



NMSU- Doña Ana Community College CDCA Dental Hygiene Candidate Handbook



**3400 South Espina Street
Las Cruces, NM 88003
(575)528-7219
<https://dacc.nmsu.edu/dhyg/>**

Welcome to NMSU-Doña Ana Community College

The faculty and staff of the NMSU-Doña Ana 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 daccdentalclinic@dacc.nmsu.edu, or visit our website <https://dacc.nmsu.edu/dhyg/> for more information.**

NMSU-Doña Ana Community College is located in Las Cruces, New Mexico.

TRAVEL and HOUSING ARRANGEMENTS

A facility fee of \$200.00 is paid to CDCA upon registering for the exam.

1. Airline and Airport Information

- The closest airport is located in El Paso, TX, which is 50 miles from Las Cruces. For more information on airlines and airport please [click here](#)

2. Rental Car Information from El Paso Airport

[Rental Cars](#)

3. Driving Instructions

[Directions and maps](#)

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.

- [Comfort Suites University](#)
- [Sleep Inn University](#)
- [Ramada by Wyndham Las Cruces Hotel & Conference](#)
- [Courtyard by Marriott Las Cruces at NMSU](#)
- [Hilton Garden Inn Las Cruces](#)
- [Hotel Encanto de Las Cruces](#)

5. NMSU-Doña Ana Community College Parking

For more information visit <https://park.nmsu.edu/> parking map can be accessed [here](#) for your convenience. Please note that all candidates and patients may only park in designated DACC visitor or free parking spaces (Blue or brown parking lots 104,69-71 & 98). All candidates and their patients should enter through the main entrance of the building accessible from the

south lot parking 70 or 98. Permits are not required to park at NMSU-Doña Ana Community College during CDCA examination days, unless you park on a lot not mentioned above. The parking lot hours are 7:00 a.m. to 7:00 p.m. Vehicles left after hours on campus are subject to being towed.

6. NMSU-Doña Ana Community College Security

NMSU-Doña Ana Community College is a small campus. On-campus police force or on-site security services for the dates of the examinations can be located [here](#) or by dialing 7777 from a DACC phone or 575-527-7777 from any phone.

ENTER DIRECTIONS HERE FROM AIRPORT OR LOCAL TRANSPORTATION

El Paso International Airport
6701 Convair Rd, El Paso, TX 79925

Get on I-10 W from Airway Blvd, Airport Rd, Montana Ave and US-180 W/E Paisano Dr
7 min (2.6 mi)

Follow I-10 W to E University Ave in Doña Ana County. Take exit 142 from I-10 W
42 min (46.3 mi)

Continue on E University Ave to your destination in University Park
3 min (1.2 mi)

Doña Ana Community College
3400 Espina St, Las Cruces, NM 88003

NMSU-Doña Ana Community College Facility and Services

1. Building and Access Hours:

The NMSU-Doña Ana Community 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:

NMSU-Doña Ana 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.

Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

Please note that NMSU-DOÑA ANA 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 (NMSU-DOÑA ANA COMMUNITY 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 NMSU-DOÑA ANA COMMUNITY COLLEGE and some candidates will not be able to request the use of the clinical facilities at NMSU-DOÑA ANA COMMUNITY COLLEGE for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days.

If **you are** a NMSU-DOÑA ANA COMMUNITY COLLEGE student, the availability, hours, and days of operation of the NMSU-DOÑA ANA COMMUNITY COLLEGE clinic is determined by the clinical staff at NMSU-DOÑA ANA 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 on a first come first serve basis for NMSU-DOÑA ANA COMMUNITY COLLEGE students only. Scheduling must not interfere with regularly scheduled school clinical days.** Screening times for candidates of NMSU-DOÑA ANA 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 NMSU-DOÑA ANA COMMUNITY COLLEGE for additional details). To schedule a screening appointment, you may contact the NMSU-DOÑA ANA COMMUNITY COLLEGE business office specialist by calling (575)528-7071. Please note that **the day before the examinations begins, the building and campus will be closed to everyone** (including screenings for NMSU-DOÑA ANA 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 NMSU-DOÑA ANA 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, (NMSU-DOÑA ANA 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 NMSU-DOÑA ANA COMMUNITY COLLEGE campus.

X-Rays/Radiographs

Digital radiographic services will be available for CDCA candidates during the examination if needed.

Preparing for the Clinical Phase of the Examination

Candidates will be using the NMSU-DOÑA ANA COMMUNITY COLLEGE. 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 NMSU-DOÑA ANA COMMUNITY 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 (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 (O₂) from the green oxygen cylinder located next to the medical emergency kit.
- Administer Basic Life Support (BLS) until EMS arrive.

During the Board

UPDATE ALL THIS INFORMATION TO FIT YOUR SCHOOLS INFO

1. Handpiece and Propy Angle Hookups.

The school's connection types are below:

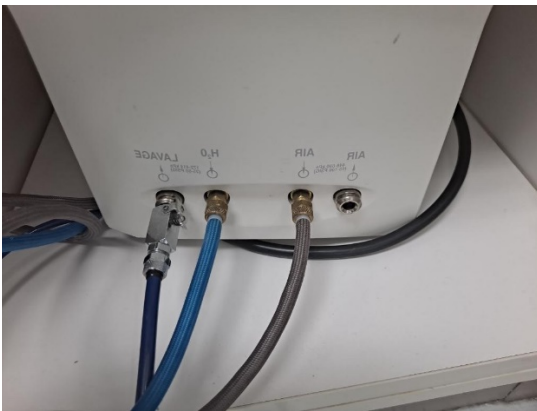


The school will supply prophy angles of the type used at the school. It is recommended that students bring their own to ensure proper fit to their handpieces.

The school does not provide any equipment such as handpieces for use.

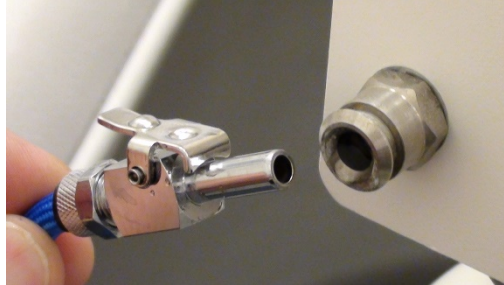
2. Sonic/Ultrasonic Devices.

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.



It is recommended that students bring their 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.



- The school **does not** provide any rentals at this time.
- If you wish to arrive at NMSU-DOÑA ANA 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 the front desk receptionist at NMSU-DOÑA ANA COMMUNITY 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 NMSU-DOÑA ANA COMMUNITY COLLEGE for all candidates free of charge.
- iv. Disposable plastic over gloves 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 NMSU-DOÑA ANA COMMUNITY COLLEGE. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by NMSU-DOÑA ANA COMMUNITY COLLEGE (one per

day free of charge) and must be worn in all occupational exposure situations.

- ii. Disposable gloves, surgical 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 NMSU-DOÑA ANA COMMUNITY COLLEGE does not provide disposable side shields for glasses.
- iv. In instances where an N95 or KN95 are recommended to be used due to public health orders or school protocols, students must provide their own to be used. NMSU-DOÑA ANA COMMUNITY COLLEGE requires the use of these type of respirators during a pandemic. Please check with the school to check the status on the use of respirators.

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 NMSU-DOÑA ANA 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 NMSU-DOÑA ANA COMMUNITY COLLEGE. NMSU-DOÑA ANA COMMUNITY COLLEGE will not lube, wipe down, scrub, ultrasonic, or wash instruments either inside or outside of cassettes.
- ii. All instruments should be wiped down and clean of visible debris before being brought to the NMSU-DOÑA ANA 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 NMSU-DOÑA ANA COMMUNITY COLLEGE for sterilization should be able to fit comfortably within a 7 ½ W x 13 L disposable self-seal sterilization pouch.
- iii. Hand sterilization bags provided to candidates by NMSU-DOÑA ANA COMMUNITY 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**.
- iv. 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. (NMSU-DOÑA ANA COMMUNITY COLLEGE is not open on Sunday).

- v. All items submitted to be sterilized **must be picked up from NMSU-DOÑA ANA COMMUNITY COLLEGE within five days of the conclusion of the examination.** If the candidate chooses to use the sterilization services provided by NMSU-DOÑA ANA COMMUNITY COLLEGE the candidate assumes all liability for lost or damaged items submitted.
- vi. 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 NMSU-DOÑA ANA 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 NMSU-DOÑA ANA COMMUNITY COLLEGE to all candidates.

- Surface disinfection wipes
- Barrier materials & tape
- Bracket tray covers
- Red biohazard bags
- Headrest covers
- Barrier tape (roll)
- Tray covers/Barriers
- Instrument trays
- Over gloves
- 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)
- 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*
- 27 or 25-gauge short needles
- 27 or 25-gauge long needles

***See Section 6 below.**

Disposable Air/Water Syringe Tips and Bite Blocks

NMSU-DOÑA ANA COMMUNITY 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 NMSU-DOÑA ANA COMMUNITY COLLEGE does not provide them.

5. Translation Services

Translation services for candidates and patients are not provided by NMSU-DOÑA ANA 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 NMSU-DOÑA ANA 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 NMSU-DOÑA ANA COMMUNITY COLLEGE are generic brands that are 1.7 to 1.8 ml standard cartridges with the following concentrations: **Lidocaine HCl 2% with epinephrine 1:100,000**, and **Mepivacaine 3% Plain**. Disposable needlestick protection shields are provided by NMSU-DOÑA ANA COMMUNITY COLLEGE free of charge. If you are taking the anesthesia examination NMSU-DOÑA ANA 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 NMSU-DOÑA ANA 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 NMSU-DOÑA ANA 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 NMSU-DOÑA ANA 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. NMSU-DOÑA ANA COMMUNITY COLLEGE will make every effort to remind candidates not to leave instruments and other items behind when they leave as NMSU-DOÑA ANA COMMUNITY COLLEGE will not mail ANY items left behind. If candidates request any help from the NMSU-DOÑA ANA 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. NMSU-DOÑA ANA 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 NMSU-DOÑA ANA COMMUNITY COLLEGE will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us (NMSU-DOÑA ANA COMMUNITY COLLEGE) and we will attempt to update this guide as soon as possible. Please email all corrections to [DACC Dentalclinic@dacc.nmsu.edu](mailto:DACCDentalclinic@dacc.nmsu.edu) . Good luck on your examination!