



**College of Southern Idaho Dental Hygiene
CDCA-WREB-CITA Dental Hygiene Candidate
Handbook**

**College of Southern Idaho
Health Science Building Room # 187
397 N. College Road
Twin Falls, Idaho 83303
(208) 732-6722**

Welcome to The College of Southern Idaho

The faculty and staff of the College of Southern Idaho 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 CDCA-WREB-CITA 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 (208) 732-57220, or email tclark@csi.edu.**

Twin Falls Idaho: College of Southern Idaho.

TRAVEL and HOUSING ARRANGEMENTS

1. Airline and Airport Information: Twin Falls Airport or Boise Airport (120 Miles away)

2. Chauffeured Ground transportation

Transportation via taxi, uber or rental car is available from the airport.

3. Driving Instructions

Physical address is 397 N. College Road in the Health Sciences & Human Services Building (HSHS)

Campus Map: https://www.csi.edu/files/pdf/about/campus_map-1.pdf

4. Hotel/Motel Accommodations

Many hotels including La Quinta Inn, Hilton Garden Inn, Hampton Inn and Red Lion.

Reservations should be made directly with hotels/motels accommodations located close to the school. Candidates should call for rates.

5. Gas/Food and ATM's

ATM Machine Not Available in HSHS Building. ATM machine in main campus at the Taylor Building

Food Services Onsite: Vending Machine: Snacks & Sodas

6. College of Southern Idaho Parking

Building Access on the east side entrance facing parking lot. Large parking lot with plenty of parking, free with no restrictions

7. College of Southern Idaho Security

College of Southern Idaho has an onsite security that can be contacted in case of emergency. Security can be contacted at (208) 732-6605

College of Southern Idaho Facility and Services

1. Building and Access Hours:

College of Southern Idaho HSHS building will open from 6:00 a.m. to 6:00 p.m. on examination days, unless otherwise requested by the CDCA-WREB-CITA. 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:

College of Southern Idaho 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 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-WREB-CITA) 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-WREB-CITA.

4. Parking:

Free large parking lot with no restrictions. East Side entrance facing parking lot.

Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

College of Southern Idaho 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-WREB-CITA candidate is solely responsible for scheduling, securing and screening qualified patients for any/all CDCA-WREB-CITA exam(s) and should not make requests of anyone associated with the college of Southern Idaho 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-WREB-CITA examination. All questions regarding candidate qualifications should be directed to the appropriate CDCA-WREB-CITA officials. Candidate qualifications are provided in your candidate guide delivered to you directly by CDCA-WREB-CITA. Unfortunately, not all candidates are students of the College of Southern Idaho and some candidates will not be able to request the use of the clinical facilities at the College of Southern Idaho for screenings of potential patients or use the radiographic facilities to

take needed x-rays on non-examination days. If you are a College of Southern Idaho student the availability, hours, and days of operation of the College of Southern Idaho clinic is determined by the clinical staff 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 the College of Southern Idaho students only and must not interfere with regularly scheduled school clinical days.** Screening times for candidates of the college of Southern Idaho students and their patients may ONLY be scheduled **before the CDCA-WREB-CITA examination begins** and will fall under the stipulations outlined above (please call College of Southern Idaho (208) 732-6722 for additional details). To schedule a screening appointment, you may contact the Dental Clinic front office receptionist by calling (208) 732-6751. Please note that **the day before the examinations begin the building and campus will be closed to everyone** 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-WREB-CITA designated areas. All candidates (even if they are not College of Southern Idaho 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., College of Southern Idaho 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 College of Southern Idaho campus. College of Southern Idaho 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-WREB-CITA candidates during the examination.

Preparing for the Clinical Phase of the Examination

Each candidate will be assigned a numbered operatory that corresponds to his or her numbered I.D. badge issued prior to the start of the exam. 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 Chief Examiner.

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 are located in the clinic area, and the AED is immediately outside the clinic doorway on the hallway wall. **In the event of an emergency, the procedure is:**

- STAY WITH YOUR PATIENT; verbally notify the CDCA-WREB-CITA 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

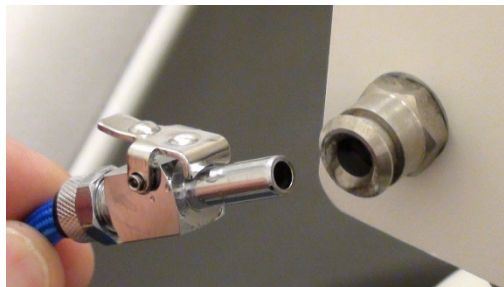
1. Handpiece and Prophy Angle Hookups.

Handpiece and prophy hookups for Candidates who choose to bring their own. There will be AeroPro prophy cordless handpieces available if needed.

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.



- College of Southern Idaho 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 the College of Southern Idaho 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). The **College of Southern has Ultrasonic Scalers available for candidate use provided for utilize magnetostrictive technology**. Please familiarize yourself with the application, limitations, and restrictions

of this technology before you arrive to the examination site. In addition we do have two Piezio Acteon Ultrasonic Scalers, that will be available by request.

- All ultrasonic units supplied for candidates by College of Southern Idaho 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 College of Southern Idaho and are not available for rental or purchase from College of Southern Idaho. Please plan accordingly and bring your own ultrasonic tips with gaskets!** If you wish to arrive at College of Southern Idaho 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 College of Southern Idaho. If the CDCA-WREB-CITA 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 the College of Southern Idaho 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-WREB-CITA exam at the College of Southern Idaho. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by the College of Southern Idaho (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 the College of Southern Idaho 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 College of Southern Idaho's Dental Hygiene 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 the College of Southern Idaho. The College of Southern Idaho 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 College of Southern Idaho 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 the College of Southern Idaho 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 College of Southern Idaho 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-WREB-CITA 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. The College of Southern Idaho is not open on Sunday). All items submitted to be sterilized **must be picked up from The College of Southern Idaho within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided by the College of Southern Idaho, 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 COLLEGE OF SOUTHERN IDAHO 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 the College of Southern Idaho to all candidates.

- Surface disinfection wipes
- Barrier materials & tape
- Bracket tray covers
- Red biohazard bags
- Headrest covers
- Barrier tape (roll)
- Tray covers/Barriers
- Styrofoam 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)
- Topical anesthetic(s)
- Local Anesthetics*
- 30 gauge short needles
- 27 gauge long needles

*See Section 6 below.

Disposable Air/Water Syringe Tips and Bite Blocks

College of Southern Idaho 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 the College of Southern Idaho does not provide them.

5. Translation Services

Translation services for candidates and patients are not provided by the College of Southern Idaho. Candidates wishing to bring a translator (for languages other than English) must provide all accommodations required. All translators must check in with the CDCA-WREB-CITA desk 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-WREB-CITA and/or the College of Southern Idaho school 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 The College of Southern Idaho 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 **Mepivacaine® Plain (3% without vasoconstrictor)**. Disposable needlestick protection shields are provided by the College of Southern Idaho free of charge. If you are taking the anesthesia examination College of Southern Idaho 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 the College of Southern Idaho, before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination College of Southern Idaho 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 College of Southern Idaho clinic for your CDCA-WREB-CITA 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. The College of Southern Idaho will make every effort to remind candidates not to leave instruments and other items behind when they leave as the College of Southern Idaho, will not mail ANY items left behind. If candidates request any help from the College of Southern Idaho 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. The College of Southern Idaho does not rent ultrasonics or ultrasonic tips.

EXAM ROOM ASSIGNMENTS

***(NOTE: See official CDCA-WREB-CITA documents for days, dates, and times
See Floor Plan on following page for Locations)***

We hope that this guide has been helpful and that your examination experience at The College of Southern Idaho will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us (College of Southern Idaho) and we will attempt to update this guide as soon as possible. Please email all corrections to tclark@CSI.EDU (Tiffany Clark) College of Southern Idaho. Good luck on your examination!

HSHS Clinic/Laboratory Floor Plan

