

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

**One Armory Square  
Springfield, MA 01102**

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# **Welcome to SPRINGFIELD TECHNICAL COMMUNITY COLLEGE**

The faculty and staff of the Springfield Technical Community College Dental Hygiene program 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 413-755-4858**, or visit our website ([www.stcc.edu](http://www.stcc.edu)) for more information.

Springfield Technical Community College is located at One Armory Square, Springfield, MA 01102. The Dental Hygiene clinic is located in Building 20, room 238.

## **TRAVEL and HOUSING ARRANGEMENTS**

- 1. Airline and Airport Information – Bradley International Airport, Windsor Locks, CT**
- 2. Chauffeured Ground transportation**

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

### **Rental Car Information**

#### Rental Cars

Alamo  
Avis  
Dollar  
National  
Enterprise

- 3. Driving Instructions**

Please enter the following address into your GPS or navigation system:

One Armory Square  
Springfield, MA 01102

- 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.

|                               |                         |                        |                     |
|-------------------------------|-------------------------|------------------------|---------------------|
| <b>Sheraton Monarch Place</b> | <b>1 Monarch Place</b>  | <b>Springfield, MA</b> | <b>413-781-1010</b> |
| <b>Marriott</b>               | <b>2 Boland Way</b>     | <b>Springfield, MA</b> | <b>413-781-7111</b> |
| <b>Hampton Garden Inn</b>     | <b>800 Hall of Fame</b> | <b>Springfield, MA</b> | <b>413-886-8000</b> |

## 5. Gas/Food and ATM's

Enter nearby places if desired

## 6. Springfield Technical Community College Security

STCC does have an on campus police force or on site security services for the dates of the examinations. Situations requiring any breaches of security or unlawful events should be referred to Campus Security.

## Facility and Services

### 1. Building and Access Hours:

The STCC 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:

Springfield Technical Community 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.

### 4. Parking:

Candidates must enter the campus through the main entrance located on Federal St. You must check in with the security guard at the gate and provide your name, which will be on the daily list. If your name is not on the list the guard will contact the Dental Hygiene Front Desk Manager to check with their list. Once checked in you may proceed to Building 20 and park where Campus Security has deemed appropriate.

Once inside the lobby of Building 20, you will be required to have your temperature taken and answer a brief series of questions. When you have been cleared to come up to the 2<sup>nd</sup> floor, which is where the Dental Hygiene clinic is located, you will be given a wristband which must stay in place for the entire time that you remain on campus.

#### **5. Fees charged:**

STCC charges a onetime, nonrefundable, facility use fee of \$200. This must be paid by money order which is made out to STCC. We also require that candidates submit a personal check made out to STCC in the amount of \$200 which covers the use of any equipment or instruments. If the items are returned with no damage, the check will be returned to the candidate. If there is damage, the amount will be deducted from the \$200, If the damage exceeds \$200, the candidate is responsible for any additional costs.

Candidates may secure their belongings in a locker in the student locker room. In order to assure they are secure candidates must bring their own combination lock.

## **Securing Patients, Patient Screening and Radiographs**

### **Clinical Patient Screening**

Please note that Springfield Technical Community College (hereinafter referred to as STCC) 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 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 STCC and some candidates will not be able to request the use of the clinical facilities at STCC for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are an STCC student the availability, hours, and days of operation of the STCC clinic is determined by the clinical staff at STCC 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 STCC students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of STCC students and their patients may ONLY be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above (please call STCC for additional details). To schedule a screening appointment, you may contact the STCC front office receptionist by calling 413-755-4900. Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including screenings for STCC 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 STCC 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 STCC) 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 STCC campus. STCC 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 STCC Dental Hygiene clinic 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 STCC 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 West Clinic (See CDCA Floor Plan). **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**

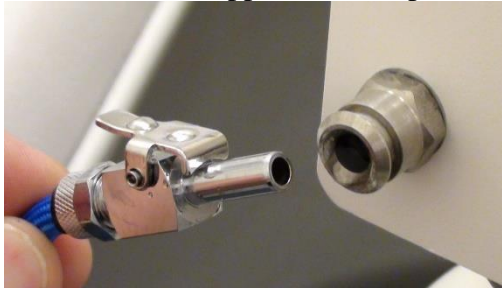
### **1. Handpiece and Prophy Angle Hookups.**

Midwest RDH handpieces are available for use

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

All operatories are equipped to operate both magnetorestrictive and piezo ultrasonic units. STCC utilizes the HuFriedy Swerve units. The air pressure to each operator 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](http://www.autoscaler.com) for manufacturers unit specifications and limitations). All water is supplied from a pressurized bottle on the unit.



- STCC features magnetostrictive ultrasonic scaling units with a 25K lavage knob for lavage control/adjustment. We do have the tubes necessary to accommodate 30K knobs also. The lavage knob accepts Hu-Friedy Swivel ® Brand/Type ultrasonic inserts. The inserts that are most commonly used by our students are the Hu-Friedy #10 universal, #100 Triple bend, the After 5 left, right, and straight inserts.
- However, we do have adapters for those individuals that have 30K inserts. If you are still in doubt about what types of tips to obtain, STCC commonly uses the **Note: All STCC Ultrasonic Scalers available for candidate use are provided for free and 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 STCC 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 supplied by STCC if the candidate’s inserts are not compatible but are not available for purchase from STCC. Please plan accordingly and bring your own ultrasonic tips with gaskets!** If you wish to arrive at STCC 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 STCC. 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 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 STCC for all candidates free of charge.
- iv. 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.
- v. Universal infection control guidelines and Personal Protective Equipment (P.P.E.) and guidelines should be observed during the CDCA exam at STCC. This includes standard OSHA standards and guidelines.

**b. Personnel Protective Equipment**

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by STCC (one per day free of charge) and must be worn in all occupational exposure situations.
- ii. Disposable gloves, masks, gowns, and face shields 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 STCC does not provide disposable side shields for glasses. Candidates should also plan to provide their own N95 masks if they plan on utilizing them.

**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 STCC 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 STCC. STCC 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 STCC 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 STCC 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 STCC 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. (STCC is not open on Sunday). All items submitted to be sterilized **must be picked up from STCC within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided by STCC 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.

*SPRINGFIELD 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 RETRIVED **WITHIN FIVE DAYS AFTER THE CLOSING OF THE EXAMINATION**). PLEASE ARANGE TO HAVE YOUR ITEMS PICKED UP.*

#### 4. Disposable Items:

All of the following items are expendable materials and are provided free of charge by STCC to all candidates.

- |                              |                                    |                                     |
|------------------------------|------------------------------------|-------------------------------------|
| ● Surface disinfection wipes | ● Non-latex gloves (S-XL)          | ● Sanitizing materials              |
| ● Barrier materials & tape   | ● Air water syringe tips (plastic) | ● Oral pre-rinse & cups             |
| ● Bracket tray covers        | ● Facial tissue                    | ● Disposable needlestick protectors |
| ● Red biohazard bags         | ● Patient napkins                  | ● Cotton swab (tip applicators)     |
| ● Headrest covers            | ● Standard saliva ejectors         | ● Antimicrobial mouthwash           |
| ● Barrier tape (roll)        | ● Face masks                       | ● Autoclave bags (S-L)              |
| ● Tray covers/Barriers       | ● Cotton rolls                     | ● Drinking cups (small)             |
| ● Styrofoam instrument trays | ● Soap (liquid)                    | ● Topical anesthetic(s)             |
| ● Overgloves                 | ● 2 x 2 gauze squares              | ● Local Anesthetics*                |
| ● HVE Tips                   | ● Paper towels                     | ● 30 gauge short needles            |
| ● Disposable bib clips       | ● Prophy paste                     | ● 27 gauge long needles             |

\*See Section 6 below.

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

STCC 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 STCC does not provide them.

#### 5. Translation Services



Translation services for candidates and patients are not provided by STCC. 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 STCC 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 STCC 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 free of charge. If you are taking the anesthesia examination STCC 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. 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 (STCC 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 MA. Please read the official CDCA guidelines regarding the details and restrictions for administration of local anesthesia during the exam.

If a candidate wishes to utilize a topical anesthetic solution, such as Oraquix, they must plan on furnishing their own dispenser and cartridges.

**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 STCC policies regarding the administration of local anesthesia while on STCC campus.

## **7. Other Limitations**

No instrument sharpening services for dental hygiene instruments are available at STCC before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination STCC 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 STCC clinic for your CDCA examination! As a reminder candidates and patients should not bring cell phones, notes, or tablets to the examination. Items left behind after a candidate's exam is completed may not be returned. STCC will make every effort to remind candidates not to leave instruments and other items behind when they leave as STCC will not mail ANY items left behind. If candidates request any help from the STCC 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.

### **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 STCC will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us (STCC) and we will attempt to update this guide as soon as possible. Please email all corrections to [mmloadholt@stcc.edu](mailto:mmloadholt@stcc.edu) . Good luck on your examination!