Sanitizing materials
- Oral pre-rinse & cups
- Disposable needlestick protectors
- Cotton swab (tip applicators)
- Antimicrobial mouthwash
- Autoclave wrap
- Drinking cups (small)
- Topical anesthetic(s)
- 30 gauge short needles
- 27 gauge long needles

Disposable Air/Water Syringe Tips and Bite Blocks

Vermont Technical 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 Vermont Technical 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 Vermont Technical 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 and 20% benzocaine topical anesthetic gel is provided at a nominal fee to all candidates. The brands of local anesthetic used/provided by the Vermont Technical 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, Septocaine 4% with 1:200,000 epinephrine and Mepivacaine 3% (without vasoconstrictor)** . Disposable needlestick protection shields are provided by Vermont Technical College for a nominal fee. 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 Vermont Technical College policies regarding the administration of local anesthesia while on Vermont Technical College campus.

7. Other Limitations

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

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

