

**GUILFORD TECHNICAL COMMUNITY COLLEGE
DENTAL HYGIENE PROGRAM
INFORMATION FOR CANDIDATES FOR
CITA ADMINISTERED ADEX DENTAL HYGIENE EXAMINATION**

Revised: 8/28/2017

PLEASE READ!

The intent of the information contained within this document is to assist the candidate with taking the Council of Interstate Testing Agencies (CITA) administered ADEX Dental Hygiene Licensure Examination. Questions related to the information in this document or to the facilities and policies of GTCC Dental Hygiene Program may be directed to the office of the Program Director for Dental Hygiene, Michelle Martin, at msmartin@gtcc.edu or (336) 334-4822 ext. 50347.

PARKING

Free, limited patient & candidate parking is available in the Dental Patron Parking Lot. There is additional free parking in Lot A and Lot C near the Dental Science Building

ULTRASONIC USE AND INSTRUMENT STERILIZATION

Any candidate who wishes to use a Cavitron may either bring their own OR contact Michelle Martin at msmartin@gtcc.edu between the dates of **September 4 and September 13, 2018**. The School does have a limited number of units available to be reserved on a first-come, first-served basis at no charge. There is NO provision to borrow, rent, or otherwise secure additional instruments (including ultrasonic insert tips and prophylaxis handpieces/motors) before or during the exam at GTCC. Please do not call the CITA office regarding ultrasonic use and/or sterilization,

We ask all candidates to bring their own safety glasses. If you have safety glasses for patient use, this is advisable.

Candidates are required to have their instruments sterilized at the School, even if instruments have been sterilized previously. Candidates must contact Michelle Martin at msmartin@gtcc.edu or (336) 334-4822 ext. 50347 between the dates of **September 4 and September 13, 2018**, to make arrangements to drop off instruments for sterilization. **Candidates should not email or call before September 4 or after September 13.** Candidates should be aware that all instruments, Cavitron tips, etc., can be packaged together in a single 12 X 15 sterilization clearvue bag. GTCC will provide the 12 X 15 bags for you. All bags should be clearly labeled with only your candidate number.

SCREENING PATIENTS AND RADIOGRAPHS

The GTCC Dental Hygiene Program is NOT available for screening patients and obtaining radiographs except in emergency situations or as requested by a Floor Monitor after the examination begins.

DENTAL UNITS

Dental units at GTCC Dental Hygiene Program are equipped with ADEC traditional two-hole connectors for slow-speed handpieces.

Local anesthesia is not allowed at this exam site. Only topical anesthesia will be permitted.

SUPPLIES AVAILABLE

Dental floss	Disposable gown
2 X 2 gauze	Mask, gloves
Coarse prophylaxis paste	Patient napkins
Disposable prophylaxis angle	Saliva ejector
High volume suction tip	Bonnet
Disposable air/water syringe tips	

INFECTION CONTROL POLICIES AND PROCEDURES FOR 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, handpieces, 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. packet of disinfectant wipes
 - d. plastic covers for bracket tables, dental chairs, air/water syringes, handpieces, suction hose handles and accessory arm
 - e. sticky barriers for lamp handles
 - f. disposable treatment gloves
 - g. puncture-resistant container for sharps disposal
 2. Upon entering the operatory, place the rheostat on the floor, turn on the main switch and lower the dental chair. Remove watches and jewelry from hands and store in a safe place.

3. Wash hands with antiseptic soap, lather and rinse. Use a paper towel to avoid direct contact with the faucet handles.
 4. Push suction tip, air/water syringe and saliva ejector through the small plastic cover so that the tips protrude through the cover.
 5. 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 for 30 seconds and through Cavitron handpiece for 2 minutes.
 6. Re-hang handpiece hoses and air/water syringe in their supports.
 7. Place disposable napkin on surface of adjacent cabinet. Set out sealed instrument cassette and supplies for the entire treatment procedure on the covered bracket table and covered cabinet if necessary. Remove radiographs and information from the patient chart. Place in appropriate location in the operatory. Wash hands with antiseptic soap, lather and rinse.
 8. Seat the patient in the operatory. Patient use of an antiseptic mouthwash is recommended prior to treatment for reduction in patient oral bacterial count.
 9. Put on mask and eye covering. Wash hands, put on disposable treatment gloves. Open sealed instrument cassette without contaminating 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 compromised 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. Discard any sharps items including Oraqix dispensing cannula into puncture-resistant container.
 3. Return instrument cassette to paper wrap and set aside.
 4. Use a disinfectant wipe and wipe any used bottles and containers then wipe dry with paper towel.
 5. Remove and discard plastic covers from air/water syringe and suction hose from the supports on the unit. Discard suction and saliva ejector tips. Disinfect air/water syringe, handpiece hose, and suction hose ends.

6. Invert, remove, and discard plastic drape from bracket table. Remove and discard the lamp handle barriers and the patient napkin covering stationary cabinet.
7. With a disinfecting wipe, clean lamp switch, lamp face, and controls that were not covered with plastic drape. DO NOT SPRAY CONTROLS DIRECTLY. With a disinfecting wipe, wipe surface of all exposed cabinetry, uncovered arms of dental chair, exposed drawer handles, radiographic view box if utilized and switch. All exposed or compromised surfaces need to be wiped twice. Allow disinfectant to dry after first wipe before beginning 2nd wipe procedure.
8. Wipe faucet handles, sink counter top, and trash disposal openings with disinfectant. Allow to dry and wipe a 2nd time.
10. Remove treatment gloves. Discard in operatory trash bin. Wash hands with antiseptic hand soap, rinse, and dry with paper towel.
11. Raise the dental chair to its highest position.

TREATMENT OF INSTRUMENTS

- A. Only sterile instruments and handpieces may be used in patient treatment.
- B. Rinse instruments in the operatory and remove excess gross accumulation of debris You may obtain a clean clearvue bag to transport instruments from the exam facility.

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:

ACCESS TO FACILITY

You will be allowed to enter GTCC Dental Hygiene facility after 6:45 a.m. The School will be locked 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 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 on the GTCC campus or within the School of Dental Hygiene. 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. Ensure that your patients and assistants are informed of these rules.