

**VCU School Information for
DENTAL HYGIENE
Licensure Board Candidates**

2017 ADEX Dental Hygiene Examination

**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

The School of Dentistry 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 Hygiene Licensure Board Candidates. If additional information is needed after reading this handbook, please contact:

Lori Turner, 804-828-7354

lturner6@vcu.edu

or

Tammy Swecker BSDH, M.Ed, 804-828-9096

tkswecker@vcu.edu

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/From 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

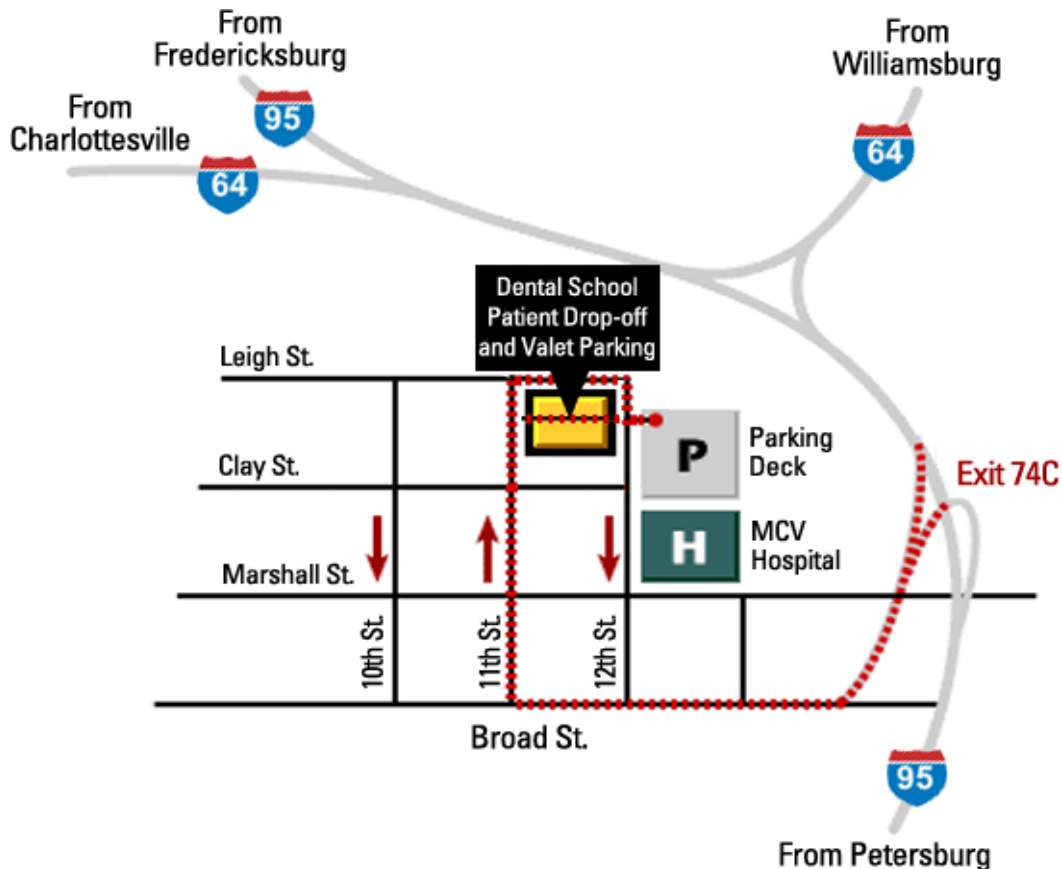
Hertz Rent-A-Car (800) 654-3131

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 hotels/motels, and 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
(Non shuttle - 8 block walk to the Dental School)
1200 East Cary Street
Richmond, Virginia 23219
(804) 780-1300

Commonwealth Park Suites Hotel at Capital Square
(No shuttle - 4 block walk to the Dental School)
Re-opening Dec. 2016
901 Bank Street
Richmond, Virginia 23219
(888) 343-7301

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

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

Richmond Marriott Hotel
(No shuttle - 10 block walk to the Dental School)
500 East Broad Street
Richmond, Virginia 23219
(804) 643-3400 A ten block walk to the Dental School no shuttle service

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

VCU DENTAL HYGIENE EXAMINATION DATES, FACILITIES AND SERVICES

2017 Dates and Times - VCU CITA administered ADEX Dental Hygiene Examination

CITA/ADEX Dental Hygiene Exam:

- a. Registration – Friday, March 31, 2017 in Perkinson 3105 (CITA provides time based on session)
- b. Hygiene Clinical Exam – Friday, March 31, 2017 in the Wood Clinic

CITA/ADEX Dental Hygiene Exam:

- a. Registration – Friday, May 19, 2017 in Perkinson 3105 (CITA provides time based on session)
- b. Hygiene Clinical Exam – Friday, May 19, 2017 in the Wood Clinic

Local anesthesia is allowed at this exam site. See manual for guidelines and required documentation.

1. Building Access Hours

The buildings will be open from 6:00 a.m. to 6:30 p.m. during the American Dental Examination (ADEX), unless otherwise requested by the examiners.

2. 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 at 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.

3. 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.

4. 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.

INTERPRETERS

Patients who need interpreters must be registered through CITA. Interpreter Forms can be found on the CITA website. Full directions are listed on the form.

PATIENT SCREENING FOR NON-VCU CANDIDATES

The 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, Manager**; Patient Accounts at (804) 828-0789 or by e-mail at parrisjd@vcu.edu. **NO TREATMENT OTHER THAN SCREENING (clinical and radiographic examination) WILL BE PERMITTED.** You must register your patients with Mr. Parris prior to screening them.

Screening will be available the week before testing, please contact Lori Turner at (804) 828-7354 or by e-mail at lturner6@vcu.edu

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

RADIOGRAPHS

The VCU School of Dentistry only offers digital radiography capabilities. Conventional film imaging and film developing capabilities are not available. For any questions concerning Radiographs and Digital Radiographic capabilities at the School of Dentistry, please contact **Ms. Lynn Legg** at (804) 828-0714 or by email: lmlegg@vcu.edu.

Since the school is 100% digital, all Dental Hygiene candidates who are taking their exam at the VCU School of Dentistry will need to bring their radiographs printed on 8 ½ x 11 photographic paper. Details on radiographs and how to label them can be found in the candidate manual.

For non-VCU Candidates: your patient radiographs should be taken prior to arriving at the VCU School of Dentistry. 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 the 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; Bitewings- 2 films, \$30.00; Bitewings-4 films, \$45.00; Periapicals-1st, \$20.00, each additional \$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.

INSTRUMENTS AND HANDPIECES

The VCU School of Dentistry will RENT instrument kits, Brasseler (High & Low Speed) hand pieces, ultrasonic scalers and tips only.

The cost for equipment rental is as follows:

Instrument kits - \$300.00/per kit

Ultrasonic scalers - \$150.00

Hygiene hand pieces - \$100.00

SUPPLIES

The following clinic supplies will be furnished:

<i>Autoclave Tape</i>	<i>Local Anesthetic</i>
<i>Breath Freshener</i>	<i>Lubricant (Vaseline/surgi-lube)</i>
<i>Chair Covers</i>	<i>Masks (earloop, tie, molded face)</i>
<i>2 x 2 Cotton Squares</i>	<i>Mouthwash</i>
<i>Cotton Swabs</i>	<i>Needles; Short and Long</i>
<i>Disposable Evacuator Suction & Air Wtr Syringe Tips</i>	<i>Paper Towels</i>
<i>Disposable Gowns (regular – large)</i>	<i>Polishing Materials/Restor.</i>
<i>Disinfectant</i>	<i>Prophy Angles (disposable)</i>
<i>Dri-angles</i>	<i>Prophy Paste</i>
<i>Drinking Cups</i>	<i>Soap</i>
<i>Facial Tissues</i>	<i>Saliva Ejectors</i>
<i>Floss (unwaxed and waxed)</i>	<i>Sanitizing Materials</i>
<i>Gloves (Latex, powder free)</i>	<i>Topical Anesthetic</i>
<i>Hand Sanitizer</i>	<i>Trash Bags</i>
<i>Headrest Covers</i>	<i>Tray Covers</i>
<i>Hydrogen Peroxide</i>	
<i>Isopropyl Alcohol</i>	

If an item is not listed, you will be expected to provide it.

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 hand pieces & 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 set-up.

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. VCU students may set up your rental prior to the exam by contacting Robert Bowman (Sterilization and Inventory Manager) (804) 828-1508 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.

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.
- 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 operating stools for dental candidates. These stools are **NOT** to be removed from the operatory.
- E. Equipment cannot be left in the cubicles. No lockers or storage is available and the school is not responsible for lost or stolen articles.
- F. THE SCHOOL DOES NOT PROVIDE ULTRASONIC SCALERS OR TIPS. THE OPERATORY ACCOMMODATES THE DENTSPLY CAVITRON AND THE TITAN “S” SONIC SCALER. Four-hold 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 and a dental equipment technician will be sent to your area.

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.

EXPOSURE CONTROL GUIDELINES

Universal barrier protection is required during all direct patient contact. These protective barriers include the use of gloves, facemasks, 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 and bracket and bench 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 following supplies are available for exposure control:

Cavicide	Plastic wrap/covers for all handles
Headrest covers	Bench-top covers

Hazardous waste disposal: Cotton rolls, 2x2s, 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/Amalgam disposal: Needles, other sharps and used anesthetic carpules MUST be disposed of in the red sharps containers located in each operatory. 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 Clinical Staff or Dispensing Clerk

Clinical Staff or Dispensing Clerk will then:

- Notify OMFS Clinic 828-3902 8:00 AM to 4:30 PM Monday through Friday
- Before 8:00 a.m. or after 4:30 p.m. and weekends call Richmond EMS 9-911
- Dispensing Clerk or Designated Person Retrieves Red Emergency Kit and Oxygen
- Give Appropriate Emergency Care
- Refer to Management of Medical Emergencies Procedures for more detailed information on handling emergencies.

GENERAL INFORMATION

- A. Operatory assignments are determined by the licensure agency. Any necessary directions are given at registration.
- B. Questions regarding the process; protocol and policies of the CITA/ADEX Dental Hygiene Licensure Exam should be directed to the Council of Interstate Testing Agencies (CITA). CITA is the agency that will be administering the ADEX DH examination.
- C. VCU SCHOOL OF DENTISTRY IS ONLY A TESTING FACILITY AND HAS NO INFORMATION ON THE CONDUCT OF THE LICENSURE BOARD EXAMINATION.

HENRY SCHEIN DENTAL STORE

The Henry Schein Dental 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 will be open on Saturdays from 7:30 to 2:00 p.m. during the board testing period.