



CDCA-WREB-CITA Dental Hygiene Candidate Handbook

**1570 E. Colorado Blvd.
Building R, Room 111
Pasadena, CA 91106**

Welcome to the Pasadena City College

The faculty and staff of the PCC Dental Hygiene Program 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 pccdhclinic@pasadena.edu or visit our website www.Pasadena.edu for more information.**

PCC is located 1570 E Colorado Blvd, Pasadena, CA 91106.

HOUSING ARRANGEMENTS

Each candidate must arrange their own travel and housing accommodations.

Pasadena City College will charge \$150.00 for the use of facilities. This will be collected by the CDCA-WREB-CITA during online registration.

1. COVID Protocol

IMPORTANT INFORMATION FOR CAMPUS VISIT

Prior to coming to campus, please visit <https://pasadena.edu/about/president/coronavirus-updates/coming-to-campus.php> for updates on campus policies

2. Airline and Airport Information

Closest airports are

- Los Angeles International (LAX)
- Burbank Airport

3. Chauffeured Ground transportation

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

Rental Car Information

Rental Cars

- Alamo
- Avis
- Dollar
- National
- Enterprise

4. Driving Instructions

Directions and maps to follow.

5. Hotel/Motel Accommodations

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

1. Saga Motor Hotel
1633 E. Colorado Blvd
Pasadena, CA 91106
2. 2462 E Colorado Blvd,
Pasadena, CA 91107-4250

6. Gas/Food and ATM's

1. Gas station is located across campus at the corner of Colorado Blvd and Hill Street.
2. Bank of America
1687 E. Colorado Blvd
Pasadena, CA 91106

Additional ATM machines located on Campus in Student Services Center

7. Parking at Pasadena City College

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 Lot 3 or Lot 4, access form Hill Street, at PCC. \$2.00 daily fee for parking at any at Pasadena City College during CDCA-WREB-CITA examination, and parking lot hours are 6:00 a.m. to 11:00pm. Vehicles left after hours on campus are subject to being towed. From parking, proceed to R (Robinson) Building, 5th Floor, **Room 511**.

8. Pasadena City College Security

PCC has an on-campus police force or on-site security services for the dates of the examinations. Emergency call boxes are located on each parking lot, and Campus Police can be accessed through (626) 585 7484. For a faster response while on campus, **DO NOT Dial 911** when using a cellular phone.

Pasadena City College Dental Hygiene Clinic

1. Building and Access Hours:

PCC Dental Hygiene Clinic is located in R (Robertson) Building, 5th Floor, Room R111. Building will open from 6:00 a.m. to 9:00 p.m. on examination days during the exam, unless otherwise requested by the CDCA-WREB-CITA. Please note that **the day before the examinations begin, the clinic will be closed to everyone** (including tours) for cleaning and pre-examination set-up.

2. Food and Beverage Services:

PCC has no food, beverage, or cafeteria services for candidates. There are vending machines that have drinks, including water, and light snacks in front of the R Building (North side, facing mountains), a gas station, restaurants and fast food establishments located across 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 at the exam) 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.

Preparing for the Clinical Phase of the Examination

Candidates will be using the PCC Dental Hygiene clinic. 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 PCC DH clinic 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, the Oxygen Tank and the AED are located on the main floor in the at the entrance door.

In the event of an emergency and/or injury:

- Immediately notify PCC DH clinic Site Coordinator.

During the Board

1. Infection Control/Asepsis Requirements

Pasadena City College Dental Hygiene Program is a latex-free clinic. No latex contacting equipment and/or PPE are allowed in clinic.

a. Surface Asepsis

- i. Handles of the unit light, and chair head and chair controls must be covered with clear plastic barrier wrap
- 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 PCC 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 PCC. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by PCC (one per day free of charge) and must be worn in all occupational exposure situations.
- ii. Disposable gloves, surgical Level 3 masks, and gowns will be available on the clinic floor free of charge during the examinations.
- iii. PCC does not provide N95 respirators. Candidates choosing to wear N95 respirators must provide their own.
- iv. Candidates must provide their own OSHA-acceptable protective Face shields. Disposable Face shields are available for purchase for an additional fee of \$5.00.

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 PCC clinic.

*No Hazardous waste is present due to the nature of the exam.

THE Pasadena City 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, (OR THAT ARE NOT RETRIEVED WITHIN FIVE DAYS)

AFTER THE CLOSING OF THE EXAMINATION). PLEASE ARRANGE TO HAVE YOUR ITEMS PICKED UP.

2. **No ultrasonic** scalers are provided. Candidates choosing to use power-driven scalers must provide their own unit and inserts/tips. Each dental unit has a hookup.

3. **Disposable Items:**

All of the following items are expendable materials and are provided free of charge by ADD SCHOOL NAME HERE to all candidates.

- Surface disinfection wipes
- Barrier materials & tape
- Bracket tray covers
- Red biohazard bags
- Headrest covers
- Barrier tape (roll)
- Tray covers/Barriers
- Soap (liquid)
- Overgloves
- HVE Tips
- Disposable bib clips
- Non-latex gloves (S-XL)
- Air water syringe tips (plastic)
- Facial tissue
- Patient napkins
- Standard saliva ejectors
- Cotton rolls
- Topical anesthetic(s)
- 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)

4. **Other Limitations**

No instrument sharpening services for dental hygiene instruments are available at PCC before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination PCC does NOT have replacement instruments to loan/sell to candidates, so please come prepared accordingly. As a reminder candidate 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. PCC will make every effort to remind candidates not to leave instruments and other items behind when they leave as the school will not mail ANY items left behind. If candidates request any help from the PCC 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. PCC does not rent ultrasonics or ultrasonic tips.

EXAM ROOM ASSIGNMENTS

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

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

PCC Where You're Going

