



**Santa Fe College
CDCA-WREB-CITA Dental
Hygiene Candidate Handbook
2023**

**Santa Fe College
3000 NW 83rd Street
Gainesville, FL 32606**

Welcome to the Santa Fe College

The faculty and staff of the Santa Fe College (SFC) 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 visit our website at <https://www.sfcollege.edu/health/dental-clinic/> or email sandi.robinson@sfcollege.edu. Santa Fe College at 3000 NW 83rd St, Building W, Room 7, Gainesville, FL 32606. Below you will find travel, transportation, and accommodation information.

FACILITY FEE

Santa Fe College is not the administrator of the examination merely the facility that CDCA-WREB-CITA has contracted to use for this board to administer the examination. The facility fee of \$150 for non-students covers the cost of the use of the facility for the examination. Candidates will not be able to enter the clinics prior to the exam day. (Clinics will be in use for UFCD patient care)

1. Airline and Airport Information

[Gainesville Regional Airport](#)

2. Rental Car Information

Rental Cars

[Alamo](#)

[National](#)

[Enterprise](#)

3. Driving Instructions

From Airport: Head Northwest on NE 39th Avenue/FL-222 toward Gainesville Regional Airport Road for 9.55 miles. Turn left onto NW 83rd Street. Drive for .56 miles make right on Northwest South Road (in front of baseball field) and building W is located on right side.

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.

[Best Western- Gateway Grand Gainesville](#)

[Days Inn by Wyndham Gainesville](#)

[DoubleTree by Hilton Gainesville](#)

5. Santa Fe College Campus Map and Parking

A campus map has been included in this candidate guide for your convenience. All candidates and their patients should enter through the South entrance of the building located on the first floor of the Health Science Building W. Visitor parking will require a parking permit 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.



SANTA FE COLLEGE FACILITY AND SERVICES

1. Building and Access Hours:

The Santa Fe College Health Sciences building W will open from 6:00 a.m. to 6:00 p.m. on examination days during the CDCA-WREB-CITA visit, 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:

Santa Fe College has no 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 Santa Fe College Dental Clinic. Each candidate will be assigned a numbered operatory that corresponds to his or her numbered I.D. badge. Each operatory is equipped with one dental chair, one delivery unit equipped with air/watersyringe, and one operator's stool. All equipment malfunctions that take place during the examination should be immediately reported to the Santa Fe College Site Coordinator.

Emergency Equipment and Preparedness for Medical Emergency

Santa Fe College staff and the Chief Examiner will be familiar with the location of the medical kit, oxygentank, and AED. **In the event of an emergency, the procedure is:**

- Verbally notify the School Coordinator or Chief Examiner of the emergency.
- Make sure someone calls 911 immediately and notify Santa Fe Police Department emergency line 352-395-5555
- 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. Sonic/Ultrasonic Devices.



All operatories are equipped with Dentsply Cavitron Ultrasonic scaler. The ultrasonic units supplied for candidates by Santa Fe 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 Santa Fe College and are not available for rental or purchase from Santa Fe College. Please plan accordingly and bring your own sleeve and ultrasonic tips with gaskets!**

All candidates should bring a Dentsply, Cavitron 30K Sterimate handpiece (which is detachable and serializable), and all 30K ultrasonic inserts.

2. 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 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 Santa Fe College for all candidates free of charge.
- iv. Disposable plastic over gloves may be used but not provided on site.
 - 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 Santa Fe College. This includes standard OSHA standards and guidelines.

b. Personnel Protective Equipment

- i. Appropriate protective equipment (except gloves) will NOT be provided by Santa Fe College and must be worn in all occupational exposure situations.

- ii. Disposable gloves will be available on the clinic floor free of charge during the examinations.
- iii. Candidates must provide their own OSHA-acceptable protective glasses and face shields. Please note that Santa Fe College does not provide disposable side shields for glasses.

c. Sterilization

Santa Fe College will not sterilize any outside candidate's instruments. A plastic disposable bag will be provided for the transport of dirty instruments. Set up and break down of chairs, lights, and units will be completed by CDCA-WREB-CITA floor assistants only.

*SANTA FE 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.*

3. Clinical Information:

*ITEMS THAT ARE **NOT** SUPPLIED TO CANDIDATES:*

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| <ul style="list-style-type: none"> ▪ Level 3 and N95 masks ▪ Face shields ▪ Over- gloves (not required) ▪ Any dental hygiene instruments that will be needed to perform prophylaxis ▪ Steri-mate Cavitron 30 K ultrasonic magnstrictive handle (see picture) and 30K ultrasonic inserts | <ul style="list-style-type: none"> ▪ Magnifying loupes and light ▪ Closed container to transport instruments. ▪ Disposable gown ▪ Eye protection (safety glasses) for candidate |
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*ITEMS THAT **ARE** SUPPLIED TO CANDIDATES:*

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| <ul style="list-style-type: none"> ▪ Surface disinfectant ▪ Barrier tape, covers, and materials ▪ Bracket tray covers ▪ Headrest covers ▪ Disposable small trash bag on unit ▪ Hard plastic instrument trays ▪ HVE tips ▪ Low volume suction tips ▪ Air/water syringe tips ▪ 2x2 gauze | <ul style="list-style-type: none"> ▪ Non-latex gloves x- small, small, med, and large (if candidate wears a specific glove brand/size-they must supply their own and gloves must be non-latex) ▪ Cotton rolls ▪ Dental floss ▪ Soap and hand sanitizer ▪ Paper towels |
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4. Translation Services

Translation services for candidates are not provided by Santa Fe College. Candidates wishing to bring a translator (for languages other than English) must provide all accommodations required. All translators must check in with CDCA-WREB-CITA 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 Santa Fe College site 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 Santa Fe 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 Santa Fe College 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 Santa Fe College clinic for your CDCA-WREB-CITA examination! As a reminder candidates and patients should not bring cell phones, notes, or PDAs to the examination. Items left behind after a candidate's exam is completed may not be returned. Santa Fe College will make every effort to remind candidates not to leave instruments and other items behind when they leave as Santa Fe College will not mail ANY items left behind. If candidates request any help from the Santa Fe College's 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. Santa Fe College does not rent ultrasonics or ultrasonic tips.

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