

TOURO COLLEGE OF DENTAL MEDICINE

**CDCA-WREB-CITA Dental Candidate
Site Information Guide**

**19 SKYLINE DRIVE
HAWTHORNE, NEW YORK
10532**

Welcome to the ADD SCHOOL NAME HERE

The faculty and staff of the ADD SCHOOL NAME HERE 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 candidates for the CDCA-WREB-CITA administered ADEX dental 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 (914-594-2700), or visit our website <https://dental.touro.edu> for more information.**

Touro College of Dental Medicine

19 Skyline Drive

Hawthorne, New York

10532

FACILITY FEE:

\$750.00 Payable to TCDM, labeled CDCA-WREB-CITA Exam Fee

Payment instructions: Will be provided prior to exam

TRAVEL and HOUSING ARRANGEMENTS

1. Airline and Airport Information:

Westchester County Airport, LaGuardia Airport, JFK Airport, Newark Airport

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.

Comfort Inn Hawthorne
Courtyard by Marriott Tarrytown

5. Security

The TCDM campus does have an on-campus security force for the dates of the examinations. Situations requiring security can be reached by calling Security at 914-594-4226.

TCDM Facility and Services

1. Building and Access Hours:

The TCDM 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:

TCDM has limited 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.

Preparing for the Clinical Phase of the Examination

Candidates will be using the TCDM facilities. 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 Clinic Floor 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 throughout the building. **In the event of an emergency, the procedure is:**

- STAY WITH YOUR PATIENT; verbally notify the CDCA-WREB-CITA Clinic Floor Examiner, 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. Typodonts: CDCA-WREB-CITA will provide all typodonts for the exam. Shrouds will be provided for all candidates.

2. Handpiece and Prophy Angle Hookups.

TCDM will supply all instruments, handpieces and materials required.

3. Sonic/Ultrasonic Devices.

All operatories are not equipped to operate the ultrasonic devices. 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 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.



- TCDM 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 TCDM 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: TCDM Ultrasonic Scalers are not available for candidate use. Please familiarize yourself with the application, limitations, and restrictions of this technology before you arrive to the examination site.
- **No ultrasonic units are supplied for candidates by TCDM All tips/inserts for all available ultrasonic units (along with gaskets for tips/inserts) are not supplied by TCDM and are not available for rental or purchase.**
- If the CDCA-WREB-CITA exam has already begun you cannot enter the clinic.

4. 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 TCDM 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 TCDM. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available by TCDM (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 TCDM 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 TCDM 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 TCDM. TCDM 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 TCDM 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 TCDM 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 TCDM 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. (TCDM is not open on Saturday). All items submitted to be sterilized **must be picked up from ADD SCHOOL NAME HERE within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided by TCDM 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.

*TCDM 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.*

5. Disposable Items:

All of the following items are expendable materials and are provided free of charge by TCDM to all candidates.

#15 Blade	Evacuator Tips	Polishing Materials for Restoration
2 x 2 Cotton Squares	Face Masks	Prophy Paste
Amalgam Capsules & Amalgamator	Facial Tissue	PVC Material
Articulating Paper	Floss	Retraction Cord
Autoclave Tape	Flowable Composite	Rubber Dams
Bond	Gloves	Rubber Dam Napkins
Cement	Headrest Covers	Saliva Ejectors, Standard
Composite Restorative Materials	Hemostatic Agents	Sectional Matrix System
Cotton Pellets	Impression Materials (for cast gold)	Soap
Cotton Rolls	Instrument Trays (disposable or metal)	Topical Anesthetic
Cotton Swabs	Local Anesthetic	Trash Bags
Curing Lights	Matrix Tweezer, Forceps, & Clamp	Tofflemire Band & Matrix Bands
Deck Paper	Mouthwash	Tray Covers
Disinfectant	Needles, Short and Long	Wedges
Drinking Cups	Paper Towels	X-ray Developer and Fixer
Etch	Patient Bibs	X-ray Film

Disposable Air/Water Syringe Tips and Bite Blocks

TCDM 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 TCDM does not provide them.

6. Translation Services

Translation services for candidates and patients are not provided by TCDM. 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 TCDM school coordinator requests to ensure that all other candidates have a fair, secure, quiet, safe, effective, and successful examination.

7. Other Limitations

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

EXAM ROOM ASSIGNMENTS

(NOTE: See official CDCA-WREB-CITA documents for days, dates, and times)

We hope that this guide has been helpful and that your examination experience at TCDM will be a pleasant one. Good luck on your examination!