



**Horry Georgetown Technical College  
CDCA Dental Hygiene Candidate Handbook**

**Horry Georgetown Technical College  
Grand Strand Campus  
3501 Pampas Drive  
Building 1000  
Myrtle Beach, SC 29577**

## **Welcome to the Horry Georgetown Technical College**

The faculty and staff of the Horry Georgetown 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 (843)839-1091, or visit our website ([www.hgtc.edu](http://www.hgtc.edu)) for more information.**

Horry Georgetown Technical College Dental Hygiene Clinic is located at 3501 Pampas Drive, Building 1000, Myrtle Beach, SC 29577.

### **TRAVEL and HOUSING ARRANGEMENTS**

#### **1. Airline and Airport Information**

The Myrtle Beach International Airport is located approximately 3.5 miles from our campus.

<https://www.flymyrtlebeach.com/>

#### **2. Chauffeured Ground transportation**

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

##### **Rental Car Information**

###### Rental Cars

Alamo  
Avis  
Budget  
Dollar  
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.

Doubletree Resort by Hilton Myrtle Beach  
Crown Reef Beach Resort  
Red Roof Inn Myrtle Beach  
Holiday Inn Club Vacations South Beach Resort  
Caribbean Resort & Villas  
Compass Cove Resort

## 5. Gas/Food and ATM's

There are numerous choices for banking, gas and restaurants in close proximity to our campus, especially in the Market Common neighborhood, which is in the same area as the HGTC Dental Hygiene Clinic.

<http://www.marketcommonmb.com/>

## 6. Horry Georgetown Technical College Parking

A parking map has been included in this candidate guide for your convenience. Please note that all candidates and patients may park in the spaces available nearest the entrance to front of the Dental Hygiene Clinic building on Pampas Drive which say 'DH Patient' and at the rear of the building off of Mallard Lake Drive. Additionally, a public parking lot is available adjacent to the building on Mallard Lake Drive and Baldwin Lane at Horry Georgetown Technical College. Free on-street parking is also available nearby.

All candidates and their patients should enter through the main entrance of the building accessible from the side of the building nearest to **Mallard Lake Drive**. Permits are not required to park at Horry Georgetown 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.

## 7. Horry Georgetown Technical College Security

Horry Georgetown Technical College does have an on campus police force available for the dates of the examinations. Situations requiring security or police presence will be directed to the campus police force and/or to local law enforcement authorities.

### Directions/Map

#### Directions from Myrtle Beach International Airport

- Leaving the airport, take the first right onto Harrelson Blvd.
- Turn right onto S Kings Hwy/US-17 Bus South and stay in right lane.
- Turn right onto Farrow Pkwy.
- Take the first left onto Pampas Drive.
- Horry Georgetown Technical College is approximately .4 miles on your left.

#### Directions from Highway 17 Bypass

- Turn onto Farrow Parkway
- After 2 miles turn right onto Myers Avenue
- Turn left onto Pampas Drive
- Horry Georgetown Technical College is approximately .2 miles on your right.

## CAMPUS MAP & PARKING



### Horry Georgetown Technical College Facility and Services

#### 1. Building and Access Hours:

The Horry Georgetown Technical College Building 1000 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:

Horry Georgetown 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. 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:

See the attached parking map above for your convenience. Please note that all candidates and patients may park in the spaces available nearest the entrance to front of the Dental Hygiene Clinic building on Pampas Drive which say 'DH Patient' and at the rear of the building off of Mallard Avenue. Additionally, a public parking lot is available adjacent to the building on Mallard Avenue at Horry Georgetown Technical College. Free on-street parking is also available nearby.

## Securing Patients, Patient Screening and Radiographs

### Clinical Patient Screening

Please note that Horry Georgetown 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 (Horry Georgetown 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. Unfortunately, not all candidates are students of Horry Georgetown Technical College and some candidates will not be able to request the use of the clinical facilities at Horry Georgetown Technical College for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a Horry Georgetown Technical College student the availability, hours, and days of operation of the Horry Georgetown Technical College clinic is determined by the clinical staff at Horry Georgetown Technical College 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 Horry Georgetown Technical College students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of Horry Georgetown 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 Horry Georgetown Technical College for additional details. Please note that **the day before the examinations begin Building 1000 will be closed to everyone** 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 Horry Georgetown Technical College 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 Horry Georgetown 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 Horry Georgetown Technical College Grand Strand campus. Horry Georgetown 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, unless an emergency arises and a patient needs a radiograph.**

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

Candidates will be using the Horry Georgetown Technical College Dental Hygiene Clinic. Each candidate will be assigned a numbered operator that corresponds to his or her numbered I.D. badge issued at orientation. Each operator 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 Horry Georgetown 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 central area of Dental Hygiene Clinic, near sterilization.

#### **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 (O<sub>2</sub>) 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**

The operatories at Horry Georgetown Technical College Dental Hygiene Clinic contain hookups for low-speed handpieces to be used during polishing. Handpieces and prophy angles are provided.

#### **2. Sonic/Ultrasonic Devices**

All operatories are equipped to operate the ultrasonic devices pictured below. **Outside candidates are welcome to bring their own "stand-alone" Cavitron unit; however, all**

units in our clinic have integrated cavatron hook-ups. **Therefore, you are only required to bring your ultrasonic insert(s).** 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.

**Horry Georgetown Technical College provides ultrasonic scaler sleeves that your insert fits into.**

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](http://www.autoscaler.com) for manufacturers unit specifications and limitations). All water is supplied from a pressurized bottle on the unit.





- Horry Georgetown 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. If you are still in doubt about what types of tips to obtain Horry Georgetown Technical College 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 Horry Georgetown Technical College Ultrasonic Scaler Sleeves available for candidate use provided for free by Horry Georgetown Technical College. Horry Georgetown Technical College does NOT provide ultrasonic inserts to candidates.** 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 Horry Georgetown 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 Horry Georgetown Technical College and are not available for rental or purchase from Horry Georgetown Technical College. Please plan accordingly and bring your own ultrasonic tips with gaskets!** If you wish to arrive at Horry Georgetown Technical College before your scheduled testing day to test your ultrasonic insert may do so if you call and schedule a time with the front desk receptionist at Horry Georgetown Technical College. 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 Horry Georgetown Technical College 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 Horry Georgetown Technical College.

**b. Personnel Protective Equipment**

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by Horry Georgetown Technical College (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 Horry Georgetown 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 throughout the Horry Georgetown 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 Horry Georgetown Technical College. Horry Georgetown 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 Horry Georgetown Technical College 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 Horry Georgetown Technical College 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 Horry Georgetown Technical College 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 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. (Horry Georgetown Technical College is not open on Sunday). All items submitted to be sterilized **must be picked up from Horry Georgetown Technical College within five days of the conclusion of the examination.** If the candidate chooses to use the sterilization services provided by Horry Georgetown 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**. 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 Horry Georgetown 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 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 Horry Georgetown 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
- Soap (liquid)
- Overgloves
- HVE Tips
- Prophylaxis paste/prophylaxis angles
- Non-latex gloves (S-XL)
- Air water syringe tips (plastic)
- Facial tissue
- Patient napkins
- Standard saliva ejectors
- Face masks
- Cotton rolls
- Topical anesthetic(s)
- 2 x 2 gauze squares
- Paper towels
- Sanitizing materials
- Oral pre-rinse & cups
- Disposable needlestick
- Cotton swab tips
- Antimicrobial rinse
- Autoclave bags (S-L)
- Drinking cups (small)
- Local Anesthetics\*
- 30 gauge short needles
- 27 gauge long needles

\*See Section 6 below.

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

Horry Georgetown 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. If you prefer metal air/water syringe tips you should plan accordingly and bring them to the exam with you as Horry Georgetown Technical College does not provide them.

## 5. Translation Services

Translation services for candidates and patients are not provided by Horry Georgetown 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 Horry Georgetown 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/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 Horry Georgetown 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**, and **Carbocaine 3% Plain (without vasoconstrictor)**. Disposable needlestick protection shields are provided by Horry Georgetown Technical College free of charge. If you prefer to use a specific type of local anesthetic or topical anesthetic for your exam you are encouraged to bring it. Due to the policy stated below candidates **that do not have permission or current/proper credentials (and active and valid license) to administer local anesthesia by injection during the exam** should make arrangements for a lawful, licensed, current practitioner (with all required CDCA documentation information) to accompany them to the exam site (Horry Georgetown Technical College Grand Strand campus) to administer local anesthesia on behalf of them and their patient. At a minimum those who administer local anesthesia (or subcutaneous/gingival pocket anesthesia) must show proof of active and current liability insurance, present a valid government issued I.D., and have a copy of their current license to practice dentistry or dental hygiene in the state of State. Please read the official CDCA guidelines regarding the details and restrictions for administration of local anesthesia during the exam. If local anesthesia nerve block (IAN) is required for patient care and not within a student's scope of practice due to state law, a supervising dentist will administer the local anesthesia nerve block for the candidate.

**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 Horry Georgetown

Technical College policies regarding the administration of local anesthesia while on Horry Georgetown Technical College Grand Strand Campus.

## **7. Other Limitations**

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

### **EXAM ROOM ASSIGNMENTS**

*(NOTE: See official CDCA documents for days, dates, and times*

*See Horry Georgetown Technical College Floor Plan on following page for Locations)*

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

Good luck on your examination!

Mallard Ave

