



**Columbus Technical College of Dental Hygiene
CDCA-WREB-CITA Dental Hygiene Candidate
Handbook**

**Mailing Address: 928 Manchester Expressway
Columbus, Georgia 31904**

**Dental Clinic Address: 4800 River Road
Columbus, Georgia 31904**

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Welcome to the Columbus Technical College

The faculty and staff of the Columbus Technical 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 (706) 225-0535, or by email at abrazile@columbustech.edu for more information.**

Columbus Technical College Dental Hygiene Clinic is located at 4800 River Rd, Columbus, GA 31904.

FACILITY FEE

The facility fee is \$200 and will be collected by CDCA-WREB-CITA during online candidate registration.

TRAVEL and HOUSING ARRANGEMENTS

1. Airline and Airport Information

- The nearest airport is The Columbus Airport (CSG)
 - Address: 3250 W Britt David, Rd, Columbus, GA 31909

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 follow.

4. Hotel/Motel Accommodations

Reservations should be made directly with hotels/motels. Accommodations located close to the school are listed below. This list is not all inclusive. Candidates should call for rates.

Baymont by Wyndham
5585 Whitesville Rd
Columbus, GA 31904
(706) 223-1396

Double Tree by Hilton Hotel
5351 Sidney Simons Blvd, Columbus, GA 31904
Columbus, GA 31904
(706) 327-6868

Fairfield Inn & Suites by Marriott
4510 Armour Rd
Columbus, GA 31904
(706) 317-3600

Homewood Suites by Hilton Columbus
6614 Whittlesey Blvd
Columbus, GA 31909
(706) 568-3545

5. Gas/Food and ATM's

There are many gas stations, ATM's, restaurants and fast-food establishments located within one (1) mile of the campus.

6. Security

Columbus Technical 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 (706) 225-3205). In case of an emergency, dial 911.

DIRECTONS FROM AIRPORT

Head northeast on W Britt David Rd.

Turn left onto W Britt David Rd.

Continue on Airport Thruway.

Turn left onto Veterans Pkwy (US-27)

Turn right onto Manchester Expressway (GA-85)

Turn right onto River Rd (GA-219)

Turn right at the Columbus Technical College entrance **at 4800 River Road, Columbus, GA 31904**

Columbus Technical College Facility and Services

1. Building and Access Hours:

The Columbus Technical College Dental Clinic will open from 6:00 a.m. to 5:00 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. Candidates will check in at the dental clinic.

2. Food and Beverage Services:

Columbus Technical College has no food, beverage, or cafeteria services for candidates. 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.

4. Parking

Parking for candidates is located directly in front of the Columbus Technical College dental clinic. Once you turn into the college entrance, you will keep straight and go over two speed bumps (pass the main entrance), directly after the 2nd speed bump, turn into the first parking lot on your right. The dental clinic entrance is directly in front of the parking lot.

Preparing for the Clinical Phase of the Examination

Candidates will be using the Columbus Technical College dental clinic. 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 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 at the back of the dental clinic in front of the instructor station. (Floor plan available upon request).

In the event of an emergency, the procedure is:

- a. Verbally notify the CDCA-WREB-CITA Floor Assistant, School Coordinator or Chief Examiner of the emergency.
- b. Make sure someone calls the local 9-1-1 (notify EMS).

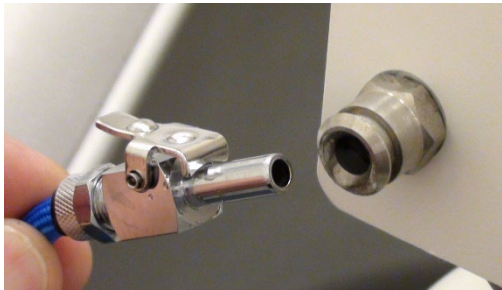
- c. Administer oxygen (O₂) from the green oxygen cylinder located next to the medical emergency kit.
- d. Administer Basic Life Support (BLS) until EMS arrive.

During the Board

1. Sonic/Ultrasonic Devices.

All operatories are equipped to operate the ultrasonic devices listed/pictured below. 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 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). All water is supplied from a pressurized bottle on the unit.



- CTC features magnetostrictive ultrasonic scaling units with a 30K lavage knob for lavage control/adjustment. The lavage knob accepts Dentsply® Cavitron® Brand/Type 30K or Hu'Friedy Brand/Type 30K ultrasonic inserts. **Note: All Ultrasonic Scalers available for candidate use provided for free by CTC 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 CTC 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 o-rings for tips/inserts) are not supplied by CTC and are not available for rental or purchase from CTC. Please plan accordingly and bring your own ultrasonic tips with o-rings!** If you wish to arrive at CTC before your scheduled testing day to hook-up your ultrasonic unit you may do so if you call and schedule a time with the program director. If the CDCA-WREB-CITA exam has already begun you cannot enter the clinic. It is the responsibility of the candidate to ensure that any equipment not rented will fit our ADEC units.

2. Infection Control/Asepsis Requirements

a. Surface Asepsis

- i. The patient chair, dental unit, counter tops, and operator stool should be disinfected with disinfectant wipes.
- ii. Disinfectant wipes and plastic headrest covers are provided by CTC for all candidates free of charge.
- iii. Disposable gloves are available (free of charge) for candidates upon request.
 - iv. Candidates must furnish their own sturdy utility gloves (nitrile preferred) to be worn when cleaning the dental units and surrounding surfaces.
 - v. Universal infection control guidelines and Personal Protective Equipment (P.P.E.) and guidelines should be observed during the CDCA-WREB-CITA exam at CTC. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Disposable gowns must be worn in all occupational exposure situations but are not provided/available by CTC.
- ii. Disposable gloves and masks will be available on the clinic floor free of charge during the examinations.
- iii. Candidates must provide their own OSHA-acceptable protective glasses. Please note that CTC does not provide disposable side shields for glasses.

*THE COLUMBUS TECHNICAL COLLEGE DENTAL HYGIENE CLINIC 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.*

3. Disposable Items:

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

- Surface disinfection wipes
- Barrier materials & tape
- Bracket tray covers
- Drinking cups (small)
- Headrest covers
- Barrier tape (roll)
- Tray covers/Barriers
- Soap (liquid)
- 2 x 2 gauze squares
- Non-latex gloves (S-XL)
- Air water syringe tips (plastic)
- Sanitizing materials
- HVE Tips
- Standard saliva ejectors
- Face mask
- Cotton rolls
- Paper towels

Disposable Air/Water Syringe Tips

CTC 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 CTC does not provide them.

4. Translation Services

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

5. Other Limitations

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