



UNIVERSITY of HAWAII®
MAUI COLLEGE

University of Hawai'i Maui College CDCA Dental & Dental Hygiene Candidate Handbook

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Welcome to the University of Hawai'i Maui College

The faculty and staff of the University of Hawai'i Maui 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 (808)984-3313**, or visit our website (<http://maui.hawaii.edu/dental/>) for more information.

The University of Hawai'i Maui College is located at 310 W. Ka'ahumanu Avenue, Kahului, HI 96732 . **TRAVEL and HOUSING ARRANGEMENTS**

MANIKIN BASED ONLY EXAM

FACILITY FEE \$200.00 (DH) \$350.00 (Dental) PAYABLE TO CDCA AS PART OF THE APPLICATION FEE

1. Airline and Airport Information

Kahului Airport

1 Keolani Place, Kahului, HI 96732

Code: OGG

2. Chauffeured Ground transportation

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

Rental Car Information

Rental Cars

Alamo

Avis

Dollar

National

Enterprise

3. Driving Instructions

Directions and maps follow.

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.



Courtyard by Marriott Maui Kahului Airport
532 Keolani Place, Kahului, HI 96732
(808) 871-1800
Maui Beach Hotel
170 W. Kaʻahumanu Avenue, Kahului, HI 96732
(808) 877-0051

Paia Inn
93 Hana Hwy
Paia, HI 96779

5. Gas/Food and ATM's

Various locations within walking distance of the dental clinic

6. University of Hawai'i Maui College Parking

A parking map has been included in this candidate guide for your convenience. Please note that all candidates may only park in designated visitor (V) or student (S) parking spaces located in the South Lot or West Lot at the University of Hawai'i Maui College. All candidates should enter through the main entrance of the building accessible from the south lot parking. Permits are not required to park at the University of Hawai'i Maui 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. University of Hawai'i Maui College Security

University of Hawai'i Maui College is a very small campus and does not have an on-campus police force. The campus does provide on-site security services for the dates of the examinations. Situations requiring security or police presence should be referred to local law enforcement authorities.

Maui County Police Department
(808) 244-6400

UHMC College Campus Security
(808) 984-3255

ENTER DIRECTONS HERE FROM AIRPORT OR LOCAL TRANSPORTATION

Start: Airport Terminal, Kahului, HI 96732
Head northeast on Lanui Cir, 0.1 mi
Keep left to stay on Lanui Cir, 233 ft
Keep left to stay on Lanui Cir, 0.5 mi
Keep right to continue on Keolani Pl, 0.8 mi
Keep right to continue on HI-36A, 0.4 mi
Slight right onto State Hwy 36, 0.5 mi
Use any lane to turn slightly left onto E Kaahumanu Ave, 1.0 mi
End: University of Hawaii Maui College, 310 W Kaahumanu Ave, Kahului, HI 96732



University of Hawai'i Maui College Facility and Services

1. Building and Access Hours:

The University of Hawai'i Maui 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:

The University of Hawai'i Maui 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. Parking:

There is ample parking directly in front of the Noi'i Dental Clinic.

Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including screenings for University of Hawai'i Maui 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 University of Hawai'i Maui College students) 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 University of Hawai'i Maui College) and their assigned agents from any liability, damages, responsibility, etc. associated with requests and actions engaged in while on the University of Hawai'i Maui College campus. University of Hawai'i Maui 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 University of Hawai'i Maui 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 University of Hawai'i Maui 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, Noi'i101 C (See CDCA Floor Plan). **In the event of an emergency, the procedure is:**

- 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. Noi'i 101C.
- Administer Basic Life Support (BLS) until EMS arrive.

1. Handpiece and Prophyl Angle Hookups. (Air driven)





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 hand pieces 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.



- **Cavitron units including inserts for all available ultrasonic units (along with gaskets for inserts) are NOT supplied by University of Hawai'i Maui College and are not available for rental or purchase from University of Hawai'i Maui College. Please plan accordingly and bring your own ultrasonic tips with gaskets!** If you wish to arrive at University of Hawai'i Maui 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 University of Hawai'i Maui 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 University of Hawai'i Maui College for all candidates free of charge.
- iv. Disposable plastic overgloves 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 University of Hawai'i Maui College. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns or washable) is provided/available by University of Hawai'i Maui College (one per day free of charge) and must be worn in all occupational exposure situations.
- ii. Disposable gloves, 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. Please note that University of Hawai'i Maui 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 University of Hawai'i Maui College clinic.

d. Sterilization

- i. Sterilization of Instruments and hand pieces are the candidate's responsibility.

THE UNIVERSITY OF HAWAII' MAUI 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 University of Hawai'i Maui 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
- Overgloves
- 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
- Prophylaxis paste
- Sanitizing materials
- Oral pre-rinse & cups
- Disposable needle stick protectors
- Cotton swab (tip applicators)
- Antimicrobial mouthwash
- Autoclave bags (S-L)
- Drinking cups (small)

*See Section 6 below.

Disposable Air/Water Syringe Tips and Bite Blocks

The University of Hawai'i Maui 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 University of Hawai'i Maui College does not provide them.

5. Electronic Devices

Candidate rules (no cell phones, notes, or PDA's) and safety requirements as well as all reasonable CDCA site coordinator and/or the University of Hawai'i Maui College site coordinator requests to ensure that all other candidates have a fair, secure, quiet, safe, effective, and successful examination.

6. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at the University of Hawai'i Maui 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 the University of Hawai'i Maui College does NOT have replacement instruments to loan/sell to candidates, so please come prepared accordingly. 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. The University of Hawai'i Maui College will make every effort to remind candidates not to leave instruments and other items behind when they leave as the University of Hawai'i Maui College will not mail ANY items left behind. If candidates request any help from the University of Hawai'i Maui 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



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personal items, instruments, ultrasonics, or other items that the candidate is seeking help with is the sole responsibility of the candidate. The University of Hawai'i Maui 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 the University of Hawai'i Maui College will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us (University of Hawai'i Maui College) and we will attempt to update this guide as soon as possible. Please email all corrections to rivierra@hawaii.edu . Good luck on your examination!