



2022 Dental & Dental Hygiene Candidate Handbook

**750 N.W. 20 Street, Building G, Room G110
Miami, Florida, 33127
fliade2021@gmail.com**

Welcome to the FLORIDA INSTITUTE FOR ADVANCED DENTAL EDUCATION

The faculty and staff of the Florida Institute for Advanced Dental Education 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 and dental hygiene candidates for the Commission on Dental Competency Assessments (CDCA) administered ADEX dental hygiene exam, the dental boards will help make your time with us as smooth as possible. **If you have additional questions after reading this handbook, please contact us at fliade2021@gmail.com**

Florida Institute for Advanced Dental Education is located 750 N.W. 20 Street, Building G, Room G110, Miami, Florida 33127.

FLORIDA INSTITUTE FOR ADVANCED DENTAL EDUCATION FACILITY FEE

Dental Candidates \$1,000.00

Dental Hygiene Candidates \$700.00

The facility fee will only be accepted as a Money Order or Cashier's Check – No Personal Checks will be accepted. Make checks: Pay to the Order of ***Community Smiles Dental Clinic***. And **must be received one (1) week prior to the exam**. No candidates will be able to enter the clinics prior to the exam. (Clinic will be in use for FLIADE patient care).

Mailing Address:

Florida Institute for Advanced Dental Education
750 N.W. 20 Street
Building G, Room G110
Miami, Florida 33127

TRAVEL and HOUSING ARRANGEMENTS

1. Airline and Airport Information

Airlines

American Airlines	800-433-7300
Delta Air Airlines	800-221-1212
Eastern Airlines	855-216-7601
Frontier Airlines	801-401-9000
JetBlue	800-538-2538
Southwest	800-435-9792
United	800-874-8875

Closet Airport

Miami International (MIA)

Accessible Airport

Fort Lauderdale-Hollywood International (FLL)

2100 N.W. 42nd Avenue
Miami, Florida 33126
305-876-7000

100 Terminal Drive
Fort Lauderdale, Florida 33315
(954) 359-1200

2. Chauffeured Ground transportation

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

Rental Car Information

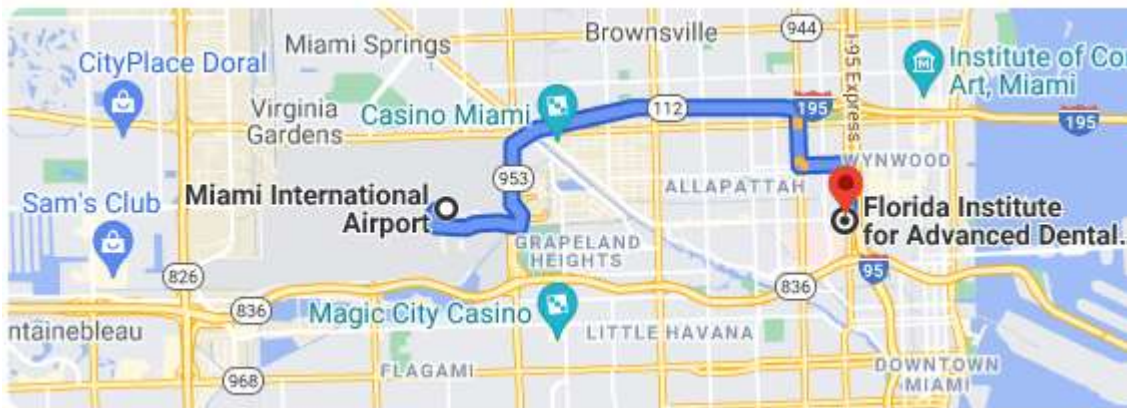
Rental Cars

Alamo	801-575-2211
Avis	801-575-2847
Dollar	801-575-2580
National	801-575-2277
Enterprise	801-537-7433

3. Driving Instructions

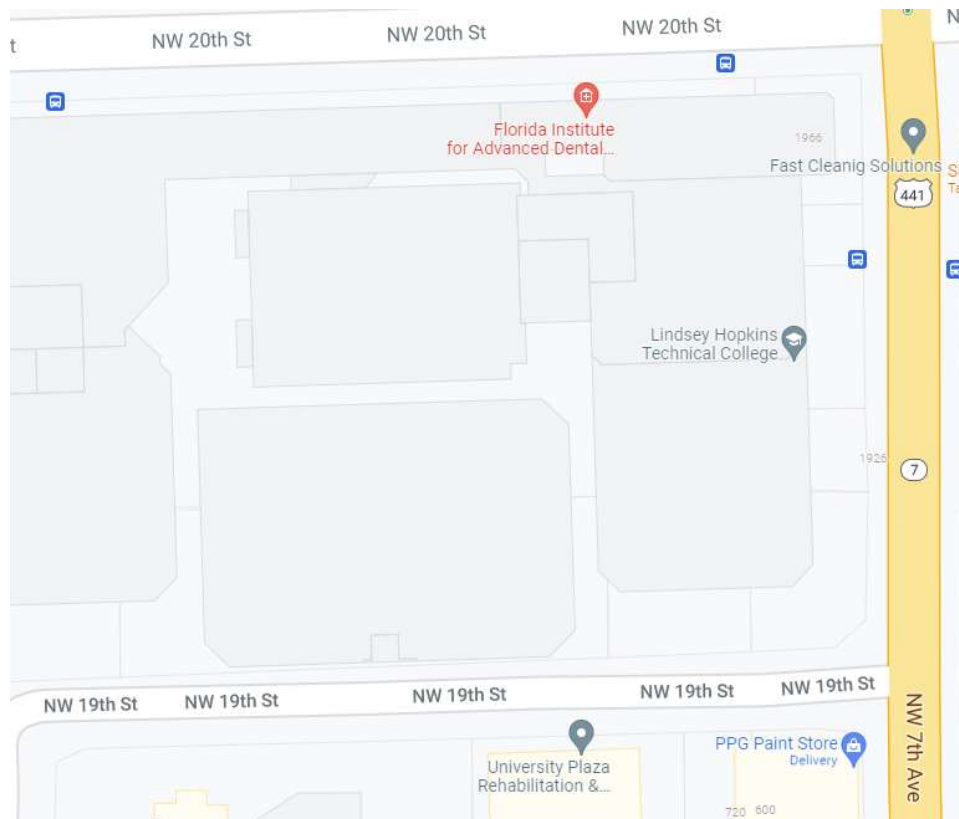
3a. Directions from Miami International Airport or Local Transportation

Leave the MIA airport and **head westbound**. Slight left onto Arrivals and toward NW 21st Street. Take the FL-112 E ramp to Miami Beach/I-95 (Toll Road). Continue onto FL-112 E. Take the exit onto I-95 South toward Downtown. **Take exit 3A for FL-836 W toward Miami International Airport.** Keep right, follow signs for NW 14 Street and merge onto NW 14 Street. Turn Right onto NW 10th Ave/Bob Hope Rd. Turn right onto NW 15th Street. Turn left onto NW 8th Avenue. Turn right onto NW 15th Street. Turn left onto NW 7th Avenue. Turn left onto NW 19 Street and the entrance to parking garage will be on the right. The Florida Institute for Advanced Dental Education is located in building G (a green building with a silver Palram-Canopia Patio Cover) next the building.



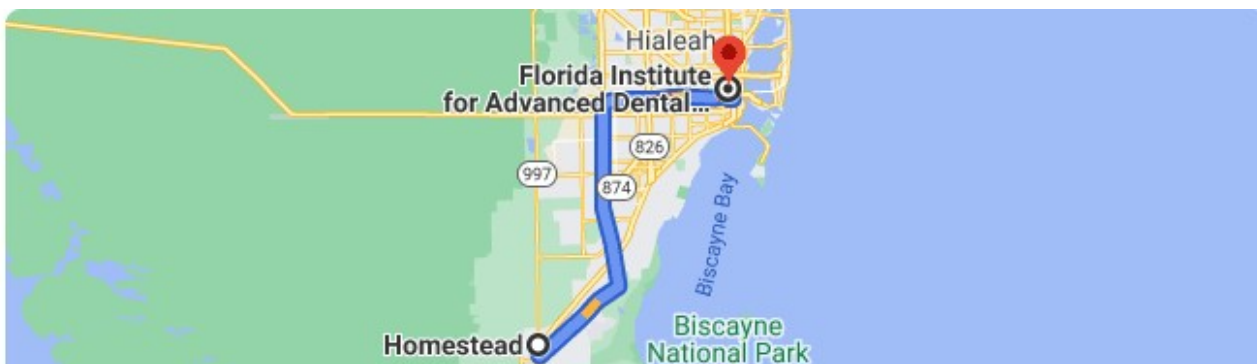
3b. Direction from Fort Lauderdale Heading Southbound on I-95

Heading southbound on Interstate 95 (I-95) take the **Exit #3A for FL-836 W toward Miami Int'l Airport**. Keep right, follow signs for NW 14 Street and merge onto NW 14 Street. Turn Right onto NW 10th Ave/Bob Hope Rd. Turn right onto NW 15th Street. Turn left onto NW 8th Avenue. Turn right onto NW 15th Street. Turn left onto NW 7th Avenue. Turn left onto NW 19 Street and the entrance to parking garage will be on the right. The Florida Institute for Advanced Dental Education is located in building G.



3c. Direction from Homestead Heading Southbound on I-95

Heading southbound on Florida Turnpike. Merge onto Ronald Reagan Turnpike. Keep left at the fork to stay on Roland Reagan Turnpike, follow signs for Florida's Turnpike N/Miami Int'l Airport/Orlando. Take Exit 27 for State Rte 836 E. Keep left, follow signs for FL-836 E/Miami Int'l Airport and merge onto FL-836 E/State Rte 836 E. Keep left to continue and stay on FL-836 E. Take the I-95 S exit toward Downtown. Keep right, follow signs for NW 8th Street/Port of Miami. Turn right onto NW 8th Street. Turn right onto NW 7th Avenue. Turn left onto NW 19 Street and the entrance to parking garage will be on the right. The Florida Institute for Advanced Dental Education is located in building G.



4. Hotel/Motel Accommodations

Reservations should be made directly with hotels/motels accommodations located close to the Florida Institute for Advanced Dental Education are listed below. Candidates should call for rates.

SpringHill Suites by Marriott Miami Downtown/Medical Center

1311 N.W. 10th Avenue
Miami, Florida 33136
305-575-5300

Kimpton EPIC Hotel

270 Biscayne Blvd Way
Miami, Florida 33131
305-424-5226

Hampton Inn & Suites by Hilton Miami Wynwood Design District

3450 Biscayne Blvd
Miami, Florida 33137
786-581-0600

Hilton Miami Downtown

1601 Biscayne Blvd
Miami, Florida 33132

305-374-0000

5. Gas/Food and ATM's

<u>Gas Stations</u>	<u>ATM'S</u>
Sunoco	Wells Fargo
Marathon	SunTrust
Shell	Chase

6. FLORIDA INSTITUTE FOR ADVANCED DENTAL EDUCATION FACILITY FEE

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7. FLORIDA INSTITUTE FOR ADVANCED DENTAL EDUCATION 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 in the South Lot or West Lot at Florida Institute for Advanced Dental Education. All candidates and their patients should enter through the main entrance of the building accessible from the south lot parking. Permits are not required to park at 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.

8. FLORIDA INSTITUTE FOR ADVANCED DENTAL EDUCATION SECURITY

Florida Institute for Advanced Dental Education is a very small campus and does not have an on campus police force or on site security services for the dates of the examinations. Situations requiring security or police presence should be referred to local law enforcement authorities. Miami police department number (305) 603-6640.

Florida Institute for Advanced Dental Education Facility and Services

1. Building and Access Hours:

The Florida Institute for Advanced Dental Education 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:

Florida Institute for Advanced Dental Education 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:

A parking garage is attached to building and it is free of charge. It also serves as the main entrance to the testing site.

Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

Please note that Florida Institute for Advanced Dental Education 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 (Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education and some candidates will not be able to request the use of the clinical facilities at Florida Institute for Advanced Dental Education for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a Florida Institute for Advanced Dental Education student the availability, hours, and days of operation of the Florida Institute for Advanced Dental Education clinic is determined by the clinical staff at Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of Florida Institute for Advanced Dental Education students and their patients may ONLY be scheduled **before the CDCA examination begins** and will fall under the stipulations outlined above (please call Florida Institute for Advanced Dental Education for additional details). To schedule a screening appointment, you may contact the Florida Institute for Advanced Dental Education front office receptionist by calling (305) 363-2225. Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including screenings for Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education 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 Dade County Dental Research Clinic (dba Florida Institute for Advanced Dental Education) 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 Florida Institute for Advanced Dental Education campus. Florida Institute for Advanced Dental Education student candidates must also arrange to have or bring a licensed dentist with them according to Florida Law to oversee and supervise all screening/evaluating activities regardless of when that screening takes place.

X-Rays/Radiographs

ADD Any information about onsite radiographs if applicable if not them use: **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 Florida Institute for Advanced Dental Education. 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 Florida Institute for Advanced Dental Education 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 on the 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 (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 Prophy Angle Hookups.

5 hole high speed and 5 hole slow speed



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 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.



- Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education commonly uses the Cavitron THINsert 30K CTI-10S (Reorder 81551), the SlimLINE 30K FSI-SLI-10S (Reorder 80395), and the PowerLINE 30K FSI-PWR-1000 (Reorder 80799). **Note: All Florida Institute for Advanced Dental Education Ultrasonic Scalers available for candidate use provided for free by ADD SCHOOL NAME HERE Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education and are not available for rental or purchase from Florida Institute for Advanced Dental Education. Please plan accordingly and bring your own ultrasonic tips with gaskets!** If you wish to arrive at Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education. 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 Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by Florida Institute for Advanced Dental Education (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 and should also provide protective glasses for their patients. Please note that Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education. Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education 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. (Florida Institute for Advanced Dental Education is not open on Sunday). All items submitted to be sterilized **must be picked up from within five days of the conclusion of the examination.** If the candidate chooses to use the sterilization services provided by Florida Institute for Advanced Dental Education 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 FLORIDA INSTITUTE FOR ADVANCED DENTAL EDUCATION 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 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 Florida Institute for Advanced Dental Education 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) | |
| ● Overgloves | ● 2 x 2 gauze squares | |
| ● HVE Tips | ● Paper towels | |
| ● Disposable bib clips | ● Prophylaxis paste | |

*See Section 6 below.

Disposable Air/Water Syringe Tips and Bite Blocks

Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education does not provide them.

5. Translation Services

Translation services for candidates and patients are not provided by Florida Institute for Advanced Dental Education. 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 Florida Institute for Advanced Dental Education 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 will be provided to all candidates free of charge. The brands of local anesthetic used/provided for by Florida Institute for Advanced Dental Education 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 not provided by Florida Institute for Advanced Dental Education. 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 known during registration for then Hygiene exam that you will need to have local administration of anesthetic for your pt. (with all required CDCA documentation information) (Florida Institute for Advanced Dental Education) At a minimum those who administer local anesthesia (or sub cutaneous/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 Florida. Please read the official CDCA guidelines regarding the details and restrictions for administration of local anesthesia during the exam.

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 Florida Institute for Advanced Dental Education policies regarding the administration of local anesthesia while on Florida Institute for Advanced Dental Education campus.

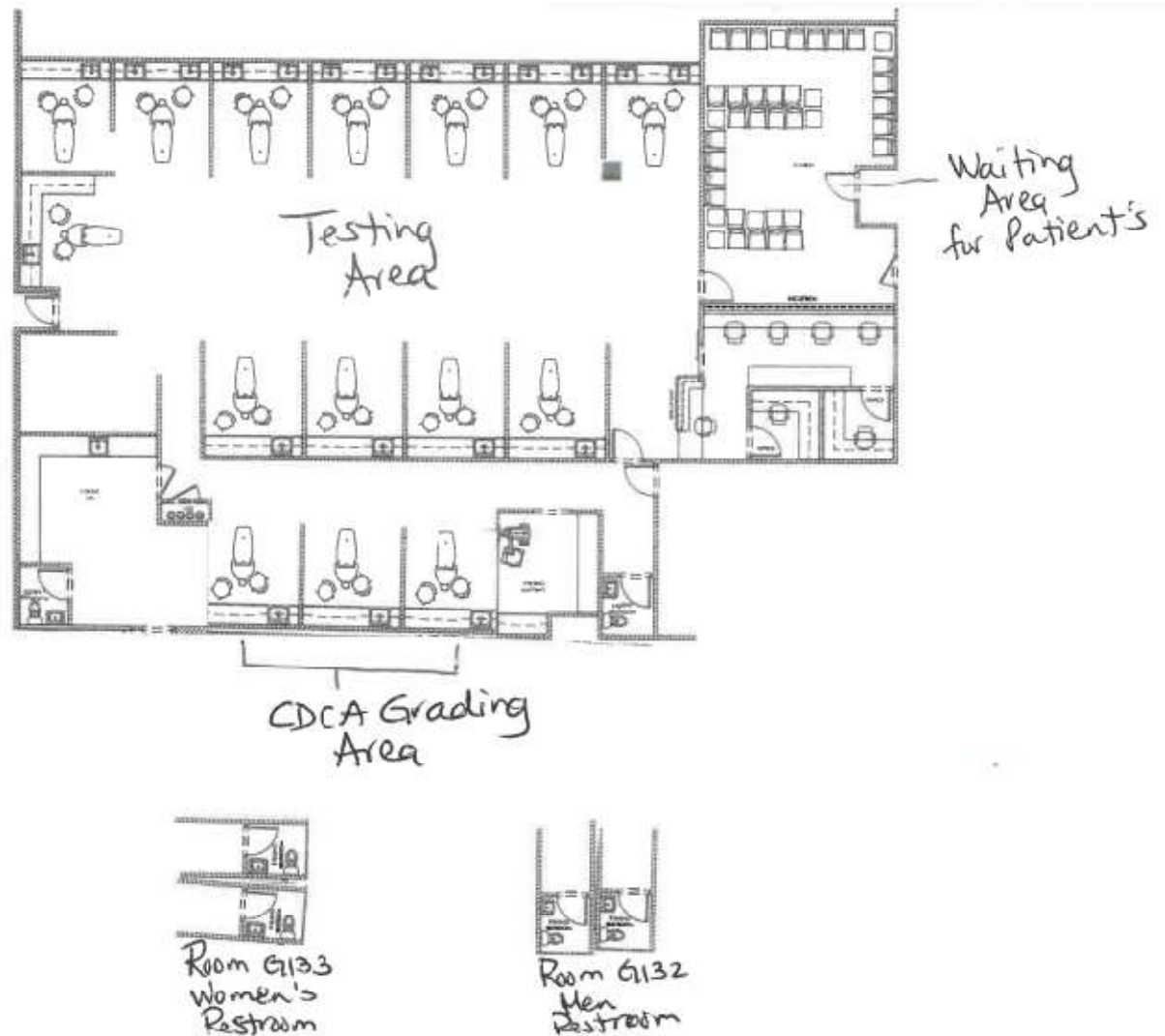
7. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at Florida Institute for Advanced Dental Education before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination Florida Institute for Advanced Dental Education 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 Florida Institute for Advanced Dental Education 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. Florida Institute for Advanced Dental Education will make every effort to remind candidates not to leave instruments and other items behind when they leave as Florida Institute for Advanced Dental Education will not mail ANY items left behind. If candidates request any help from the Florida Institute for Advanced Dental Education 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, ultrasonic, or other items that the candidate is seeking help with is the sole responsibility of the candidate. Florida Institute for Advanced Dental Education does not rent ultrasonic or ultrasonic tips.

EXAM ROOM ASSIGNMENTS

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

See FLORIDA INSTITUTE FOR ADVANCED DENTAL EDUCATION Floor Plan on following page for Locations)



We hope that this guide has been helpful and that your examination experience at Florida Institute for Advanced Dental Education will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us (Florida Institute for Advanced Dental Education) and we will attempt to update this guide as soon as possible. Please email all corrections to operations@ raurelus@csmiles.org. Good luck on your examination!

Booklet and map information current as of 09-01-2016. Changes may occur without notice