

**UNIVERSITY OF NORTH CAROLINA  
SCHOOL OF DENTISTRY  
Manning Drive, Chapel Hill, NC  
CANDIDATE INFORMATION  
CITA Hygiene Exam**

**JUNE 2 & 3, 2017**

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The information contained in this document is designed to assist the candidate with taking the Council of Interstate Testing Agencies (CITA) dental hygiene licensure examination. 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 UNC School of Dentistry is NOT available for screening patients and obtaining radiographs. The only exception would be an emergency situation after the examination begins. If an emergency (or Floor Monitor-Requested) radiograph is required, there is a \$10.00 charge for each periapical radiograph, and the candidate is responsible for payment of this fee at the time the radiograph is taken.

## DENTAL UNIT EQUIPMENT

Dental units at the UNC School of Dentistry are equipped with 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 is needed, the candidate must bring their own. This site requires printed radiographs per the CITA manual.

## INSTRUMENTS AND STERILIZATION

UNC provides instrumentation and supplies necessary to complete the exam (see list below), including Cavitron units in each clinical operatory. Candidates may opt to use their own instrumentation instead (see info below). We ask all candidates to bring their own safety glasses for themselves and the patient. UNC School of Dentistry will not have safety glasses to loan or sell.

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

### List of Instruments and Supplies Provided by UNC:

Cavitron Units, plus standard tips:

Exam Cassette:

- 1) Mirror
- 2) UNC 15 Probe
- 3) Nabors Probe
- 4) 2A Explorer
- 5) 11/12 Explorer
- 6) 13/14 Columbia
- 7) Cotton Pliers
- 8) Cassette

Scaling Cassette:

- 1) Mirror
- 2) Nabors probe
- 3) PCV-12 probe
- 4) 11/12 Explorer
- 5) 1 / 2 Gracey
- 6) 11/12 Gracey

- 7) 13/14 Gracey
- 8) 13/14 Columbia
- 9) 411/412 Scaler
- 10) SH6/7 Scaler
- 11) 34/35 Jacquette
- 12) Cotton Pliers
- 13) Sharpening Stone
- 14) Plastic Test Stick
- 15) Cassette

Instruments:

PVC-12 Probes (Williams Probes)

Supplies:

- Dental floss
- Gauze 2x2
- Coarse Prophylaxis Paste
- Prophylaxis Angle Cup
- Prophylaxis Angle Brush
- White Paper Gown
- Disposable Plastic Apron
- Masks
- Gloves
- Nurse Cap

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 to the exam, *even if your instruments have been sterilized previously*. All instruments or cassettes must be checked for markings 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 week of **May 8<sup>th</sup>-12<sup>th</sup>, 2017** to:

- 1) 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.

Candidates should not email prior to or after the dates listed above. Also, please **DO NOT** contact the CITA office regarding instrument sterilization -- you must contact the school.

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

### PREPARATION AND DISINFECTING OF OPERATORIES:

- A) Clean-up and aseptic preparation of the 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 cups
    - 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 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 cart. Remove radiographs and information from the patient chart. Place in appropriate location in operatory. Remove disposable gloves.

9. Sit the patient in the operatory. Patient use of 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-changing sterilization indicator strip on the unit with instruments. Retain paper instrument cassette wrap/peel pak.
- 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 or items covered with plastic drape unless the plastic 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. Account for all instruments originally found on the cassette. Return instrument cassette to paper wrap and set aside.
  3. *Spray disinfectant into a paper towel and wipe any used bottles and containers then wipe dry with paper towel.*
  4. 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.
  5. Invert, remove, and discard plastic drape from bracket table. Remove and discard the lamp handle foil and the patient napkin covering mobile cabinet.
  6. 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.
  7. 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.
  8. Wipe items of clinical equipment to be returned to the dispensary with disinfectant. Let stand for 3 minutes, then wipe dry.
  9. Remove treatment gloves. Discard in operatory trash bin. Wash hands with antiseptic hand soap, rinse, and dry with paper towel.
  10. Place a clean saliva ejector, air/water syringe tip and suction tip into their hoses and cover with plastic drapes.

11. Re-bag the accessory arm.
12. Re-hang the hoses in their supports.
13. 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.
14. 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.
15. Empty water bottle and invert on paper towel.
16. Return instruments belonging to UNC to the dispensary for sterilization inside the tray wrapped in original blue wrap/peel pak. If your own instruments were brought in, disinfect, wrap in paper towels and remove from the clinic.

## TREATMENT OF INSTRUMENTS

**A.** Only sterile instruments and hand pieces may be used in patient treatment.

**B. UNC Owned instruments:**

Rinse instruments (DO NOT RINSE DENTAL HANDPIECE) 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 instruments, cassettes, bur caddies, hand pieces, and attachments in the original blue wrap or peel pak, to the check-in area adjacent to the Dispensary.**

**Student 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 and Directions

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 Facility

You will be allowed to enter the School of Dentistry after 6:45 a.m. through the main Tarrson Hall entrance (closest to the parking deck pedestrian bridge). 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.

### 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) 537-3836. 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 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.