

VCU School of Dentistry Information for Dental Licensure Board Candidates

2017 American Dental Examination (ADEX)

**As Administered by the
Council of Interstate Testing Agencies
(CITA)**



School of Dentistry

<http://www.dentistry.vcu.edu>

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**Welcome to the Virginia Commonwealth University
School of Dentistry in Richmond, Virginia**

Virginia Commonwealth University School of Dentistry (VCU SoD) is located in the Virginia Commonwealth University Medical Center at 520 North 12th Street, at the corner of Leigh and 12th Streets. This handbook has been prepared to assist dental licensure board candidates. If additional information is needed after reading this handbook, please contact Dr. Paul Wiley at 804-828-5983 or Ms. Lori Turner at 804-828-7354.

TRAVEL AND LODGING ARRANGEMENTS

1. Airline and Airport Information

Richmond International Airport (RIC) is located at 1 Richard E. Byrd Terminal Drive, Sandston, Virginia 23250.

2. Ground Transportation to and from the Airport

A. Taxi Service

Approximate one-way cab fare (without tip) is shown below. Candidates may elect to use one of the following:

Groome Transportation (804) 222-7222 \$35.00

Airport Taxi (804) 233-4444 \$2.50/mile

UBER Richmond Website: <https://www.uber.com/cities/richmond/>

B. Rental Cars

The Richmond International Airport is served by all major car rental companies. Those listed below are just a few that are available:

Alamo Rent-A-Car (800) 462-5266

Avis Rent-A-Car (800) 331-1212

Enterprise Rent-A-Car (800) 261-7331

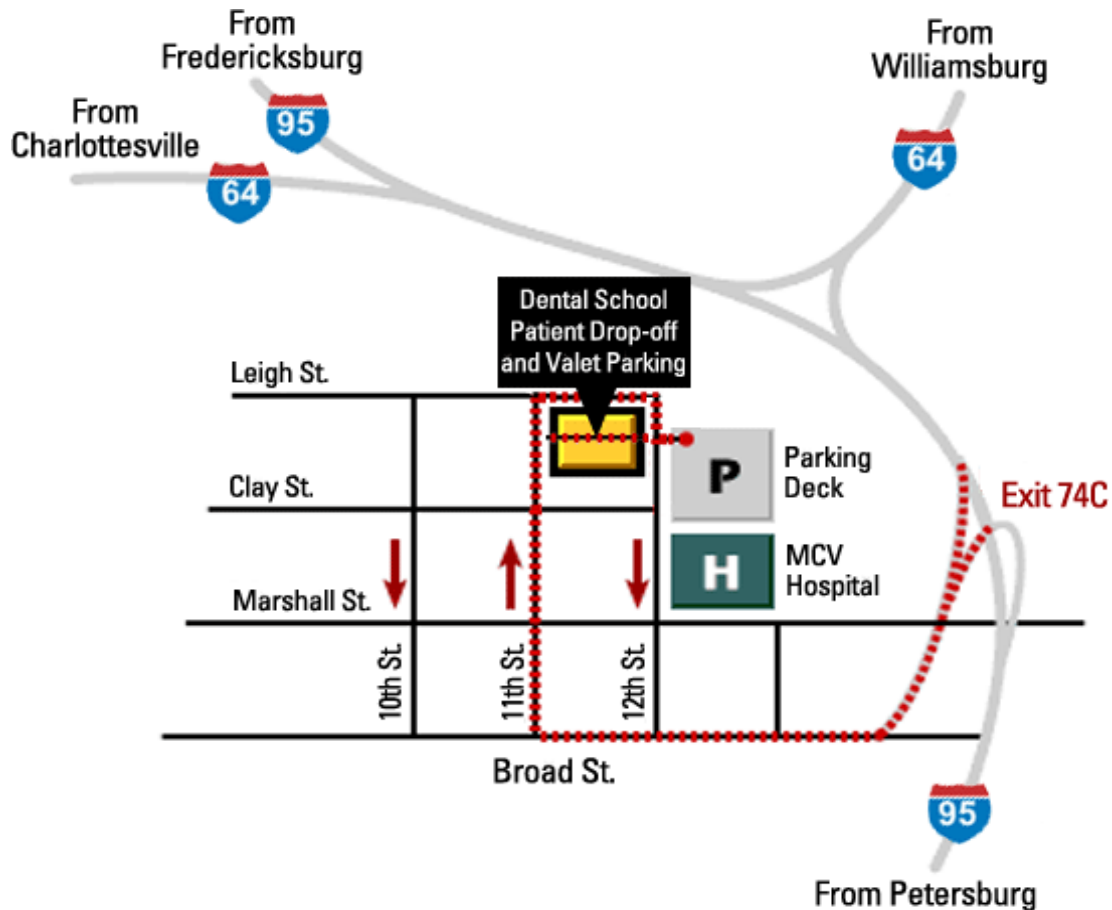
Hertz Rent-A-Car (800) 654-3131

National Car Rental (800) 227-7368

Thrifty Car Rental (877) 283-0898

C. Directions Driving from the Airport

The VCU Medical Center campus is conveniently located in downtown Richmond, close to the interstate and major thoroughfares. All clinics are contained in the W. Baxter Perkinson Building at 1101 East Leigh Street, the Wood Memorial Building at 521 North 11th Street, and the Lyons Building at 520 North 12th Street and; the buildings are connected by the Patient Information Registration area located on the second floor on the Lyons Building.



From I-95 North (from Petersburg or North Carolina): Take Exit 74C for West Broad Street. Proceed west on Broad Street for three blocks to 11th Street and turn right. Drive three blocks to Leigh Street and turn right. Make another right onto 12th Street. The visitor parking deck entrance is immediately on the left from 12th Street.

From I-95 South (from Washington, Fredericksburg): Take Exit 74C to West Broad Street. Proceed west on Broad Street for three blocks to 11th Street and turn right. Drive three blocks to Leigh Street and turn right. Make another right onto 12th Street. The visitor parking deck entrance is immediately on the left from 12th Street.

From I-64 East (from Charlottesville): Follow I-64 which merges with I-95 South. Remain on I-95 South to Exit 74C to West Broad Street. Proceed west on Broad Street for three blocks to 11th Street and turn right. Drive three blocks to Leigh Street and turn right. Make another right onto 12th Street. The visitor parking deck entrance is immediately on the left from 12th Street.

From I-64 West (from Williamsburg, Virginia Beach): Take Exit 190 for 5th Street and Downtown/Coliseum. Turn left at the 6th Street traffic light onto Marshall Street. Drive six blocks and turn left onto 11th Street. Drive two blocks to Leigh Street and turn right. Make another right onto 12th Street. The visitor parking deck is immediately on the left from 12th Street.

3. Lodging

Reservations should be made directly with the hotel company. Accommodations located within a few blocks or miles from the school are listed below. Shuttle services are offered. Candidates should call for rates and ask for the special VCU School of Dentistry rate.

The Berkley Hotel
(No shuttle – 8 blocks from VCU SoD)
1200 East Cary Street
Richmond, Virginia 23219
(804) 780-1300

Jefferson Hotel
(Shuttle available)
101 West Franklin Street
Richmond, Virginia 23220
(888) 918-1895

Commonwealth Park Suites
Hotel at Capital Square
Re-opening Dec. 2016
(No shuttle – 4 blocks from VCU SoD)
901 Bank Street
Richmond, Virginia 23219
(888) 343-7301

Richmond Marriott Hotel
(No shuttle - 10 blocks to VCU SoD)
500 East Broad Street
Richmond, Virginia 23219
(804) 643-3400

Crowne Plaza Hotel
(Shuttle available)
555 East Canal Street
Richmond, Virginia 23219
(877) 834 3613

Richmond Omni Hotel
(Shuttle available)
100 South 12th Street
Richmond, Virginia 23219
(804) 344-7000

EXAMINATION DATES, SITES, AND FACILITY SERVICES

1. 2017 VCU CITA/ADEX Examination Dates and Times

Manikin-Based Endodontic and Fixed Prosthodontic CITA/ADEX Exam:

- a. Manikin-based registration and orientation – Saturday, February 11, 2017 at 6:30 a.m. in Perkinson 3121 located on the 3rd floor of the Perkinson building
- b. Manikin-based exam – Saturday, February 11, 2017 all-day in Woolwine Lab located on the 3rd floor of the Lyon’s building

Patient-Based CITA/ADEX Exam:

- a. Patient-based registration and orientation – Friday, March 31, 2017 and Saturday, April 1, 2017 at 6:30 a.m. in Perkinson 3121 (combined registration and orientation is delivered on the same day as the candidate’s assigned exam)
- b. Patient-based exam – Friday, March 31, 2017 and Saturday, April 1, 2017 all-day in the Patient Care Clinics (candidates will be assigned their exam day at the 30 day deadline)

Full Patient-Based and Manikin-Based CITA/ADEX Exam:

- a. Patient-based registration and orientation (and possible Manikin-based exam, if needed) – Friday, May 19, 2017 at 6:30 a.m. in Perkinson 3121
- b. Patient-based exam (and possible manikin-based exam) – Friday, May 19, 2017 all-day in the Patient Care Clinics
- c. Manikin-based registration and orientation – Saturday, May 20, 2017 at 6:30 a.m. in Perkinson 3121. VCU D-3s have first priority for signing up for this exam prior to March 20, 2017 deadline. After March 20, 2017, any Candidate may sign up for this exam.
- d. Manikin-based exam – Saturday, May 20, 2017 all-day in Woolwine Lab located on the 3rd floor of the Lyon’s building

2. Building Access and Hours of Operation

The buildings will be open at 6:00 a.m. unless otherwise requested by the examiners.

Parking

Parking in and around the vicinity of the dental school is controlled by the university. Candidates and patients should seek parking in visitor or public parking areas. The location nearest the school is the Patient/Visitor Parking Deck, located on 12th Street directly across from the dental school. In addition, the dental school has valet parking Monday through Friday that can be accessed from 11th Street. The fee is \$5.00 with a validated ticket which can be obtained from the front desk in patient registration. Free street parking is available on weekends. Valet parking does not open until 7:00 a.m. on weekdays and is not available on weekends.

ATM Machines

ATM machines are located at the VCU Bookstore located at 10th & Leigh Streets or on the first floor of the Gateway Building located on 12th Street.

Food Service

The dental school has a lounge located on the first floor of the Lyons building. Food service is not available but vending machines are located directly across from the lounge. The Jonah L. Larrick Student Center is located at 9th and Turpin Streets, a short walk from the school. The center is a food court style dining facility. There is also a cafeteria and food court located in the VCU Medical Center Gateway Building at 12th and East Marshall Streets.

PATIENT SCREENING FOR NON-VCU CANDIDATES

VCU School of Dentistry cannot provide patients for non-VCU candidates. Each candidate must provide their own patients. All non-VCU candidates may use the dental school to screen patients, including use of the radiology facilities. Prior to screening your patients, you **MUST REGISTER** with Mr. Donnie Parris, Director of Clinical Business Services, at (804) 828-0789 or by e-mail at parrisjd@vcu.edu. **NO TREATMENT OTHER THAN SCREENING (clinical and radiographic examination) WILL BE PERMITTED.**

Screening will be available the week before testing, please contact Ms. Lori Turner at (804) 828-7354 or by e-mail at lturner6@vcu.edu to schedule a screening time and secure a clinic location. Lori is also the contact for scheduling a site tour prior to your exam day.

VCU School of Dentistry is unable to provide any follow up treatment for individuals who are not patients of record at the School of Dentistry. VCU School of Dentistry assumes no legal responsibilities to patients by allowing board applicants the use of university space, equipment and supplies.

RADIOGRAPHS

VCU School of Dentistry only offers digital radiography capabilities. Conventional film imaging and film developing capabilities are not available.

Radiographs for the patient-based portions of the CITA/ADEX examinations (e.g. Perio, Operative) are intended to be digital, with the candidate able to submit secure digital images for board examiner pre-treatment approval of operative carious lesions using digital sensors or charge phosphor plates (PSP). Candidates will be able to take intraoperative digital images as well.

For non-VCU Candidates it is strongly recommended that your patient radiographs be taken prior to arriving at VCU SoD. Digital images can be emailed to VCU SoD for importing into MIPACS via REDCap. Non-VCU candidates should note that there are no radiographic printing capabilities available at the School of Dentistry since the school is 100% digital.

If a non-VCU Candidate needs to take patient radiographs at VCU School of Dentistry, be aware that patients must be registered though the front desk prior to being radiographed. Charges will be as follows: full mouth series \$95.00; 2 Bitewings \$30.00; 4 Bitewings \$45.00; Periapical - 1st \$20.00 and each additional is \$15.00. All radiographic fees must be paid in cash prior to taking

radiographs. No fees will be assessed for any radiographs required by the examiners during the examination. Staff will be available to assist candidates who need to take radiographs.

For contingency-planning purposes and to minimize patient radiation exposure, all candidates are strongly encouraged to export their pre-treatment digital image to a jump (flash) drive and take it to a photo kiosk to secure a quality printed image to bring to the board examination in the event axiUm/MiPACS encounters a failure at the start of the examination. Printed digital radiographs should follow guidelines for printed radiographic images in the CITA/ADEX Candidate Manual. Should system failure occur, this initial printed digital image would be used by the board examiners for patient acceptance and approval. Candidates are again advised that there are no radiographic printing capabilities at VCU SoD. Candidates may use printed radiographs at this exam per the exam manual but they must bring them with them.

REDCAP Web Application - Importing Images to VCU SoD

<https://redcap.vcu.edu/>

REDCap is a secure application used by VCU SoD - VCU Dental Care to receive images from outside sources. Images must be saved in a JPEG or TIF format and each image must be in its own file or they cannot be uploaded to our system (i.e. do not save an FMX or set of bitewings as one file; save them as individual files and zip them together into one file to send).

Submitter Instructions

The board candidate submitting the radiographs can access the submission form via the following methods:

1. By going directly to the web address: www.vcudentalcare.com/upload
2. By going to the VCU Dental Care website:
Go to www.vcudentalcare.com
Click on [Appointments](#) link in the top navigation
Click on the link inside the “Radiology submissions” box

The candidate will complete the patient information section (false information may be provided to maintain patient privacy but all * items of information must be filled in order to submit the form; provider information (“practice or company name” and “staff or provider name” should be the candidate’s name **with candidate number**); phone number and email address should be accurate in case the radiology staff needs to contact the candidate and image information sections (exposure date can be false) on the submission form.

In the “Additional Details” box the candidate should clarify which exam each image is intended for. The choices are:

Class II Amalgam (primary or back-up)
Class II Composite Conventional Prep (primary or back-up)
Class II Composite SLOT Prep (primary or back-up)
Class III (primary or back-up)

Perio 4 Bitewings (primary or back-up)
Full Mouth Series (primary or back-up)

If there are multiple images being sent, the provider must save each image as an individual JPEG or TIFF file and combine all of the images into a single zipped file which is attached to the submission form. Instructions on how to ZIP a set of files are on the submission form. Radiographs for multiple portions of the board may be attached to one submission form. However, a ZIP file cannot be larger than 64 MB in size. If file size is larger than 64 MB the images must be separated into smaller files and each group of images of less than 64 MB attached to separate submission forms.

Once the candidate clicks the submit form, he or she will see a confirmation screen that the images have been submitted.

The candidate may call the radiology department for clarification of these directions. (804) 828-0714 or email Ms. Lynn Legg, Radiology Manager, at lmlegg@vcu.edu.

DENTAL ASSISTANTS

The usage of dental assistants is allowed within the clinic area during exam times. Please see the CITA/ADEX Candidate Guide for specific information about the registration and use of dental assistants during the exam.

ENDODONTICS

Candidates will be performing the 2017 CITA/ADEX Endodontic Exam in the VCU School of Dentistry's Woolwine Simulation Lab or in the Patient Care Clinic. CITA will provide candidates with the CITA/ADEX unique Endo sextants and typodonts. Should candidates wish to practice prior to the exam, candidates can purchase the 2017 Modupro ADEX Practice Kit from Acidental.

Non-VCU School of Dentistry candidates are encouraged to purchase the flexible "face shroud" from Acidental, model code MP_R_OCC. This shroud is pliable and flexible and allows easy access to the working regions of the dentofrom.

PROSTHODONTICS

ADEX Candidates will be performing the 2017 CITA/ADEX Prosthodontic Exam in the VCU School of Dentistry's Woolwine Simulation Lab or in the Patient Care Clinic. CITA will provide candidates with the CITA/ADEX unique prosthodontic sextants and typodonts. Should candidates wish to practice prior to the exam, candidates can purchase the Modupro ADEX Practice Kit from Acidental.

Non-VCU School of Dentistry candidates are encouraged to use the same Acidental "face shroud" that they use for the Endodontics section.

CLINIC SUPPLIES PROVIDED BY VCU SOD

Note: Items not listed are the candidate's responsibility. ENDO files and drills are not provided.

Disposable and Hygiene Products	Dental Supplies and Materials
Air/water syringe tips Alcohol swabs Applicators (microtip, cotton tip, benda brushes) Autoclave tape Barrier sleeves Blue plastic barrier tape Cart paper Cavicide disinfectant Chair covers Clinic gowns Cotton pellets Cotton rolls Dappen dishes Dri-Angles Face mask (earloop, cone, tie-back) Facial tissues Floss Hand Sanitizer HVE tips Hydrogen peroxide Medicine cups Mouth rinse Nitrile gloves Paper towels Patient bibs Patient cups Prophy brushes (screw-in type) Prophy cups (screw-in type) Saliva ejectors Tray covers 2x2 gauze	Adper Scotchbond Multipurpose Amalgam (Valiant PH.D., Tytin) Articulating paper Astringident Caries indicator Concepsis Dycal Enhance cups, points, wheels Esthet-X Composite (unidose compules) Filtek Z250 Composite (unidose compules) Finishing strips Gutta percha Hemodent Local anesthetic Lubricant (Dynalube and Vaseline) Mylar strips Needles (30G short and 27G long) OptiBond Solo Plus Paper points Prisma gloss Roth Endodontic Cement Rubber dam (4x4 non-latex) Rubber dam napkins Soflex discs (plastic) Tofflemire matrix bands (size #1, #2) Topical anesthetic Triodent sectional matrix system w/ wedges Vitrebond Wooden wedges

INSTRUMENTS AND HANDPIECES

VCU School of Dentistry will RENT instrument kits, Brasseler (High & Low Speed) hand pieces, ultrasonic scalers and tips only. Board candidates must PROVIDE THEIR OWN BURS for examination.

Candidate Rental Fees:

Brassler handpieces - \$200.00

Instrument kits - \$300.00/per kit

Handpieces and instrument kits - \$450.00

Ultrasonic scalers - \$150.00 Hygiene hand pieces - \$100.00

ALL EQUIPMENT MUST BE RETURNED DAILY in working and undamaged condition within one-half hour of exam completion. This is true for EACH DAY of the examination. Dental handpieces & instrument kits may NOT be kept overnight. If kept overnight, the candidate will be charged an additional \$100.00 per night fee. In the event any items are lost, stolen, or damaged by misuse, or if items are not returned after the completion of the board exam, the candidate will be held liable for the missing or damaged items. Candidates will be charged per item for items up to \$1,500.00.

Should a candidate find that a hand piece and/or instrument kit has been used, broken or not working properly and/or another set up is needed for a new patient, the candidate can exchange them for a sterile replacement.

VCU School of Dentistry accepts MasterCard, Discover and Visa. No items will be rented to a candidate if their credit card is not honored to cover the rental fee. The candidate's credit card will be charged on the Monday following completion of the exam during normal business hours. You may arrange your rental prior to the exam by contacting Mr. Robert Bowman, IMS Manager, at (804) 828-1508 or rtbowman@vcu.edu. The ADEC units are equipped with two six-hole hand piece tubings. Both tubings are power optic (not fiber optic). A 2, 4 or 6 hole handpiece configuration will work. A 5-hole handpiece configuration will not work. These tubings accommodate Brasseler NSK hand piece couplers, one high speed with water and one slow speed with water. If you remove the coupler (which is not permitted) from this tubing, your fiber optic handpiece will not work. **ANY QUESTIONS PLEASE CONTACT Mr. Bob Troxell at (804) 828-0709 or Mr. Jim Coon at (804) 828-1599.**

STERILIZATION

All Instruments Used To Provide Patient Care Must Be Sterilized. Candidates are to bring sterile instruments to the examination. If a candidate needs to have their instruments sterilized, the VCU School of Dentistry will provide sterilizing bags and all sterilizing procedures. The VCU School of Dentistry accepts no responsibility for lost or damaged instruments. Rented hand pieces must be returned daily for sterilizing. Failure to return hand pieces daily will prompt a notification to the Chief Examiner who will contact the candidate. Any attempt to use a hand piece that has not been sterilized will result in an automatic failure.

CLINIC EQUIPMENT

- A. Clinic operatories have air, gas and electrical outlets.
- B. While all operatories can be easily converted to accommodate left-handed operatories, certain operatories are designated as left-handed because the operatories have the sink and countertop on the left side (operator side).
- C. The school has a limited number of curing lights. You are encouraged to bring this item with you to avoid costly delays.
- D. The school provides operator chairs for dental candidates and assistant stools for auxiliary. These are NOT to be removed from the operatory.
- E. Equipment and personal items cannot be left in the operatories. No lockers or storage areas are available and the school is not responsible for lost or stolen articles.
- F. THE SCHOOL DOES NOT PROVIDE ULTRASONIC SCALING UNITS OR TIPS. THE OPERATORY ACCOMMODATES THE DENTSPLY CAVITRON AND THE TITAN “S” SONIC SCALER. Four-hole tubing is in the unit for adapting the Titan “S” sonic scaler. A ¼” male quick disconnect should be on the water hose of the cavitrons for hook-up.

EQUIPMENT MALFUNCTIONS

If you experience a malfunction of any operatory or laboratory equipment, report it to the clinic dispensary personnel immediately. A dental equipment technician will be sent to your area.

PPE and EXPOSURE CONTROL GUIDELINES

Universal barrier protection including full personal protective equipment is required during all direct patient contact. These protective barriers include the use of gloves, face masks, OSHA-acceptable eyewear, and protective clothing (disposable clinic gowns). THE DENTAL SCHOOL WILL NOT PROVIDE PROTECTIVE EYEWEAR.

Surface asepsis: Use a spray-wipe-spray technique to disinfect the patient chair, unit hoses, hand-operated controls on the chair, dental unit controls, air-water syringe and bracket, HVE handle, provider console and all working surfaces. Barrier coverings must be placed over surfaces that are frequently touched (i.e. lamp handles, headrests, bracket table, 3-way syringes and counter tops). The centrally-located supply stations contain these barriers for clinic use. Gold-colored memos are posted on each operatory wall with usage guidelines.

Hazardous waste disposal: Cotton rolls, gauze, gloves and other items that are saturated with blood or are heavily blood-tinged must be placed in the red biohazard bag located in each clinic area.

Sharps disposal: needles, blades, other sharps incl. anesthetic carpules MUST be disposed of in the red sharps containers located in each operatory. Amalgam disposal: containers for amalgam scraps are located on the wall within each cubicle.

MEDICAL EMERGENCY PROCEDURES

1. Recognize that an emergency exists
2. Call for help
3. Begin emergency care
4. Notify the attending clinician, clinical staff, or dispensing clerk

Clinical Staff or Dispensing Clerk will then:

1. Notify OMFS Clinic 828-3902 8:00 AM to 4:30 PM Monday through Friday
2. Before 8:00 a.m. or after 4:30 p.m. and weekends call Richmond EMS 9-911
3. Dispensing clerk or designated person retrieves the red emergency kit and oxygen
4. Give appropriate emergency care
5. Refer to Management of Medical Emergencies Procedures for more detailed information on handling emergencies
6. VCU SoD's specific Occupational Exposure Protocol is posted in each clinic and must be followed for all needle-stick and sharps injuries

GENERAL INFORMATION

- A. The dental exam orientation will be given on either the 3rd floor of the W. Baxter Perkinson building located at 1101 East Leigh Street in conference room Perkinson 3121, or on the 4th floor of the Lyons Building located at 520 N. 12th Street in room Room 424.
- B. Operatory assignments are determined by the licensure agency and any necessary directions will be given at the orientation session.
- C. Questions regarding the process, protocol, and policies of the CITA/ADEX Clinical Licensure Exam should be directed to the Council of Interstate Testing Agencies (CITA). CITA is the agency that will be administering the ADEX examination.
- D. VCU SCHOOL OF DENTISTRY IS ONLY A HOST TESTING FACILITY AND HAS NO INFORMATION ON THE CONDUCT OF THE LICENSURE BOARD EXAMINATION.

HENRY SCHEIN DENTAL STORE

The Henry Schein dental supply store located in the basement of the Lyons Building at the dental school is open Monday through Friday 8:00 a.m. to 4:30 p.m. and is closed on Saturdays.