



**Concorde Career College San Antonio
CDCA-WREB-CITA Dental Hygiene Candidate
Handbook**

**4803 NW Loop 410, Suite 200
San Antonio, TX 78229
Cbunce@concorde.edu
210.428.2097**

Welcome to the Concorde Career College San Antonio

The faculty and staff of the Concorde Career 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 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 (210)428-2097 or (210) 428-2000 or visit our website (www.concorde.edu) for more information.** Concorde Career College San Antonio is located 4803 NW Loop 410, Suite 200 San Antonio, TX 78229.

TRAVEL and HOUSING ARRANGEMENTS

Concorde Career College Facility non reimbursable fee of \$350 is due by exam date. Please make cashiers check or money order out to Concorde Career College San Antonio. You can bring your facility payment on the day of your exam or if you are mailing your payment, we must have your payment by your test date. If we do not receive your payment by your exam date you will not be allowed to test at Concorde Career College. If you plan on mailing your fee, please send it using the information below.

Concorde Career College Dental Hygiene C/O Caroline Bunce
4803 NW Loop 410, Suite 200
San Antonio, TX 78229

For outside candidate there will be a mandatory tour of the clinic at 12PM CST the day before examinations begin. Failure to attend mandatory tour will result to additional \$25 fee.

Airline and Airport Information

1. Chauffeured Ground transportation

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

Rental Car Information

Rental Cars

Alamo
Avis
Dollar
National
Enterprise

2. Driving Instructions

Directions and maps follow.

3. 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.

Clarion Pointe near Medical Center

4803 Manitou Dr, San Antonio, TX 78228 • (210) 684-9966

Quality Inn Near Medical Center

4 Piano Pl, San Antonio, TX 78228 • (210) 684-8606

Fairfield Inn & Suites by Marriott San Antonio Medical Center

7203 Wurzbach Rd, San Antonio, TX 78240 • (210) 888-7040

4. Gas/Food and ATM's

Circle K 5995 Callaghan Rd. San Antonio, TX. 78228

5. Concorde Career 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 on first floor parking facing Loop 410 at Concorde Career College. All candidates and their patients should enter through first floor Dental Hygiene Clinic front desk of the building accessible from the south lot parking. Permits are not required to park at Concorde Career College during CDCA-WREB-CITA 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.

6. Concorde Career College Security

Concorde Career College 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. Add police department number if desired.

SEE ATTACHMENT FOR DIRECTION FROM SAN ANTONIO INTERNATIONAL AIRPORT TO CONCORDE CAREER COLLEGE SAN ANTONIO CAMPUS.

CONCORDE CAREER COLLEGE SAN ANTONIO Facility and Services

1. Building and Access Hours:

The Concorde Career College 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 will be closed to the public for maintenance, pre-examination set-up, and mandatory tour for outside candidates (1:30pm CTS.)

2. Food and Beverage Services:

Concorde Career 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-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.

Securing Patients, Patient Screening and Radiographs

Clinical Patient Screening

Please note that Concorde Career 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-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 (Concorde Career 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-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 Concorde Career College and some candidates will not be able to request the use of the clinical facilities at Concorde Career College or screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a Concorde Career College student the availability, hours, and days of operation of the Concorde Career College Antonio clinic is determined by the clinical staff at Concorde Career College Antonio 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 Concorde Career College students only and must not interfere with regularly scheduled school clinical days.**

Screening times for candidates of Concorde Career College 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 Concorde Career College for additional details). To schedule a screening appointment, you may contact the Concorde Career College Antonio front office receptionist by calling (210)428-2000. Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including screenings for Concorde Career 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-WREB-CITA designated areas. All candidates (even if they are not Concorde Career 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 Careers Unlimited L.L.C., (dba Concorde Career College San Antonio) 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 Concorde Career College campus. Concorde Career 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-WREB-CITA candidates during the examination.

Preparing for the Clinical Phase of the Examination

Candidates will be using the Concorde Career College dental hygiene clinic. Each candidate will be assigned a numbered operator that corresponds to his or her numbered I.D. badge issued prior to the start of the exam. 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 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 and the AED are located in the dental hygiene clinic instructor station. **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

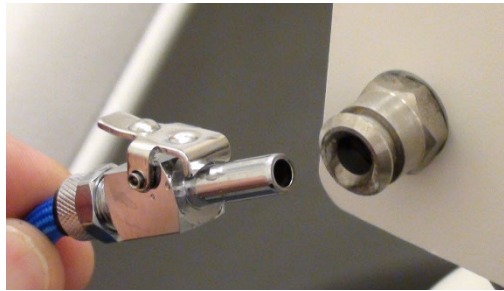
1. Handpiece and Prophy Angle Hookups.

We have ACCLEAN handpiece hookups. We will provide the standard prophy angle and prophy paste. You will need to bring your own prophy handpiece for the exam.

2. Sonic/Ultrasonic Devices.

All operatories are equipped to operate the ultrasonic devices listed/pictured below. The air pressure to each operator 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.



- Concorde Career 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 Concorde Career College commonly uses the Cavitron 30K FSI-10 and the Cavitron 30K FSI-SLI. **Note: All Concorde Career College Ultrasonic Scalers available for candidate use provided for free by Concorde Career College 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 Concorde Career College provided “as is” and are in a “used” condition. Every effort has been made to ensure Concorde Career College 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 “O ring” for tips/inserts) are not supplied by Concorde Career College and are not available for rental or purchase from Concorde Career College. Please plan accordingly and bring your own ultrasonic tips with gaskets!** If you wish to arrive at Concorde Career 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 Concorde Career College. 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 Concorde Career 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-WREB-CITA exam at Concorde Career College. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by Concorde Career 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 and should also provide protective glasses for their patients. Please note that Concorde Career 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 Concorde Career 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 Concorde Career College. Concorde Career College 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 Concorde Career 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 Concorde Career College 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 Concorde Career 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-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 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. (Concorde Career College is not open on Sunday). All items submitted to be sterilized **must be picked up from Concorde Career College within five days of the conclusion of the examination.** If the candidate chooses to use the sterilization services provided by Concorde Career College, 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 CONCORDE CAREER COLLEGE SAN ANTONIO 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 Concorde Career College to all candidates.

- Surface disinfection wipes
- Barrier materials & tape
- Bracket tray covers
- Red biohazard bags
- Headrest covers
- Barrier tape (roll)
- Tray covers/Barriers
- Plastic instrument trays
- Overgloves
- 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
- Sanitizing materials
- Oral pre-rinse & cups
- Needle stick protectors
- Cotton swab (tip applicators)
- Antimicrobial mouthwash
- Autoclave bags (S-L)
- Drinking cups (small)
- Topical anesthetic(s)
- Local Anesthetics*

- HVE Tips
- Disposable bib clips
- Paper towels
- Prophy paste
- 30 gauge short needles
- 27 gauge long needles

***See Section 6 below.**

Disposable Air/Water Syringe Tips and Bite Blocks

Concorde Career 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 Concorde Career College does not provide them.

5. Translation Services

Translation services for candidates and patients are not provided by Concorde Career 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-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 Concorde Career College 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 Concorde Career College 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)**. If you are taking the anesthesia examination Concorde Career 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.

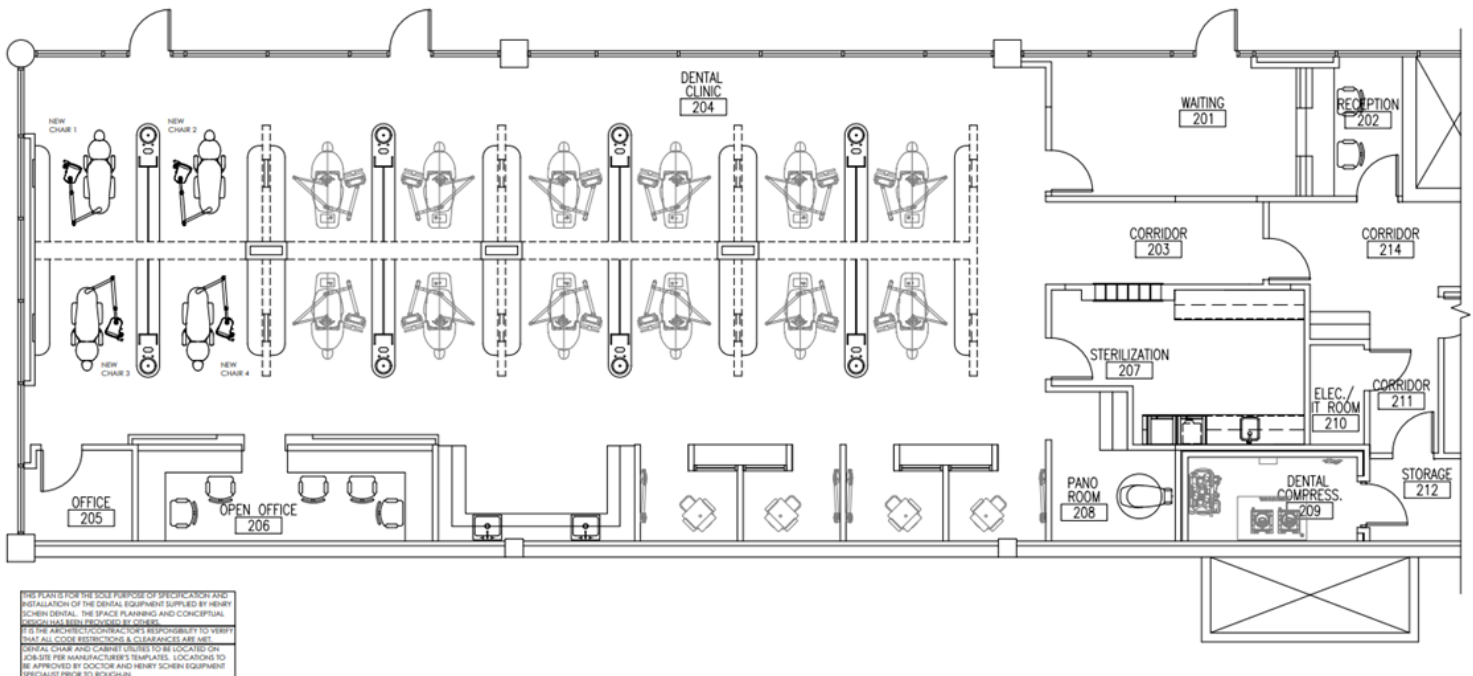
7. Other Limitations

No instrument sharpening services for dental hygiene instruments are available at Concorde Career 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 Concorde Career 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 Concorde Career College 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. Concorde Career College will make every effort to remind candidates not to leave instruments and

other items behind when they leave as Concorde Career College will not mail ANY items left behind. If candidates request any help from Concorde Career 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. Concorde Career College does not have lockers for personal belongings. **Concorde Career College does not rent ultrasonics, ultrasonic tips, or instruments.**

EXAM ROOM ASSIGNMENTS

**(NOTE: See official CDCA-WREB-CITA documents for days, dates, and times
See CONCORDE CAREER COLLEGE SAN Antonio Floor Plan)**



We hope that this guide has been helpful and that your examination experience at Concorde Career College will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us (Concorde Career College) and we will attempt to update this guide as soon as possible. Please email all corrections to cbunce@concorde.edu. Good luck on your examination!