

**UNIVERSITY OF NORTH CAROLINA SCHOOL OF DENTISTRY  
MANNING DR, CHAPEL HILL, NC  
INFORMATION FOR CANDIDATES FOR  
2017 ADEX DENTAL EXAMINATIONS**

**Revised: 09-01-2016**

**PLEASE READ!**

The information contained in this document is designed to assist the candidate with taking the American Board of Dental Examiners (ADEX) Dental Examination administered by Council of Interstate Testing Agencies Inc. (CITA) hosted by the UNC School of Dentistry. The information, protocols, and policies contained herein are formulated solely by the administration of the UNC School of Dentistry.

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## SCREENING PATIENTS AND RADIOGRAPHS

The School of Dentistry is NOT available for screening patients and obtaining radiographs except in emergency situations after the examination begins. If an emergency (or Floor Monitor-requested) radiograph is required, there is a \$10.00 charge for each per apical radiograph, and the candidate is responsible for payment of this fee at the time the radiograph is taken. Radiographs must be printed for this exam location per the exam manual.

## DENTAL UNITS

Dental units at the UNC School of Dentistry are equipped with Midwest (Manikin Simulation Lab) or NSK (Clinical Operatories), fiber optic hoses with quick disconnects. UNC is an all-digital school. The school uses MiPACS. Light boxes will not be available in the Dental units. If a light box will be needed, then the candidate must bring their own. This site requires printed radiographs per the CITA manual.

## INSTRUMENTS AND STERILIZATION

UNC provides all of the instrumentation and supplies necessary to complete the exam (see list provided below).

Candidates who wish to bring their own instruments, in lieu of using the School's, must make a reservation to bring them to UNC to have them sterilized prior the exam, *even if your instruments have been sterilized previously*. All instruments or cassettes must be checked for marking and engravings. Any markings or engravings must be covered with tape prior to sterilization. **Also, candidates are responsible for repackaging, for transportation, and sterilization of the instruments they provide for use during the exam. UNC does not sterilize candidate owned instruments after completion of the exam.**

**All Candidates must contact Lisa Clement [lisa\\_clement@unc.edu](mailto:lisa_clement@unc.edu)**, during the dates listed below:

- 1) To confirm you will be using instruments provided by UNC, **OR**
- 2) To make reservations to drop off your own instruments for sterilization, in lieu of using instruments provided by UNC.

Candidate requests will be granted only if they contact the School during these dates. Please do not call the CITA office regarding instrument sterilization, you must contact the school.

Examination Date	Deadline for Contacting the School
February 17-18, 2017	Between January 23-27, 2017
April 21-22, 2017	Between March 27-31, 2017

For the duration of the exam, Technicians will be available in the dispensaries to help with any other supplies need for the exam.

[We ask all candidates to bring their own safety glasses for the candidate and patient. UNC School of Dentistry will not have safety glasses to loan or sell.](#)

*The instruments listed below are provided by UNC. It is strongly suggested that if the candidate is familiar with a certain instrument or bur not referenced here that he/she provide such instrument or bur to be sterilized, during the specified sterilization period, for use during the exam.*

Cavitron Units, plus standard tips are provided in each clinical operatory.

## **Patient-based Restorative Procedures Examination Equipment and Instruments**

### **Exam Tray (MARKED EX)**

Mirror  
 UNC 15 Probe  
 2A Explorer  
 17/23 Explorer  
 13/14 Columbia  
 Cotton Pliers  
 Hu-Friedy Cassette

### **Rubber Dam (MARKED RD)**

Rubber Dam Forceps  
 Standard clamps  
 Frame  
 Curved Scissors

### **Operative Tray (MARKED OP):**

Iris Scissors  
 Hemostat  
 Amalgam Well  
 Amalgam Carrier  
 Matrix Retainer  
 Syringe  
 Bard Parker #3 Handle Knife  
 110 Pliers  
 Mirror  
 Mirror  
 2 A Explorer  
 17/23  
 UNC 15 Probe  
 42/43 Black spoon  
 70/71 Spoon  
 8/9 Hatchet

MT 29  
 MT 28  
 UNC Hoe 101  
 Dycal Spatula  
 FP 1  
 Mini 3  
 Flex CIGFT 1  
 AC 1 Small Condenser  
 AC 2 Large Condenser  
 26/28 Ball Burnisher  
 Large Discoid 3/6  
 Small Discoid 4/5  
 ½ Hollenbeck  
 34/35 Amalgam Knife  
 Cotton Pliers  
 Paper Forceps

### **Bur Kits**

#### **Amalgam Prep / Polish Kit Burs**

Brownie	260.10 M Flame
Greenie	D830-009
White Stone	169L
Green Stone	245
4 Slow latch	271
6 Slow latch	4RD HSP
8 Slow latch	2RD HSP
41UF018	1RD HSP
379UF018	¼ RD HSP
246LUF012	862C STUMP
7901	

#### **Operative Burs:**

OP1  
 OP 330  
 ¼  
 7903  
 OP2  
 260.10 F  
 1RD HSP  
 7006  
 OP245  
 2RD HS

*Other miscellaneous diamonds and carbides are available on request*

### Composite Supplies

Needle guards  
Wedges (orange, green, yellow and blue)  
Xylocaine  
Rubber Dam  
Dental Floss  
Needles  
Gauze 2x2  
Dental rolls  
Matrix bands  
Articulating paper holder  
Articulating paper  
Etch with tip  
POH floss  
OptiBond Solo  
Micro Brushes  
Tooth picks  
Mixing well  
Point & Cups  
Clear matrix strips  
Finishing & polishing strips  
White paper gowns  
12 Blade  
Topical Anesthetic  
Composite material

### Additional Supplies

Rubber Dam punch  
Temp materials

Shade guide  
PCV-12 Probe (Williams Probe)

### Amalgam supplies

Needle guards  
Wedges (orange, green, yellow and blue)  
Xylocaine  
Rubber Dam  
Dental Floss  
Needles  
Gauze 2x2  
Dental rolls  
Matrix bands  
Articulating paper holder  
Articulating paper  
Tooth picks  
White paper gowns  
Topical Anesthetic  
Sybralloy Amalgam  
Dispersalloy Amalgam

# Patient-based Periodontal Procedures Examination Equipment and Instruments

## Exam Tray (MARKED EX):

Mirror  
UNC 15 Probe  
2A Explorer  
17/23 Explorer  
13/14 Columbia  
Cotton pliers  
Hu-Friedy Cassette

## Scale Tray (MARKED SC):

Mirror  
17/23 Explorer  
½ Gracey  
11/12 Gracey  
13/14 Gracey  
13/14 ColumbiaSH 6/7 Scaler  
411/415 Scaler 11/12 Explorer

Nabors Probe  
Anesthetic Syringe  
Plastic Test Stick  
Sharpening Stone  
Cotton Pliers  
Hu-Friedy Cassette

## Additional Supplies

Dental Floss  
Gauze 2X2  
Needles  
Coarse Prophy Paste  
PCV-12 Probe (Williams Probe)

Needle Guard  
Prophy Angle Cup  
Prophy Angle Brush  
Xylocaine

White Paper Gowns  
Apron Plastic Throw  
Masks/Gloves  
Nurse Cap

## Manikin Based Examination Equipment and Instruments

CITA will provide a CITA Typodont to all candidates. The units in the simulation lab are equipped like those in the clinical operatories. They have Midwest four-hole fiber optic hoses with quick disconnects. Laboratory Instruments will be issued by the Preclinical Laboratory assistant, (Simulation Lab 1405, Koury Bldg.) Questions regarding instruments can be directed to **Tammy Collins at (919) 537-3302, or email: tammy\_collins@unc.edu**

### Important

Immediately following procedure, all headpieces and instruments must be returned to the Preclinical Laboratory assistant, in Simulation Lab 1405, Koury Oral Health Sciences Building.

### Lab Operative Kits ( ENDO AND PROS)

Mirror	Endo Ruler	8/9 Hatchet
2A Explorer	5/7 Plugger	AC-2 Condenser
17/23 Explorer	# 32 Excavator	Silver Bard Parker
Endo Explorer	Glick 1	Chisel 101
UNC 15 Probe	Cotton Pliers	Boley Gauge

### ENDO PACK

Rotary Handpieces  
Motors for Waveone

#### **Endo Sponge containing:**

25C Files 6, 8, 10  
Stainless Steel K files 25mm 15 and 20  
Vortex Blue 25mm 20, 25, 30, 35, 40, 45, 50  
Niti finger spreaders 25mm 25  
Waveone SZ 20/25mm

#### **Bur Kits**

285.5C football diamond or equivalent  
782.8C round taper diamond or equivalent  
2 round carbide  
4 round carbide  
169L carbide  
781.8C round end taper diamond or equivalent  
253. SC gold diamond or equivalent  
258. SB gold diamond or equivalent  
TGE 1.4F end cutting diamond or equivalent  
252. SC gold diamond or equivalent  
254. Sc gold diamond or equivalent  
8878K 016 smoothing diamond

\*(120c small round diamond will be made available apart from the kit)\*

*Other miscellaneous diamonds and carbides are available upon request*

#### **Bur Packs containing:**

Friction Grip high speed #2 and #4  
Latch Surgical length slow speed #4 and #6  
Endo Z friction grip

#### **Rubber Dam kits containing:**

Rubber Dam Frame  
Rubber Dam Forcep  
Rubber Dam clamps #2 (2 each) and 26 N  
Rubber Dam  
Irrigating Syringe

#### **Rubber Dam Kits**

Rubber Dam Punch  
Rubber Dam Frame  
Curved Scissors  
Rubber Dam Clamps (7)  
W2  
W4  
W8  
W27  
W56  
212

Miscellaneous items available:

Lab Putty for Stints

Gutta Percha Master Cones 35-60 (.04)

Gutta Percha Accessory Points sz. 20

AH Plus Sealer

Paper Points Med and Fine

Cotton Pellets

RC Prep

Endo stoppers

Dental Floss

Alcohol Gauze

Rubber Dam Punches

Matrix Bands

Gloves

Masks

# INFECTION CONTROL POLICIES AND PROCEDURES TO BE FOLLOWED DURING THE EXAM

## PREPARATION AND DISINFECTING OF OPERATORIES

- A. Clean-up and aseptic preparation of operatory is required according to the protocol outlined below, immediately following each patient encounter. Adherence to these procedures will insure that all operatories will be left in an aseptic and sanitary condition and that minimal preparation of the operatory will be required before seating a new patient.
- B. Use plastic covers for the bracket tray, dental chair, air/water syringes, hand pieces, suction hose handles and accessory arm. These covers provide the most effective protection from chemicals and microbes. Items so covered do not require surface disinfection after patient treatment unless the integrity of the cover has been compromised.
- C. Preparation of operatories shall be performed in accordance with the following sequence of activities.
  - 1. Each operatory shall be stocked with the following items:
    - a. paper towels
    - b. liquid antiseptic hand soap
    - c. bottle of disinfectant spray or wipes
  - 2. Within each clinical area, the following items are available:
    - a. plastic covers for bracket tables, dental chairs, air/water syringes, hand pieces, suction hose handles and accessory arm
    - b. wrap for lamp handles
    - c. disposable treatment gloves and masks
    - d. patient napkins
    - e. disposable tray covers
    - f. disposable saliva ejectors and suction tips
    - g. cotton rolls, gauze, etc.
    - h. protective needle shields
    - i. puncture-resistant container for sharps disposal
    - j. cups and antimicrobial mouth rinse
  - 3. Upon entering the operatory, place the rheostat on the floor, place full water bottle on unit, turn on the main switch and lower the dental chair. Remove watches and jewelry from hands and store in a safe place.
  - 4. Wash hands with antiseptic soap, lather and rinse two times. Use a paper towel to avoid direct contact with the faucet handles. Put on disposable treatment gloves.
  - 5. Push suction tip, air/water syringe and saliva ejector through the small plastic cover so that the tips protrude through the cover.



6. Test air/water syringe and suction to ensure unit activates. If plastic cover blocks activator switch in holder, simply pull plastic away from switch. Flush water through air/water syringe and hand piece for 30 seconds.
  7. Re-hang hand piece hoses and air/water syringe in their supports.
  8. Place disposable napkin on surface of mobile cabinet. Set out sealed instrument cassette and supplies for the entire treatment procedure on the covered bracket table and covered mobile cabinet. Remove radiographs and information from the patient chart. Place in appropriate location in the operatory. Remove disposable gloves.
  9. Seat the patient in the operatory. Patient use of an antiseptic mouthwash is recommended prior to treatment for reduction in patient oral bacterial count.
  10. Put on mask and eye covering. Wash hands, put on disposable treatment gloves. Open sealed instrument cassette without contaminating instruments. Place slow, color-change sterilization indicator strip on the unit with instruments. Retain paper instrument cassette wrap.
- D. Clean-up and disinfecting of the operatory shall be performed according to the following sequence of activities after dismissing the patient from the operatory: [Do not disinfect surfaces and items covered with plastic drape unless the plastic cover was torn during treatment.]
1. Wash hands with antiseptic hand soap. Rinse, dry, and put on disposable treatment gloves. Place cotton rolls, air/water syringe tip, and other disposable items from the bracket table into the inverted plastic covering the dental chair and discard.
  2. With needle shield in place, remove covered needle from anesthetic syringe. Discard needle, anesthetic carpule, and all other sharp disposable items into puncture-resistant container.
  3. Account for all instruments originally found on the cassette. Return instrument cassette to paper wrap and set aside.
  4. Spray disinfectant into a paper towel and wipe any used bottles and containers then wipe dry with paper towel.
  5. Flush water through hand piece into sink or trash containers for 30 seconds. Remove hand piece. Remove and discard plastic covers from air/water syringe, hand piece hoses, and suction hose from the supports on the unit. Discard suction and saliva ejector tips. Place three towels in the seat of the dental chair. Lay air/water syringe, hand piece hose, and suction hose ends on paper towel on the dental chair and wipe with disinfectant.
  6. Invert, remove, and discard plastic drape from bracket table. Remove and discard the lamp handle foil and the patient napkin covering mobile cabinet.

7. Wet paper towel with disinfectant spray and wipe lamp switch, lamp face, and controls that were not covered with plastic drape. DO NOT SPRAY CONTROLS DIRECTLY. Wipe surface of the mobile cabinet, uncovered arms of dental chair, exposed drawer handles, radiographic view box and switch. Discard wet paper towels.
8. Wipe faucet handles, sink counter top, and trash disposal openings with disinfectant and wipe dry with paper towel. Discard towel, re-spray areas with disinfectant, and leave damp.
9. Wipe items of clinical equipment to be returned to the dispensary with disinfectant. Let stand for 3 minutes, then wipe dry.
10. Remove treatment gloves. Discard in operatory trash bin. Wash hands with antiseptic hand soap, rinse, and dry with paper towel.
11. Place a clean saliva ejector, air/water syringe tip and suction tip into their hoses and cover with plastic drapes.
12. Re-bag the accessory arm.
13. Re-hang the hoses in their supports.
14. Cover the back of the dental chair with plastic drape. Cover lamp handles with foil. Cover the bracket table with plastic drape and place paper tray cover on top.
15. Raise the dental chair to its highest position. Hang up the rheostat on the dental unit or lay in patient chair on paper towel. Turn off the main switch.
16. Empty water bottle and invert on paper towel.
17. Return UNC owned instruments to the dispensary for sterilization. If candidate owned instruments were brought in, disinfect, wrap in paper towels and remove from clinic.

## TREATMENT OF INSTRUMENTS

- A. Only sterile instruments and hand pieces may be used in patient treatment.
- B. **UNC Owned instruments:**  
Rinse instruments in the operatory and remove excess cement and gross accumulation of debris. Instruments should be placed back in the cassette in a neat and orderly fashion. **At the end of the exam, please return all UNC owned instruments, cassettes, bur caddies, hand pieces, and attachments in the original blue wrap or peel pack, to the check-in area adjacent to the Dispensary.**

**Candidate owned instruments:**

UNC does not sterilize candidate owned instruments after the exam. It is the candidate's responsibility to clean and package their tools for transportation and ensure that they are properly sterilized after completion of the exam.

## OTHER FACILITY RULES

In order to ensure a smooth-running examination, it is essential that you strictly adhere to the following rules, procedures and guidelines:

### Parking

Patient & candidate parking is available in the UNC Hospital Dogwood parking deck across the street from the School of Dentistry on Manning Drive. Parking fees are \$1.50 per hour maxing out at \$10/day. The GPS address for this deck is 318 Mason Farm Rd., Chapel Hill, NC 27599 but this will take you to the back entrance of the deck. Please note that the main access into the deck is located on East Drive. A map is provided at the link below. For complete directions, visit <http://www.dentistry.unc.edu/maps/>.

### Access to the Facility

Please use the main Tarrson Hall entrance for easiest access to the exam facilities. This is the entrance closest to the Dental School covered walkway from the parking decks.

You will be allowed to enter the School of Dentistry after 6:15am; however, candidates will NOT be allowed into the clinics until after registration has concluded. The School will be locked each night at 7:00 p.m.

### Storage of Instruments and Supplies

You are reminded that there are no provisions for storing instruments, equipment, supplies and personal belongings at the Dental School, either overnight OR during the day. The School does not have space available for storage. If you leave items at the School during the examination period, you do so at your own risk!

## **Smoking, Food and Beverages**

Smoking is not permitted within the School of Dentistry. For reasons of health and sanitation, food and beverages are not permitted in patient waiting rooms or in the clinical care areas at any time. Please ensure that your patients and assistants are informed of these rules. This policy is particularly important since we will be using the new facilities at the Dental School.

## **Messages**

A message board will be located on the third floor of Tarrson Hall, near the dispensary where telephone messages will be posted. Messages may be left by calling (919) 966-2757. Candidates are responsible for checking the board periodically for messages.

## **UNC SCHOOL OF DENTISTRY FACILITIES ONLY INQUIRIES**

Questions or concerns related to the information in the document, facilities, policies and/or fees charged by the School of Dentistry may be directed to Lisa Clement ( [lisa.clement@unc.edu](mailto:lisa.clement@unc.edu)).

## **CITA/ADEX EXAMINATION INQUIRIES**

UNC School of Dentistry representatives are not able to answer exam specific questions.

All exam specific questions must be directed to the CITA offices at: 866-678-9795.