



**MISSOURI  
SOUTHERN**  
STATE UNIVERSITY.

**Missouri Southern State University  
Dental Hygiene Program  
CDCA-WREB-CITA  
ADEX Dental Hygiene  
Candidate Handbook  
Manikin Exam  
2023**

**Dr. Julio Leon  
School of Health Science  
3950 East Newman Road  
Joplin, MO 64801  
417-625-9709**

# Welcome to the MISSOURI SOUTHERN STATE UNIVERSITY

The faculty and staff of MISSOURI SOUTHERN STATE UNIVERSITY (MSSU) 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 (417)625-9754 or 417-625-9709**, or visit our website (<https://www.mssu.edu/academics/health-sciences/dental-hygiene/>) for more information.

MISSOURI SOUTHERN STATE UNIVERSITY is located at 3950 East Newman Road in Joplin, Missouri. The Dental Hygiene Clinic is located in room 115 of the Health Science building. Students are to use the entrance located on the west side of the building. There will be signs posted to guide students to the designated areas.

Facility Fee of \$175 per candidate, payable to the CDCA-WREB-CITA at the time of registration.

\*\*\*MSSU students are given priority registration for the exam. Students traveling from other schools will be scheduled after MSSU students have registered for the exam. The exam will be scheduled for two days.

Please refer to page 5 for specific COVID-19 information for MSSU

## TRAVEL and HOUSING ARRANGEMENTS

### 1. Airline and Airport Information

Joplin Regional Airport: <http://www.joplinmo.org/149/Airport>

Springfield-Branson National Airport is about an hour drive to Joplin.  
<https://www.flyspringfield.com/>

Northwest Arkansas National Airport is about an hour drive to Joplin.  
<https://www.flyxna.com/>

### 2. Chauffeured Ground transportation

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

#### Rental Car Information

##### Rental Cars

Avis

Enterprise

Hertz

### 3. Driving Instructions

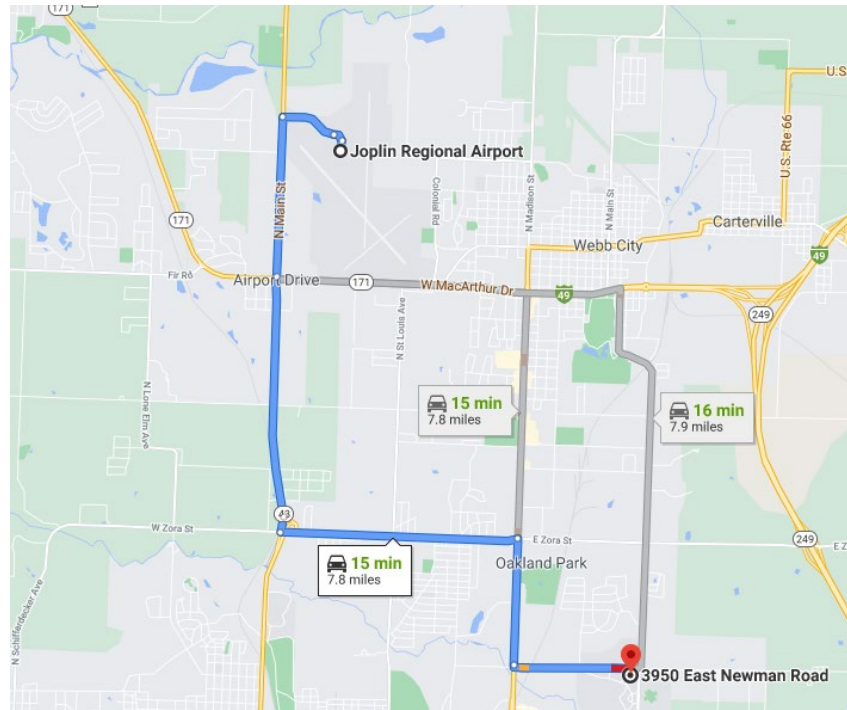
MSSU is situated on a beautiful 373-acre suburban campus in Joplin, MO.

Directions Joplin Airport:

[https://www.google.com/maps/dir/joplin+airport/3950+East+Newman+Road,+Joplin,+MO/@37.1293117,-94.5191246,13z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x87c8793dfc1d83e1:0x1d9d6a621e202003!2m2!1d-](https://www.google.com/maps/dir/joplin+airport/3950+East+Newman+Road,+Joplin,+MO/@37.1293117,-94.5191246,13z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x87c8793dfc1d83e1:0x1d9d6a621e202003!2m2!1d-94.5015486!2d37.1574033!1m5!1m1!1s0x87c87dbd3380ff1d:0xabc0cc372463171d!2m2!1d-94.4598183!2d37.0972414!3e0)

[94.5015486!2d37.1574033!1m5!1m1!1s0x87c87dbd3380ff1d:0xabc0cc372463171d!2m2!1d-](https://www.google.com/maps/dir/joplin+airport/3950+East+Newman+Road,+Joplin,+MO/@37.1293117,-94.5191246,13z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x87c87dbd3380ff1d:0xabc0cc372463171d!2m2!1d-94.5015486!2d37.1574033!1m5!1m1!1s0x87c87dbd3380ff1d:0xabc0cc372463171d!2m2!1d-94.4598183!2d37.0972414!3e0)

[94.4598183!2d37.0972414!3e0](https://www.google.com/maps/dir/joplin+airport/3950+East+Newman+Road,+Joplin,+MO/@37.1293117,-94.5191246,13z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x87c87dbd3380ff1d:0xabc0cc372463171d!2m2!1d-94.5015486!2d37.1574033!1m5!1m1!1s0x87c87dbd3380ff1d:0xabc0cc372463171d!2m2!1d-94.4598183!2d37.0972414!3e0)



#### 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.

Baymont Inns & Suites	3510 S. Range Line Rd.	417-623-7755
Best Western	3508 S. Range Line Rd.	417-781-6776
Days Inn	3500 S. Range Line Rd.	417-623-0100
Drury Inn	3601 S. Range Line Rd.	417-781-8000
Hilton Gardens	2644 E. 32nd Street	417-206-6700
Holiday Inn	3402 Arizona Ave	417-624-9000
La Quinta Inn	3320 S. Range Line Rd.	417-781-0500
Motel 6	3031 S. Range Line Rd.	417-781-6400

This is not a complete list of hotels/motels in the Joplin area, nor

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

The closest gas station is the Lion Stop at 3525 Newman Road, Joplin, MO. There are several ATM locations close to campus. Great Southern Bank at 1203 N. Duquesne Rd. and an ATM in the Northpark Mall food court at 101 N. Rangeline Rd, Joplin, MO 64801.

There are a variety of restaurants to choose, below is a small list:

Cheddars

Crabby's  
Texas Roadhouse  
HuHot  
Magic Noodle  
Mythos  
Wilders  
Japanese Steak House

## 6. MISSOURI SOUTHERN STATE UNIVERSITY Parking

All candidates and patients may park in any open parking spaces located on the west of the Dr. Julio Leon Health Sciences Building or across the street on the east side in the football parking lot. All candidates should enter through the main entrance of the building accessible from the west parking lot, see signs located on building doors. A parking map has been included in this candidate guide for your convenience in locating the building and potential parking areas. Permits are not required to park at MSSU 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.

## 7. Missouri Southern State University Security

MSSU 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. If you have an emergency, please dial 417-626-2222 for campus security.

## MISSOURI SOUTHERN STATE UNIVERSITY Facility and Services

### 1. Building and Access Hours:

The Dr. Julio Leon School of Health Science building will be open from 6:00 a.m. to 6:00 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 building and campus **will be closed to candidates** for cleaning and pre-examination set-up.

### 2. Food and Beverage Services:

There will be no food, beverage, or cafeteria services for candidates or their patients. Candidates should inform their patients to eat before coming to the exam. There are many gas stations, restaurants and fast food establishments located within one (1) mile radius 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.

#### 4. Parking:

A parking map has been included for your convenience. Candidates and patients presenting for the CDCA-WREB-CITA exam may park in any of the designated parking spaces near the Health Science Building on the west side of the building or across the street on the east side of the building next to the football field. A map has been included for your reference.



### Candidate Covid Considerations

#### COVID-19 Considerations

It is recommended all candidates determine their risks for COVID-19 prior to arriving at the MSSU campus to participate in the CDCA-WREB-CITA ADEX exam. Any individual who has been placed in quarantine or have been exposed to an individual who tested positive for Covid-19 within the last 7 days may not participated in the exam as per our institutions guidelines based upon healthcare recommendations.

Failing to follow these guidelines could prevent you from participating in the exam.

#### Clinical Patient Screening

Please note that Missouri Southern State University 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 (MSSU 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 CDC-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 MSSU and some candidates will not be able to request the use of the clinical facilities at MSSU for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a MSSU student the availability, hours, and days of operation of the MSSU clinic is determined by the clinical staff at MSSU 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 must be **before the CDCA-WREB-CITA exam begins**. 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 MSSU 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, (MSSU) 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 MSSU campus.

## **Preparing for the Simulated Patient Treatment Examination**

The simulated patient clinical treatment exam will be held in the W. Robert Corley Dental Hygiene Clinic, located within the Dr. Julio Leon School of Health Science building, room 115. 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. Each dental unit is equipped with HVE. All equipment malfunctions that take place during the examination should be immediately reported to the MSSU 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 and the AED are located on the main floor on the west side of clinic. **In the event of an emergency, the procedure is:**

- Verbally notify the Chief Examiner or School Coordinator 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 in central sterilization. Send someone to meet EMS at the front entrance of the building.
- Administer Basic Life Support (BLS) until EMS arrive if needed.

## **During the Board**

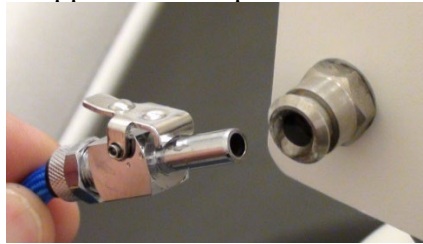
### **1. Manikins**

- Each candidate will be provided a manikin that is supplied by the CDCA-WREB-CITA site team.
- Each cubicle is equipped with an ADEC chair, an operator's stool, a delivery arm with air/water syringe. The chairs are equipped with quick connects for cavitron usage. See page item 5 for a complete listing of supplies provided. Any equipment malfunction should be immediately reported to the floor Chief and the School Coordinator.
- All applicants must adhere to OSHA guidelines for infection control, i.e.: barrier protection, instrument sterilization, etc. Eye protection is the responsibility of the candidate.

- The candidate is responsible for providing his or her **own sterile instruments, hand pieces, and ultrasonic devices, ultrasonic sleeves/tips**. Sterilization of instruments after procedures will not be provided by the school.

### 3. Sonic/Ultrasonic Devices

- **No ultrasonic devices will be supplied by MSSU.**
- All operatories are equipped to operate an ultrasonic device. The air pressure to each operator chair and all the handpieces are factory set at approximately 35-50 psi.
- **All tips/inserts for all ultrasonic units (along with gaskets for tips/inserts) are NOT supplied by MSSU and are NOT available for rental or purchase from MSSU. Please plan accordingly and bring your own ultrasonic tips with gaskets!**
- Each cubicle does have a single water hook-up connection pictured 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](http://www.autoscaler.com) for manufacturers unit specifications and limitations). All water is supplied from a pressurized bottle on the unit.



- Candidates are to bring sterile instruments to the examination. Following treatment, autoclave bags will be available for you to bag your instruments for transportation back to your school. The MSSU Dental Hygiene Department accepts no responsibility for lost, damaged or dirty instruments.

### 4. Infection Control/Asepsis Requirements

#### a. Surface Asepsis

- Handles of the unit light, chair head and chair controls, dental unit, counter tops and operator stools should be disinfected with disinfectant provided by MSSU.
- Disinfectant wipes/disinfecting spray, plastic/barrier headrest covers and plastic/barrier wraps are provided by MSSU for all candidates.
- Candidates will be provided the use of utility gloves to be worn when handling or packaging dirty instruments through (or to and from) the candidate clinic area.
- Universal infection control guidelines and Personal Protective Equipment (P.P.E.) guidelines should be observed during the CDCA-WREB-CITA exam at MSSU. This includes OSHA standards and guidelines.

#### b. Personnel Protective Equipment

- Appropriate protective equipment (which includes disposable gowns) is provided by MSSU (one per day) and must be worn in all occupational exposure situations.
- Disposable gloves, masks, and gowns will be available on the clinic floor during the examinations.

- iii. Candidates must provide their own OSHA-acceptable protective eyewear. Please note that MSSU does not provide any eyewear or disposable side shields for glasses.

**c. Sterilization**

- i. Instruments and handpieces can be processed and run through a steam sterilizer after your examinations for candidates requesting this service from MSSU. Candidates scheduled for afternoon sessions, will not have the ability to have their instruments sterilized. Afternoon candidates can pick up their bagged, dirty instruments prior to leaving the facility. Runners will have autoclave bags ready to bag any dirty instruments for safe transportation back.
- ii. In addition, MSSU will not lube, wipe down, scrub, or wash instruments either inside or outside of cassettes.
- iii. In the case of an emergency such as instruments dropped on the ground, immediate sterilization is available using the Statim unit. Runners are available to assist in these types of situations.
- iv. All instruments should be wiped down and clean of visible debris before being brought to the 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 central runner for sterilization should be able to fit comfortably within a 7 ½ W x 13 L disposable self-seal sterilization pouch. All submitted instruments/items for sterilization must be clearly marked with the candidates CDCA-WREB-CITA identification number **only**. Instruments submitted for sterilization will be processed/sterilized with a minimum required turnaround time of three hours. Items submitted on **Sunday** will not be sterilized. Items will be placed in autoclave bags for transportation for the candidate to take with them following the exam.
- v. All items submitted to be sterilized on Saturday **must be picked up from MSSU within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided by MSSU, the candidate assumes all liability for lost or damaged items submitted.
- vi. 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.

*MSSU, FACULTY, STAFF OR ASSISTANTS ASSUME 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 Provided by MSSU:

All of the following items are expendable materials and are provided free of charge by Missouri Southern State University to all candidates.

- Surface disinfection/ wipes
- Barrier materials & tape
- Bracket tray covers
- Biohazard/waste bags
- Headrest covers
- Barrier tape (roll)
- Tray covers/Barriers
- Operator gown
- Sanitizing materials
- HVE with suction tip
- Standard saliva ejectors
- Air water syringe tips (plastic)
- Floss
- Non-latex gloves (S-XL)
- Hand Soap (liquid)
- Hand sanitizer
- Paper towels
- Facial tissue
- Face masks
- Cotton rolls
- 2 x 2 gauze squares
- Drinking cups (small)
- Autoclave bags (S-L)
- Autoclave tape
- Trash bag
- Disposable face shield (will not fit loupes w/light)
- Utility gloves

## Examination materials we DO NOT provide:

- Cavitron or ultrasonic tips
- Instrument trays (disposable or metal)
- Metal air/water syringe tips
- Clinician eyewear

MSSU provides plastic/disposable air/water syringes, if you prefer metal you will need to bring your own.

## 6. Translation Services

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

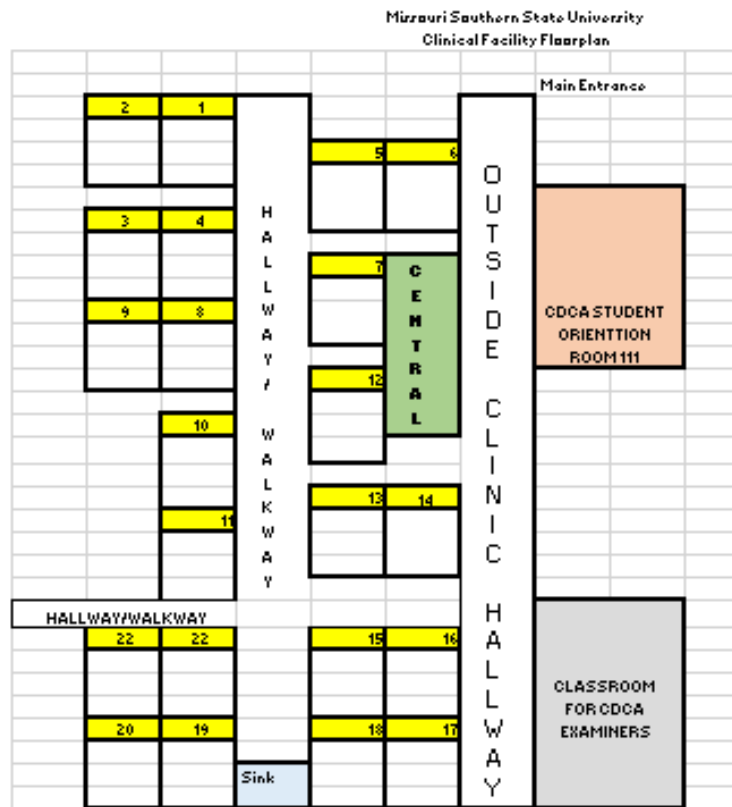
## 7. Other Limitations

No instrument sharpening services for instruments are available at MSSU before, during, or after the examination. If a candidate experiences a broken tip on one or more instruments during the examination, MSSU does NOT have replacement instruments to loan/sell to candidates, so please come prepared accordingly. As a reminder, candidates should not bring cell phones, notes, or PDA's to the examination. Items left behind after a candidate's exam is completed must be picked up within 5 days after the exam, candidates can choose to have the items shipped at their expense. MSSU will not pay any costs to mail any items left behind. Candidates may request help from the MSSU's School Coordinator or staff, 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 Missouri Southern State University Floor Plan on the Next page for Locations*



We hope that this guide has been helpful and that your examination experience at MSSU will be a pleasant one. If after you have reviewed the information provided in the manual and still have questions, you may email questions to [rogers-k@mssu.edu](mailto:rogers-k@mssu.edu) or [dentalhygiene@mssu.edu](mailto:dentalhygiene@mssu.edu). Good luck on your examination!