



**Austin Community College  
CDCA-WREB-CITA Dental Hygiene Candidate  
Handbook**

**Austin Community College District  
Eastview Campus  
3101 Webberville Road  
Department of Dental Hygiene  
Building 8000, Room 8162  
Austin, TX 78702  
512-223-5710**

## **Welcome to Austin Community College**

The faculty and staff of Austin Community 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 (512) 223-5710**, or visit our website (<https://sites.austincc.edu/health/dhyg/>) for more information.

Austin Community College is located at 3101 Webberville Rd, Eastview Campus, Building 8000, Room 8162, Austin, TX 78702.

### **FACILITY FEE**

The Facility fee is \$75.00 and will be collected by CDCA-WREB-CITA during candidate online registration.

### **TRAVEL and HOUSING ARRANGEMENTS**

#### **1. Airline and Airport Information:**

Austin-Bergstrom International Airport is about 5 miles from campus. The website is <http://austintexas.gov/airport>

#### **2. Ground transportation:**

There are multiple transportation options from the airport. The above website will have all of the information. Just a few of the transportation options are SuperShuttle, Capital Metro – public transportation, multiple transportation network companies including: Fasten, Lyft, RideAustin, and Uber.

#### **3. Driving Instructions:**

When driving south on Interstate 35, e.g., from Waco to Austin:

1. Take Exit 237A. Turn left onto Airport Boulevard, go 2.4 miles.
2. Turn right on Oak Springs Drive, go 0.4 miles.
3. Turn left on Webberville Road, go 0.2 miles to the Eastview Campus.

When driving north on Interstate 35, e.g., from San Antonio to Austin:

1. Take Exit 234B. Turn right onto Cesar Chavez Street East, go 1.2 miles
2. Turn left on Pedernales Street, go 0.6 miles
3. Pedernales will “turn into” Webberville Road
4. Continue on Webberville Road, go 0.6 miles to the Eastview Campus.

#### 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.

Guild East 6<sup>th</sup>  
1000 E 5<sup>th</sup> Street  
Austin, TX 78702

Courtyard by Marriott Austin Downtown  
300 East 4<sup>th</sup> Street  
Austin, TX 78701

Hyatt Place Austin Downtown  
211 East 3<sup>rd</sup> Street  
Austin, TX 78701

#### 5. **Gas/Food and ATM's**

Water bottle filling stations and vending machines are available on campus. There are many fast food restaurants located within two miles from the clinic. Examples include: McDonald's, Jack-in-the-box, Church's Chicken, Golden Chick, Sonic, Whataburger, and Taco Bell.

There is not an ATM available on campus. A Wells Fargo Financial center is located 0.7 miles from campus at 1145 Airport Blvd. A Bank of America financial center is located 0.6 miles from campus at 1144 Airport Blvd.

6. **Parking:** A campus map has been included in this candidate guide for your convenience. Park in lot G and enter through the doors in building 8000 that are closest to building 9000 (this is the only open entrance to the building). There are no parking fees associated with ACC lots.

#### 7. **Security:**

- Candidates must check-in with the Campus Manager's office, located directly across the hall from the dental hygiene clinic.
- To contact ACC campus police for non-emergency issues, call the main dispatch at (512) 223-1231 or the Eastview police desk at (512) 223-5120. When on campus you need to dial 9 to get an off-campus line except when dialing **911** or **222**
  - For medical emergencies, dial **911** [follow with a call to 222 to advise police to assist]
  - For a non-medical police Emergency dial **222** from any campus phone or (512) 223-7999 from a non-ACC phone.

Recommended parking lot for Candidates and Examiners



The  on the map indicates the Dental Hygiene Department

## Facility and Services

### 1. Building and Access Hours:

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

### 2. Food and Beverage Services:

Water bottle filling stations and vending machines are available on campus. 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 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.

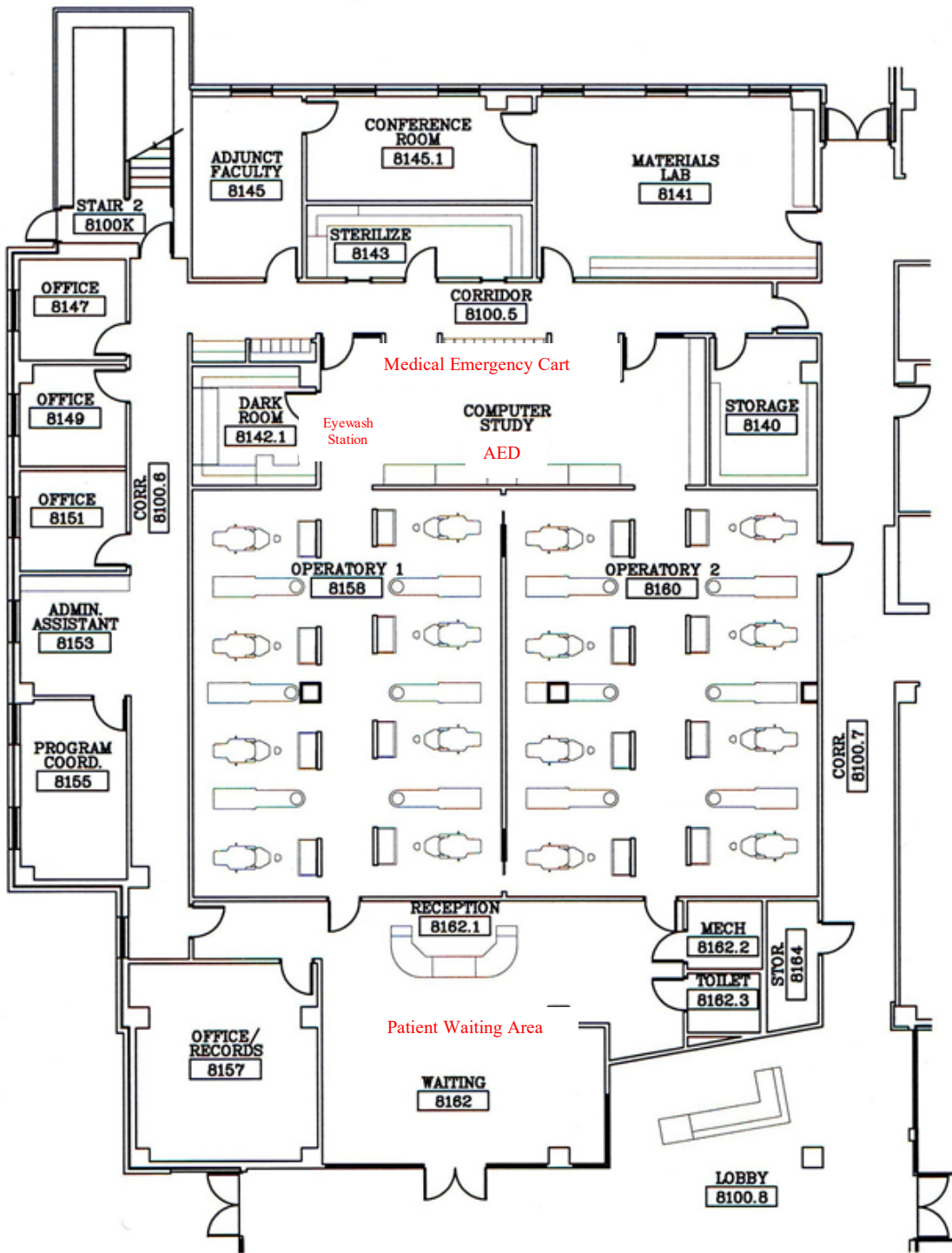
## Preparing for the Clinical Phase of the Examination

Candidates will be using the Austin Community College dental hygiene clinic. Each candidate will be assigned a lettered 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, Cavitron ultrasonic scaler 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 computer study area of the dental hygiene clinic. **In the event of an emergency, the procedure is:**

- 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 (O<sub>2</sub>) from the green oxygen cylinder located next to the medical emergency kit.
- Administer Basic Life Support (BLS) until EMS arrive.



Entrance to building from  
Parking Lot G

## During the Board

### 1. Handpiece and Prophy Angle Hookups.

All operatories are equipped with A-dec 500 12 O'clock systems.

### 2. Sonic/Ultrasonic Devices.

Each operatory is equipped with a 30K ultrasonic Dentsply Cavitron unit (Cavitron Plus Ultrasonic scaler with Tap-On Technology). In addition to providing the ultrasonic unit, ACC Dental Hygiene will provide the required handpiece. Candidates MUST provide their own inserts. It is important to note that these units ONLY use 30K inserts. If a candidate chooses to use their own ultrasonic scaler, each operatory has a standard A-dec water quick-connect hook-up/connection that accommodates typical magnetostrictive or piezo



scalers. Sonic scalers can be used if they are compatible with the five-hole screw on air connection.

- **Note: All Ultrasonic Scalers available for candidate use provided for free by Austin Community 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 Austin Community College 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 Austin Community College and are not available for rental or purchase. Please plan accordingly and bring your own ultrasonic tips!**

### 3. Infection Control/Asepsis Requirements

#### a. Surface Asepsis

- i. Barriers will be used on the patient chair.
- ii. Optim or Caviwipes will be used to wipe down all contact surfaces at the end of exam.
- iii. Disinfectants are not to be used on patient chairs. Patient chairs can be dried with a paper towel if necessary at end of exam.

- iv. Disinfectant wipes and plastic/barrier headrest covers are provided for all candidates free of charge.

**b. Personnel Protective Equipment**

- i. Appropriate clothing is required as specified by CTCA-WREB-CITA, e.g., scrubs, closed-toe shoes.
- ii. Hair is to be styled or secured so that it will not fall forward and interfere during the examination. Male students are to be clean-shaven or have facial hair neatly trimmed.
- iii. Minimal jewelry should be worn. Acceptable hand jewelry is limited to one ring. Jewelry is not to interfere with glove use and integrity. In addition, a medical alert bracelet may be worn if applicable. One pair of simple earrings will be allowed in the ears. One simple stud may be worn as a nose piercing; no necklaces. Jewelry must be covered when ultrasonic procedures are utilized.
- iv. Nails must be short and free of polish. Artificial nails of any kind are prohibited.
- v. Candidates must provide their own OSHA accepted protective eyewear.
- vi. Candidates must provide their own face shield, to be worn in addition to protective eyewear.
- vii. ASTM Level III surgical masks will be provided by ACC for candidate use.
- viii. Gloves will be available for candidate use during examination
- ix. Antimicrobial hand soap and alcohol-based hand rub will be available for candidate use at the ACC Dental Hygiene Clinic.

**c. Hazardous Waste**

- i. N/A

*AUSTIN COMMUNITY 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.*

**4. Disposable Items:**

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

- |                                    |                                 |                       |
|------------------------------------|---------------------------------|-----------------------|
| ● Surface disinfection wipes       | ● Non-latex gloves (XS-XL)      | ● Barrier materials   |
| ● Air water syringe tips (plastic) | ● Styrofoam instrument trays    | ● Facial tissue       |
| ● Headrest covers                  | ● Standard saliva ejectors      | ● Barrier tape (roll) |
| ● Face masks                       | ● Cotton rolls                  | ● Soap (liquid)       |
| ● 2 x 2 gauze squares              | ● HVE Tips                      | ● Paper towels        |
| ● Hand sanitizer                   | ● Rod posts (mounting typodont) |                       |



## **5. Disposable Air/Water Syringe Tips**

Austin Community College provides and uses disposable air/water syringe tips for the examination. If you prefer metal air/water syringe tips you should plan accordingly and bring them to the exam with you as Austin Community College does not provide them.

## **6. Translation Services**

Translation services for candidates are not provided by Austin Community 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 Austin Community College 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 hygiene instruments are available at Austin Community 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 Austin Community College does NOT have replacement instruments to loan/sell to candidates, so please come prepared accordingly. 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. Austin Community College will make every effort to remind candidates not to leave instruments and other items behind when they leave as Austin Community College will not mail ANY items left behind. If candidates request any help from the 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.

### **EXAM ROOM ASSIGNMENTS**

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

We hope that this guide has been helpful and that your examination experience at Austin Community 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 [whitney.jones@austincc.edu](mailto:whitney.jones@austincc.edu). Good luck on your examination!