



**Midlands Technical College  
Dental Hygiene Program  
CDCA Dental Hygiene Candidate Handbook  
2021**

**Midlands Technical College  
Airport Campus  
Academic Center  
1260 Lexington Drive  
West Columbia, SC 29170**

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## **Welcome to the Midlands Technical College**

The faculty and staff of Midlands 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 Lee Muthig at [muthigl@midlandstech.edu](mailto:muthigl@midlandstech.edu) for more information.**

Midlands Technical College is located on our Airport Campus at 1260 Lexington Drive, West Columbia, SC 29170.

### **TRAVEL and HOUSING ARRANGEMENTS**

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

The Columbia Metropolitan Airport (CAE) is located very close to the school. Several airlines fly in and out of the city daily. American Airlines, Delta and United all fly from this airport.

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

Transportation via taxi, Uber, Lyft or hotel bus is available from the airport.

#### **Rental Car Information**

##### **Rental Cars**

Alamo  
Avis  
Budget  
Dollar  
Enterprise  
Hertz  
National  
Thrifty

#### **3. Driving Instructions**

The Midlands Technical College Dental Clinic is located on the Airport Campus in the Academic Center (the only 3 story building on the campus). Please utilize this address in your GPS to arrive at the correct campus.

**1260 Lexington Drive  
West Columbia, SC 29170**

#### **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.

**In or near the VISTA area, close to the University of South Carolina:**

**Hampton Inn Columbia – Downtown Historic District**

822 Gervais St.  
Columbia, SC 29201  
(803) 231-2000

**Holiday Inn Express & Suites Columbia – Downtown**

501 Taylor St  
Columbia, SC 29201  
(803) 744-4000

**Hyatt Place Columbia/Downtown/The Vista**

819 Gervais St  
Columbia, SC 29201  
(803) 978-2013

There are more hotels in the Vista area or near the University of South Carolina campus.

**In the Southeast Region off I-77:**

**Hampton Inn & Suites Columbia/Southeast-Ft. Jackson**

201 E Exchange Blvd  
Columbia, SC 29209  
(803) 217-3999

**Country Inn & Suites by Radisson, Columbia, SC**

220 E Exchange Blvd  
Columbia, SC 29209  
(803) 776-6660

**5. Midlands Technical College Parking**

A parking map has been included in this candidate guide for your convenience. Please note that all candidates and patients may only park in designated visitor (V) or student (S) parking spaces located on the either side of the Academic Center at Midlands Technical College. All candidates should enter through the front main entrance of the building or through the entrance at the breezeway. Permits are not required to park at Midlands Technical College during CDCA examination days and parking lot hours are 6:00 a.m. to 6:00 p.m. If you should

be issued a parking ticket, please return it to the dental clinic. Vehicles left after hours on campus are subject to being towed.

**6. Midlands Technical College Security**

Midlands Technical College is a small campus but does have an on-campus police force and on-site security services for the dates of the examinations. Situations requiring security or police presence should be referred to these individuals or to local law enforcement authorities. Midlands Technical College security can be reached at 803.822.3210 or local police at 911. If medical assistance is needed, call 911.

## **Midlands Technical College Facility and Services**

**1. Building and Access Hours:**

The Midlands Technical College Academic Center will be 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.

**2. Food and Beverage Services:**

Midlands Technical College has no food, beverage, or cafeteria services for candidates. 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. Facility Fee**

A facility fee is charged for all candidates taking this exam at Midlands Technical College. The fee is \$125 cashier's check or money order (no personal checks) which will be paid to CDCA upon registering for the exam.

**5. Parking:**

A parking map follows for your convenience.

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

**Midlands Technical College is a latex-free clinic. Therefore, we ask all candidates participating in the CDCA examination to refrain from bringing any latex products into the clinic. If you have a concern about a product that you would like to bring to the clinic, please speak with the Site Supervisor.**

Midlands Technical College will only be hosting the Non-Patient (Manikin) examination in 2021. Therefore, candidates should not need to secure a patient, screen patients or take radiographs.

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

Candidates will be using the Midlands Technical College Dental Clinic located on the third floor of the Academic Center on the Airport Campus. 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 Midlands 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 Sterilization Room in the Dental clinic. **In the event of an emergency, the procedure is:**

- STAY WITH THE PERSON IN NEED; 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 in the Sterilization Room.
- Administer Basic Life Support (BLS) until EMS arrive.

## **During the Board**

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

Handpieces must fit a standard four (4) hole ISO connection. Midlands Technical College does not supply handpieces to candidates.

### **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 A-dec 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).



- Midlands 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 Midlands Technical College commonly uses the Cavitron THINsert 30K, Hu-Friedy 30K inserts, and Parkell 30K Burnett Power-Tip Scaler Insert. **Note: Midlands Technical College Ultrasonic Scalers are available for candidates to rent for a fee of \$50.00. Please contact Ms. Lee Muthig at 803.822.3456 or [muthigl@midlandstech.edu](mailto:muthigl@midlandstech.edu) at least 2 weeks prior to the exam. Payment needs to be via a cashier's check or money order made to the order of the MTC.** 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 Midlands 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 Midlands Technical College and are not available for rental or purchase from Midlands Technical College. Please plan accordingly and bring your own ultrasonic tips with gaskets!** If you wish to arrive at Midlands Technical College before your scheduled testing day to hook-up your ultrasonic unit you may do so if you call and schedule a time with Lee Muthig at 803.822.3456 or email at [muthigl@midlandstech.edu](mailto:muthigl@midlandstech.edu) . 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, tray, 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 Midlands Technical College 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 Midlands Technical College. This includes standard OSHA standards and guidelines.

**b. Personal Protective Equipment**

- i. Candidates will need to provide their own protective equipment to include cover gowns which must be worn in all occupational exposure situations.
- ii. Disposable gloves, and masks will be available on the clinic floor free of charge during the examinations.
- iii. Candidates must provide their own OSHA-acceptable protective glasses. Please note that Midlands Technical College does not provide disposable side shields for glasses.
- iv. Candidates will also need to wear a head covering as well as a face shield.

**c. Sterilization**

- i. Instruments and handpieces will **not** be processed and run through a steam sterilizer after the examination. Candidates will be responsible for safely transporting instruments back to their dental clinics.

*THE MIDLANDS 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.*

**4. Disposable Items:**

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

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

\*See Section 6 below.

### **Disposable Air/Water Syringe Tips**

Midlands Technical College provides and uses disposable air/water syringe tips for the examination. If you prefer metal air/water syringe tips, you should plan accordingly and bring them to the exam with you as Midlands Technical College does not provide them.

### **5. Translation Services**

Translation services for candidates are not provided by Midlands 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 Midlands 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**

As Midlands Technical College will be hosting a Non-Patient exam, local anesthesia will not be necessary.

### **7. Other Limitations**

No instrument sharpening services for dental hygiene instruments are available at Midlands 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, Midlands Technical College does NOT have replacement instruments to loan/sell to candidates, so please come prepared accordingly.

The Midlands Technical College Dental Clinic is a **latex-free clinic**. As a candidate for the exam, please **do not bring items into the clinic that may contain latex**.

As a reminder candidates 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. Midlands Technical College will make every effort to remind candidates not to leave instruments and other items behind when they leave as Midlands Technical College will not mail ANY items left behind.

If candidates request any help from the Midlands 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. Midlands Technical College does rent ultrasonic units to candidates for a fee of \$50. Please refer to Section 2 above.



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

Good luck on your examination!

### EXAM ROOM ASSIGNMENTS

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

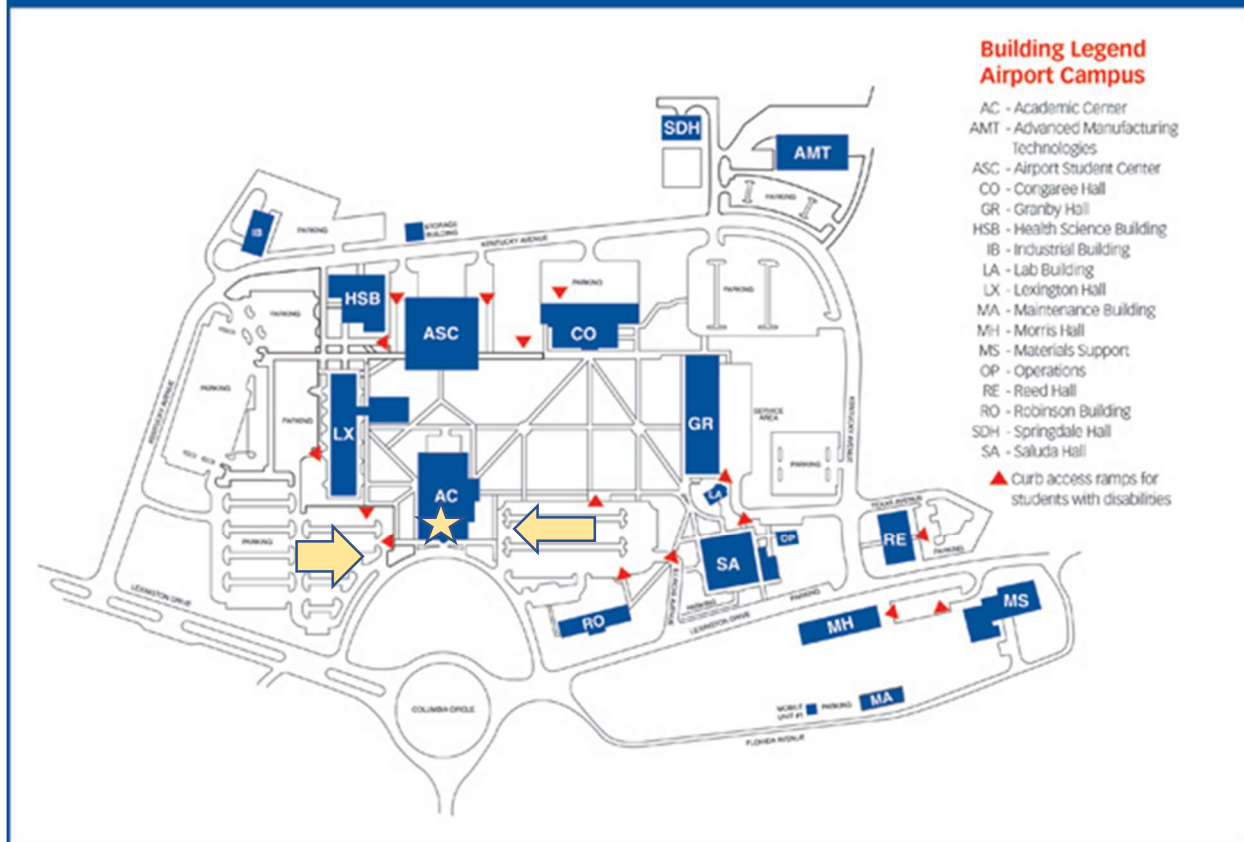
*See Midlands Technical College Dental Clinic Floor Plan on following page for Locations)*

## MIDLANDS TECHNICAL COLLEGE Dental Clinic

CLINIC HALLWAY	Back Door	334-4	334-5	334-6
		334-1	334-2	334-3
		332-4	332-5	332-6
		332-1	332-2	332-3
		331-4	331-5	331-6
		331-1	331-2	331-3
Front Door				

Chairs 5 & 6 in any room are good for left-handed practitioners.

# AIRPORT CAMPUS



**Academic Center: The dental clinic is on the third floor.**



**Parking**