



**Ozarks Technical Community College
Dental Hygiene Program
CDCA Dental Hygiene Candidate Handbook**

**1001 East Chestnut Expressway
Springfield, MO 65802
417-447-6693**

Welcome to Ozarks Technical Community College

The faculty and staff of Ozarks Technical Community 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 (417) 447-6693**, or visit our website [OTC Dental Programs](#) for more information.

Ozarks Technical Community College is located at 1001 East Chestnut Expressway, Springfield, MO 65802. The exam will be in Lincoln Hall at 815 N. Sherman Avenue, Room 215.

TRAVEL and HOUSING ARRANGEMENTS

Facility Fee: \$125

1. Airline and Airport Information: Springfield-Branson National Airport at 2300 N. Airport Blvd, Springfield, MO 65802

2. Chauffeured Ground transportation

Transportation via rental car is available from the airport. Uber and Lyft are also available.

Rental Car Information

Rental Cars

Alamo

Avis

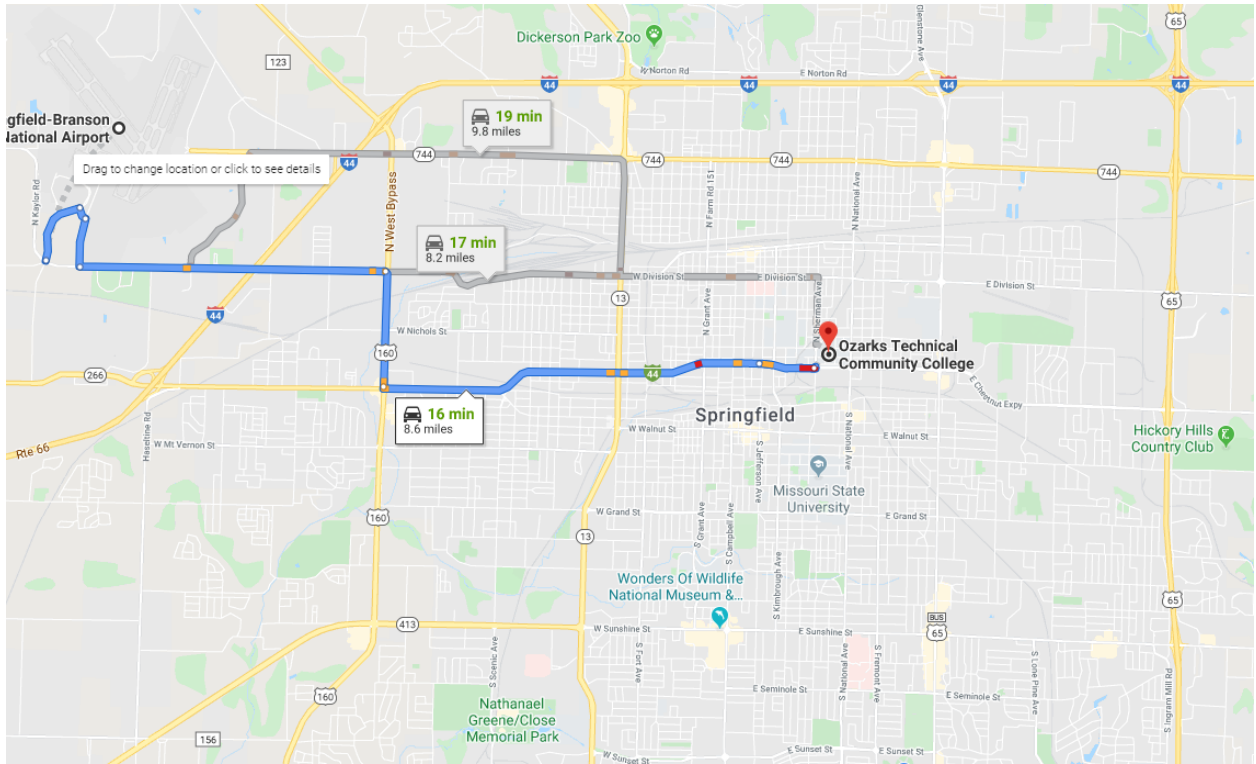
Dollar

National

Enterprise

3. Driving Instructions

Directions: <https://goo.gl/maps/NtsAPy7A6vo7rLJf6>



4. Hotel/Motel Accommodations

Reservations should be made directly with the hotel. Accommodations located close to the school are listed below. Candidates should call for rates.

University Plaza Hotel & Convention Center: 417-864-7333

The Q Hotel & Suites: 417-862-0070

Fairfield Inn & Suites by Marriott: 417-833-9599

Hotel Vandivort: 417-832-1515

Vib Best Western Springfield: 417-881-9100

DoubleTree by Hilton Hotel Springfield: 417-831-3131

5. Gas/Food and ATM's

An ATM is located on campus. The closest gas station is Kum & Go at 620 N. National Avenue. There are several restaurants located nearby:

Black Sheep Burgers and Shakes

Café Cusco

Chipotle Mexican Grill

Gilardi's

Steak 'n Shake

Rocco's Pizza and Subs

Subway

Panera

6. Ozarks Technical Community College - Parking

Please note that all candidates and patients may park in any open parking spaces located in the west, north, or south lots at Ozarks Technical Community College. All candidates and their patients should enter through the main entrance of Lincoln Hall at 815 N. Sherman Avenue, accessible from the west entry. If a patient needs an elevator, they will enter from the south entry and use the elevator to the left. Permits are not required to park at Ozarks Technical Community 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. Ozarks Technical Community College Security

Ozarks Technical Community College is a smaller campus, but does have on-site security services for the dates of the examinations. Situations requiring security or police presence should be referred to local law enforcement authorities. If you have an emergency please dial 417-447-6911 for campus security.

Ozarks Technical Community College Facility and Services

1. Building and Access Hours:

The Lincoln Hall 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:

Ozarks Technical Community College has a small vending area on the first floor of Lincoln Hall for candidates or their patients if needed. 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 always be worn 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.



Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

Please note that Ozarks Technical Community 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 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 Ozarks Technical Community College and some candidates will not be able to request the use of the clinical facilities at Ozarks Technical Community College for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are an Ozarks Technical Community College student the availability, hours, and days of operation of the Ozarks Technical Community College clinic is determined by the clinical staff at Ozarks Technical Community 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 Ozarks Technical Community College students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of Ozarks Technical Community College students and their patients may ONLY be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above (please call Ozarks Technical Community College for additional details). Please note that **the day before the examinations the dental clinic and area will be closed to everyone** (including screenings for Ozarks Technical Community 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 Ozarks Technical Community 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, (Ozarks Technical Community 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 Ozarks Technical Community College campus. Ozarks Technical Community College will ensure the presence of a licensed dentist 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 Ozarks Technical Community College dental 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 Ozarks Technical Community College Site Coordinator, Ms. Rebecca Caceres.

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 are located in the dental clinic and the AED is located in the hallway outside the dental clinic door. **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) 9-1-1 (notify EMS).
- Administer oxygen (O₂) from the green oxygen cylinder located next to the medical emergency kit. Send someone to meet EMS at the front entrance of the building.
- Administer Basic Life Support (BLS) until EMS arrive.

During the Board

1. Handpiece and Propphy Angle Hookups.

Each dental unit has a standard 4-hole ISO connector for a dental handpiece. Disposable propphy angles will be made available to the candidate.

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.



- Ozarks Technical Community College dental hygiene program uses magnetostrictive ultrasonic scaling units with a 30K lavage knob for lavage control/adjustment. These units are **not supplied by Ozarks Technical Community College and are not available for rental or purchase from Ozark. Please plan accordingly and bring your own ultrasonic unit and tips with gaskets.** If you wish to arrive at Ozarks Technical Community College before your scheduled testing day to hook-up your ultrasonic unit you may do so if you call and schedule a time with Ms. Rebecca Caceres at Ozarks Technical Community College. If the CDCA exam has already begun you cannot enter the clinic.

3. Infection Control/Asepsis Requirements

a. Surface Asepsis

- i. The unit light, chair controls, patient chair, dental unit, counter tops, and operator stool should be disinfected with disinfectant wipes.
- ii. Disinfectant wipes, plastic/barrier headrest covers and plastic/barrier wrap are provided by Ozarks Technical Community College for all candidates free of charge.

- iii. Candidates will be provided the use of nitrile utility gloves to be worn when handling or packaging dirty instruments through (or to and from) the candidate clinic area.
- iv. Universal infection control guidelines and Personal Protective Equipment (P.P.E.) and guidelines should be observed during the CDCA exam at Ozarks Technical Community College. This includes standard OSHA standards and CDC guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable barrier gowns) is provided by Ozarks Technical Community College (one per day free of charge) and must be worn in all occupational exposure situations.
- ii. Disposable gloves, masks, face shields 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 protective glasses for patients will be provided. Please note that Ozarks Technical Community 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 Ozarks Technical Community College 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 Ozarks Technical Community College. Ozarks Technical Community 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 Ozarks Technical Community 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 Ozarks Technical Community 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 Ozarks Technical Community College are no larger than 7 ½ W x 13 L. 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. (Ozarks Technical Community College is not open on Sunday). All items submitted to be sterilized **must be picked up from Ozarks Technical Community College within five days of the conclusion of the examination.** If the candidate chooses to use the sterilization services provided by Ozarks Technical Community 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.

*Ozarks Technical Community 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 free of charge by Ozarks Technical Community College to all candidates.

- Surface disinfection wipes
- Barrier materials & barrier tape; head rest covers; instrument tray covers
- Nitrile exam gloves (S, M, L, XL)
- Disposable air-water syringe tips & saliva ejectors
- Antimicrobial pre-rinse & disposable cups
- Facial tissue
- Disposable needle stick protectors
- Red biohazard bag
- Patient napkins & disposable napkin clip
- Cotton tip applicators
- Face masks & face shields
- Autoclave sterilization bags
- Cotton rolls & 2 x 2" gauze squares
- Antibacterial soap & paper towels
- Prophylaxis paste & floss

- *Local anesthetic: topical benzocaine; 30 gauge x-short needles, 30 gauge short needles and 27 gauge long needles
*See Section 6 below.

Disposable Air/Water Syringe Tips and Bite Blocks

Ozarks Technical Community College provides and uses disposable air/water syringe tips for the examination. Candidates should plan 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 Ozarks Technical Community College does not provide them.

5. Translation Services

Translation services for candidates and patients are not provided by Ozarks Technical Community 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 Ozarks Technical Community 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 Ozarks Technical Community 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 **Citanest® Plain (4% without vasoconstrictor)**. Disposable needlestick protection shields are provided by Ozarks Technical Community College free of charge. If you are taking the anesthesia examination Ozarks Technical Community 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.

7. Other Limitations

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

EXAM ROOM ASSIGNMENTS

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

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