

South College - Dental Hygiene CDCA Dental Hygiene Candidate Handbook



South College
616 Marriott Dr.
Nashville, TN 37214
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Welcome to South College

The faculty and staff of South 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 CDCA School Coordinator, Tammy Fisher at tfisher@south.edu.**

South College is located at 616 Marriott Dr., Nashville, TN 37214.

Facility tour: A virtual tour of the facility will be available through the CDCA website.

Facility Fee/Security Deposit/Equipment Rental: External dental hygiene candidates participating in the Commission on Dental Competency Assessments (CDCA) at this site will be assessed a \$150.00 facility fee. Some instruments (i.e., ultrasonics and prophylaxis hand pieces) are available for loan through South College.

The facility fee must be paid as certified check or money order and made payable to South College. The facility fee payment must be received by mail by Friday, February 19th, 2021. Please use a postal service with a tracking option. Candidates that do not submit payment by this date will not be allowed to participate in the exam and must contact CDCA to withdraw.

Payable to: South College

Address: 616 Marriott Dr.

Nashville, TN 37214

Attn: Tammy Fisher - Program Director of Dental Hygiene

No personal checks will be accepted; no change will be available.

1. Airline and Airport Information

The Nashville International Airport is located 3.7 miles away from South College.

2. Chauffeured Ground transportation

Transportation via taxi or Uber is available from the airport.

3. Hotel/Motel Accommodations

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

Local Hotels

Nashville Airport Marriott

600 Marriott Dr.

Nashville, TN 37214

615-889-9300

Sheraton Music City Hotel

777 McGavock Pike

Nashville, TN 37214
615-885-2200

Hotel Preston
733 Briley Pkwy.
Nashville, TN 37217
615-361-5900

Courtyard by Marriott Nashville Airport
2508 Elm Hill Pike
Nashville, TN 37214
615-883-9500

4. Gas and Food

Several gas stations are located on Elm Hill Park near campus. Should your patients require refreshments, you are advised to please bring or buy food. South College does have a small bookstore on the first floor adjacent to the Dental Hygiene Clinic that sells drinks and snacks. **NO FOOD OR DRINK IS ALLOWED IN THE DENTAL HYGIENE CLINIC AREA (INCLUDING THE RECEPTION AREA).** This complies with the OSHA infection control standards.

5. SOUTH COLLEGE Parking

There is ample visitor parking located on campus. Permits are not required to park at SOUTH 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. SOUTH COLLEGE Security

SOUTH COLLEGE is a small campus; however, we do 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.

SOUTH COLLEGE Facility and Services

1. Building and Access Hours:

The SOUTH COLLEGE 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:

SOUTH 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 South 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 (SOUTH 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 SOUTH COLLEGE and some candidates will not be able to request the use of the clinical facilities at SOUTH COLLEGE for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a SOUTH COLLEGE student the availability, hours, and days of operation of the SOUTH COLLEGE clinic is determined by the clinical staff at SOUTH 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 SOUTH COLLEGE students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of SOUTH COLLEGE students and their patients may ONLY be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above (please call SOUTH COLLEGE for additional details). To schedule a screening appointment, you may contact the SOUTH COLLEGE front office receptionist by calling (629)802-3221. Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including screenings for SOUTH 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 SOUTH 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, (SOUTH 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 SOUTH COLLEGE campus. SOUTH 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 SOUTH 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 SOUTH 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 main floor in the 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.

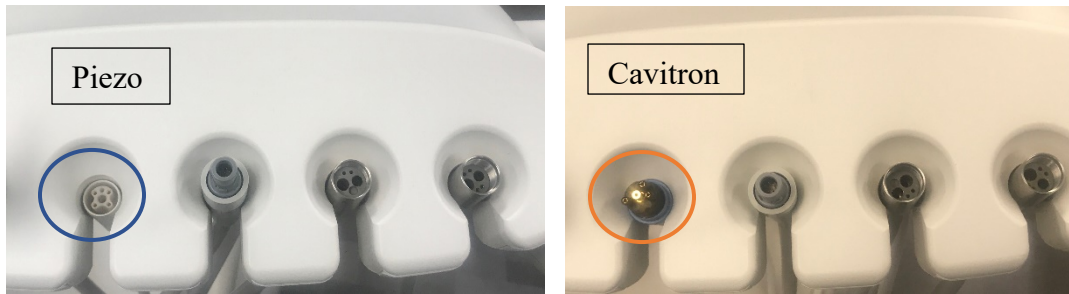
During the Board

1. Handpiece and Propy Angle Hookups.

All operatories are equipped to operate handpieces that will fit the standard low speed adapter as shown below.

2. Sonic/Ultrasonic Devices.

All operatories are equipped to operate either the piezo or ultrasonic device pictured below. The air pressure to each operatory chair and all the handpieces are factory set at approximately 35 to 50 psi. All water is supplied from a pressurized bottle on the unit.



- SOUTH 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, SOUTH COLLEGE commonly uses the Cavitron THINsert 30K CTI-10S, the SlimLINE 30K FSI-SLI-10S , and the PowerLINE 30K FSI-PWR-1000. **Note: All SOUTH COLLEGE Ultrasonic Scalers available for candidate use utilize magnetostrictive technology or piezo technology.** Please familiarize yourself with the application, limitations, and restrictions of this technology before you arrive to the examination site.

3. Infection Control/Asepsis Requirements

a. Surface Asepsis

- Handles of the unit light, radiographic tube heads, and chair head and chair controls must be covered with clear plastic barrier wrap.
- The dental unit and counter tops should be disinfected with disinfectant wipes. The dental chair and operator stool should be sprayed with soap and water provided in each operatory.
- Disinfectant wipes, plastic/barrier headrest covers and plastic/barrier wrap are provided by SOUTH COLLEGE for all candidates.
- Disposable plastic overgloves are available for candidates upon request.
 - 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.
 - Universal infection control guidelines and Personal Protective Equipment (P.P.E.) and guidelines should be observed during the CDCA exam at SOUTH COLLEGE. This includes OSHA standards and guidelines.

b. Personnel Protective Equipment

- Appropriate protective equipment (which includes disposable gowns) will be provided by SOUTH COLLEGE and must be worn in all occupational exposure situations.

- ii. Disposable gloves, masks, face shields and gowns will be available on the clinic floor 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 SOUTH 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 biohazard bags.
- ii. Sharps: All needles, anesthetic cartridges, and any potential sharps are to be placed in the red plastic sharps containers located in each operatory in the SOUTH COLLEGE clinic.

d. Sterilization

- i. Instruments and handpieces can be processed and run through an autoclave after your examination for candidates requesting this service from SOUTH COLLEGE. SOUTH COLLEGE will not lube, wipe down or scrub instruments either inside or outside of cassettes. All instruments should be wiped down and clean of visible debris before being brought to the SOUTH 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 SOUTH 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 SOUTH 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. All items submitted to be sterilized **must be picked up from SOUTH COLLEGE within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided by SOUTH 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 SOUTH 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:

The following items are expendable materials and are provided by SOUTH COLLEGE 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 tip
- 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 needle stick 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

SOUTH COLLEGE provides and uses disposable air/water syringe tips for the examination. Candidates should plan to 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 SOUTH COLLEGE does not provide them.

5. Translation Services

Translation services for candidates and patients are not provided by SOUTH 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 SOUTH 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 SOUTH 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 SOUTH 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.

7. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at SOUTH COLLEGE before, during or after the examination. If a candidate experiences a broken tip on one or more of their instruments during the examination, SOUTH 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 SOUTH COLLEGE clinic for your CDCA examination. As a reminder, candidates and patients should not bring cell phones, notes, or PDA's to the examination.

We hope that this guide has been helpful and that your examination experience at SOUTH COLLEGE will be a pleasant one. If you have any questions regarding the South College facility, please email tfisher@south.edu . Good luck on your examination!