



# **The Utah College of Dental Hygiene 2012 Dental Hygiene Candidates Handbook**

**Western Regional Examination Board (WREB)  
Examination Dates April 18<sup>th</sup>-21<sup>st</sup> and December 12<sup>th</sup>-15<sup>th</sup>**



**UTAH COLLEGE  
OF DENTAL HYGIENE™**  
A DIVISION OF CAREERS UNLIMITED L.L.C.

**1176 South 1480 West Orem, UT 84058**

**801-426-8234**

**[www.ucdh.edu](http://www.ucdh.edu)**

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(Note: Phone numbers, addresses, and contact information within this guide are current as of 10-01-2011)

# Welcome to the Utah College of Dental Hygiene

The faculty and staff of the Utah College of Dental Hygiene (UCDH) realize clinical boards are inherently stressful, especially when applicants are working in an unfamiliar clinic. It is our sincere hope that this handbook, which has been prepared to help assist dental hygiene candidates for the Western Regional Examination Board exam, will help make your time with us as smooth as possible. **If you have additional questions after reading this handbook, please contact us at (801) 426-8234**, or visit our website ([www.ucdh.edu](http://www.ucdh.edu)) for more information.

UCDH is located at 1176 South 1480 West in Orem, Utah 84058. The school is a little over half a mile west of Interstate 15 ( **I-15**), so it is easy for you and your patient(s) to access.

## **TRAVEL and HOUSING ARRANGEMENTS**

### **1. Airline and Airport Information**

Salt Lake International Airport is approximately 45 miles (45 minutes) from UCDH.

### **2. Chauffeured Ground transportation**

Transportation via van, limousine, or bus is available from the airport. The most up-to-date information can be found at <http://www.slcairport.com/ground-transportation.asp>

Express Shuttle of Salt Lake City 1-800-397-0773

### **3. Rental Car Information**

#### Salt Lake City International Airport Rental Cars

Advantage	801-332-6090	Alamo	801-575-2211
Avis	801-575-2847	Budget	801-575-2821
Dollar	801-575-2580	Enterprise	801-537-7433
Hertz	801-575-2683	National	801-575-2277
Thrifty	801-265-6677		

#### Rental Car Offices Orem/Provo Area

Enterprise Rent-A-Car	801-225-3222
Hertz Car & Auto Rental	801-434-4520
Avis Rent A Car	801-494-1529

### **4. Driving Instructions**

Directions and maps follow.

### **5. Hotel/Motel Accommodations**

Reservations should be made directly with hotels/motels accommodations located close to the school are listed below. Candidates should call for rates.

#### La Quinta Inn & Suites

1100 W. 780 North  
Orem, UT 84058  
Phone: 801-235-9555

#### Courtyard® by Marriott® Provo

1600 N Freedom (200 West) Boulevard  
Provo, Utah 84604  
Phone: 1-801-373-2222 or Fax: 1-801-374-2207

**Comfort Inn and Suites Orem**

427 West University Parkway  
Orem, UT 84058  
Phone: 801-431-0405

**Holiday Inn Express**

1290 West University Pkwy  
Orem, Utah 84058  
Phone: 801- 655-1515

**Hampton Inn & Suites Orem**

851 West 1250 South  
Orem, UT 84058  
Phone: 1-801-426-8500 or Fax: 1-801-426-8700

**6. Gas/Food and ATM's**

**Mike's Chevron Gas Station**

1308 West University Pkwy  
Orem 801-426-5700 0.42 miles from testing site

**Wal-Mart Super Center**

1355 Sand hill Rd  
Orem - (801) 221-0600 0.54 miles from testing site

**7. UCDH Parking**

A parking map has been included in this candidate guide for your convenience. Please note that all candidates and patients may only park in designated visitor (V) or student (S) parking spaces located in the South Lot or West Lot at UCDH. All candidates and their patients should enter through the main entrance of the building accessible from the south lot parking.

**8. UCDH Security**

UCDH does not have an on campus police force or on site security services for the dates of the examinations.

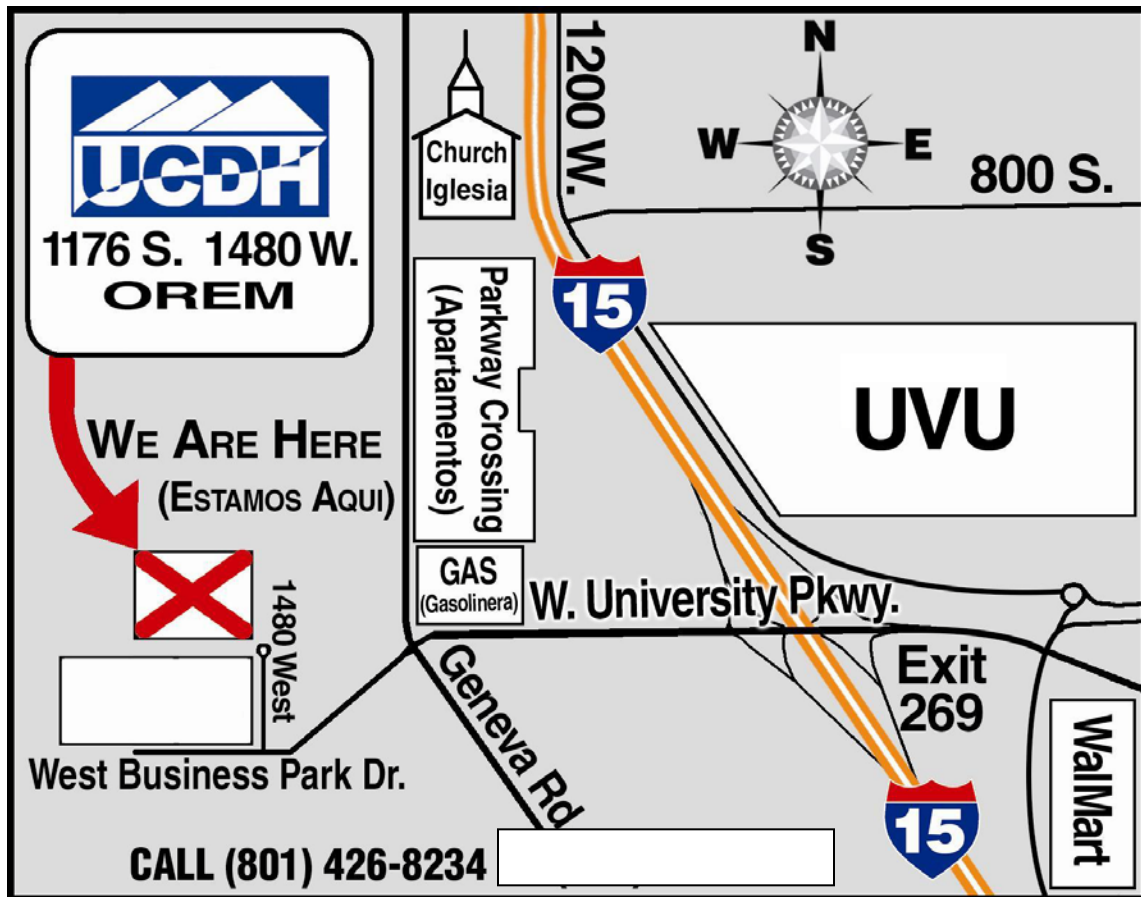
**Directions from the Salt Lake City (SLC) International Airport Heading Southbound to I-15 and then to the UCDH Campus located at: 1176 South 1480 West Orem, UT 84058.**

Leave the SLC airport and **head eastbound** on Interstate Highway 80 (I-80) toward Las Vegas/Provo. At the junction of I-80 and Interstate Highway 15 (I-15) **head southbound** on I-15 toward the city of Provo. Take the **University Parkway Exit #269** and veer right. When you stop at the top of the hill, turn right onto University Parkway. You will drive west down the hill to the traffic light intersection (University Parkway and Geneva Road). Drive straight ahead through the light into the Orem Business Park and you will drive down a slight hill about one block (University Parkway becomes W. Business Park Dr.). Turn right (north) at 1480 West. The Utah College of Dental Hygiene is located on the left (a tan building with a blue stripe on top) at the end of the street.



## From Las Vegas Heading Northbound on I-15

Heading northbound on Interstate Highway 15 (I-15) take the **University Parkway Exit #269** and veer to the left. At the top of the hill, turn left onto University Parkway & go down the hill to the traffic light (University Parkway and Geneva Road). Drive straight ahead down a slight hill about one block (University Parkway becomes W. Business Park Dr.). Turn right on 1480 West. The Utah College of Dental Hygiene is located on the left at the end of the block.



Close up map from Exit 269 in Orem Utah.

### UCDH Facility and Services

#### 1. Building and Access Hours:

The UCDH building will open from 7:00 a.m. to 6:00 p.m. on examination days during the Western Regional Examination Board (WREB), unless otherwise requested by the WREB. Please note that **the day before the examinations begin**, the building and campus **will be closed to everyone** (including tours) for cleaning and pre-examination set-up.

#### 2. Food and Beverage Services:

UCDH has no food, beverage, or cafeteria services for candidates or their patients. Candidates should inform their patients to eat before coming to the exam or candidates may choose to bring a small amount of food and beverage for their patients that the on-site **school**

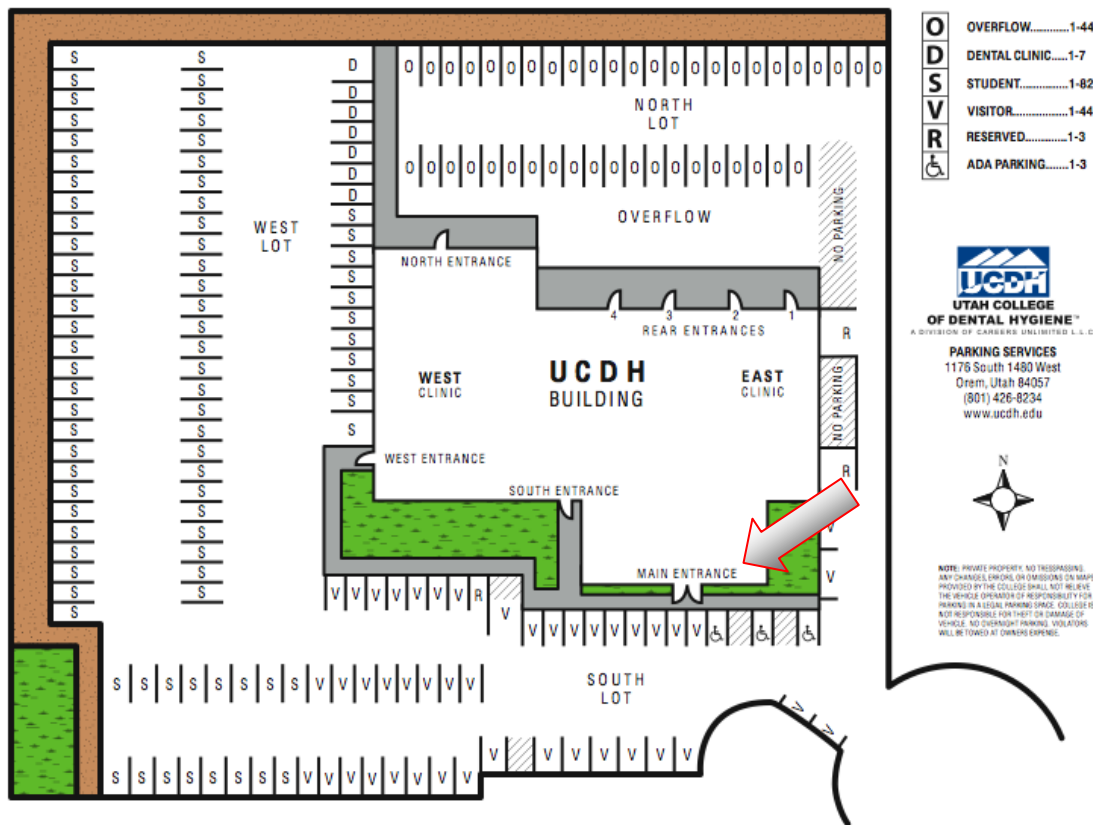
**coordinator can refrigerate and then retrieve for them** when it is needed. There are many gas stations, restaurants and fast food establishments located within one (1) mile of the campus if you wish to purchase food. However, food or drink are not allowed in any areas near the candidate clinics or check in desk during the examination.

**3. Registration and Identification Badges**

Numbered badges issued to candidates (by WREB usually at orientation) will serve as your I.D. throughout the examination. The badge must be worn at all times while in the building. Badges **must be turned in** at the completion of the examination(s) as a part of the checkout procedure with WREB.

**4. Parking:**

A parking map follows for your convenience. Please note that **all candidates and patients** may **only park in designated visitor (V) or student (S) parking stalls** located in the South Lot or West Lot at UCDH. All candidates and their patients must enter only through the Main Entrance of the building accessible from the South Parking Lot.



## Patient Screening and Radiographs

### Clinical Patient Screening

Please note that UCDH does not have the responsibility of providing examination patients or back-up patients for any candidate. Candidates should not make requests of anyone associated with the college (faculty, administration, or staff) for possible back-up patients, patient information, patient consultation, advice, or patient records relating to any patient being considered for the WREB examination. All questions should be directed to appropriate WREB officials. All candidates may use the clinics at UCDH on scheduled screening days to screen patients and use radiographic facilities. The UCDH clinic will be available for screening patients **by appointment only**. Screening times for candidates and their patients may be scheduled before the examination begins and are on a first come first served limited basis (please call UCDH for details). To schedule a screening appointment please contact the UCDH office receptionist by calling (801) 426-8234. Please note that **the day before the examinations begin the building and campus will be closed to everyone** (including tours) for cleaning and pre-examination set-up, and that after the exams begin (and during the exam) candidates and school personnel will not be allowed to access or pass through restricted WREB designated areas.

## **Radiographs**

Candidates will have access to traditional (non-digital) radiography machines for exposure of patient films (bite wing, periapical, and panoramic) if needed and developing services (provided by UCDH) will be accessible to all candidates for a fee. Please note however that **no radiographic duplication services will be available** for WREB candidates during the examination. Please make all copies before you arrive at the testing site. If a series of x-rays need to be taken, there is a separate fee/charge of \$10.00 for a single film (1 adult size 2, E/F speed film) a charge of \$20.00 for a Bite Wing Series (4 adult size 2, E/F speed films) and a charge of \$30.00 for a Full-Mouth Series (18 adult size 2, E/F speed films). UCDH only accepts cash (U.S. funds) for all charges/fees related to any service and/or purchase during the examination. In addition UCDH does NOT provide film mounts for exposed radiographs.

Candidates using any of the UCDH radiographic bays/facilities are required to follow the posted UCDH infection control policies and wear proper clinical attire. After exposure of radiographic films all films should be taken to the sterilization drop off area for exposure. Please allow up to 25 minutes for films to be processed. Please note that UCDH only accommodates conventional radiographic exposure and developing formats for WREB candidates (**no digital radiographic services will be available for WREB candidates during the examination**).

## **Preparing for the Clinical Phase of the Examination**

Candidates will be using the UCDH West Clinic. Each candidate will be assigned a numbered operatory that corresponds to his or her numbered I.D. badge issued at orientation. Each operatory is equipped with one dental chair, one delivery unit equipped with air/water syringe, and one operator's stool. All equipment malfunctions that take place during the examination should be immediately reported to the UCDH Site Coordinator.

### **Emergency Equipment and Preparedness for Medical Emergency**

All candidates should familiarize themselves with the location of the oxygen/emergency cart (medical emergency kit) and the first aid kit. During the examination, the emergency cart/first aid kit and the AED are located on the main floor in the West Clinic (See WREB Floor Plan). In the event of an emergency the procedure is:

- STAY WITH YOUR PATIENT; verbally notify the WREB Floor Assistant, School Coordinator or Chief Examiner of the emergency.
- Make sure someone calls the local 9 -1-1 (notify EMS).
- Administer oxygen (O<sub>2</sub>) from the green oxygen cylinder located next to the medical emergency kit.
- Administer Basic Life Support (BLS) until EMS arrive.

## **During the Board**

### **1. Handpiece and Prophy Angle Hookups.**

For candidates choosing to bring their own slow speed handpiece UCDH operatory chairs feature a four-hole (screw-on) air connection. The air pressure to each operatory chair, and all the handpieces, is factory set at approximately 35 to 50 psi. Please ensure that any slow-

speed handpiece you bring has a working gasket and will operate effectively within these parameters.

**LIMITATIONS:** *The slow speed handpiece attachment does not have water available. The two high-speed attachments have the availability of water. Pictures of sample gaskets and a slow speed handpiece are presented below.*



## 2. Ultrasonic Devices.

All operatories are equipped to operate Ultrasonic devices. The air pressure to each operatory chair, and all the handpieces, are factory set at approximately 35 to 50 psi. Please ensure that your handpiece will operate effectively within these parameters.

**LIMITATIONS:** *The two high-speed attachments can be used with **most** Sonic scalers. Compatibility is **not guaranteed or ensured** by UCDH. UCDH utilizes the California Style Dansereau® Clinic Operatory Dental Chair. More information relating to the type of clinical dental chair used in the UCDH clinics can be obtained at [www.dhpdental.com](http://www.dhpdental.com).*

The UCDH candidate clinic has magnetostrictive ultrasonic scaling units (without tips) set-up in each operatory of the clinic for your use during the examination. If there is a malfunction of the unit located in your operatory there are a limited number of replacement magnetostrictive ultrasonic scaling devices on the premises that are available for replacement while supplies last. These units are issued on a first come first served basis (no reservation of units will be provided).

If you prefer to bring your own ultrasonic scaling unit please familiarize yourself with the dental chairs and hook-up/connection features outlined in this section of the guide. Please note: Water hook-ups/connections for ultrasonic scaling units are standard ADEC hook ups (please see the picture below).



- UCDH features magnetostrictive ultrasonic scaling units with a 30K lavage knob for lavage control/adjustment. The lavage knob accepts Dentsply Cavitron® Type 30K Ultrasonic inserts. Note: All UCDH Ultrasonic Scalers available for candidate use utilize magnetostrictive technology. Please familiarize yourself with the application, limitations, and restrictions of this technology before you arrive to the examination site.

- All ultrasonic units supplied for candidates by UCDH are provided “as is” and are in a “used” condition. Every effort has been made to ensure that rentals are in good working order; however, due to their “used” condition performance expectations may vary from unit to unit. **\*Tips/inserts for all available ultrasonic rental units (along with gaskets for tips/inserts) are NOT provided by UCDH and are NOT available for rental or purchase from UCDH. Please plan accordingly and bring your own ultrasonic tips with gaskets!**

### 3. Infection Control

#### a. Surface Asepsis

- Handles of the unit light, radiographic tube heads, and chair head and chair controls must be covered with either clear plastic barrier wrap or aluminum foil.
- The patient chair, dental unit, counter tops, and operator stool should be disinfected with disinfectant wipes.
- Disinfectant wipes, plastic/barrier headrest covers and plastic/barrier wrap are provided by UCDH for all candidates free of charge.
- Disposable plastic overgloves are available (free of charge) for candidates upon request.
- Candidates must furnish their own sturdy utility gloves (nitrile preferred) to be worn when handling or packaging dirty instruments through (or to and from) the candidate clinic area.

#### b. Personnel Protective Equipment

- Appropriate protective equipment (which includes disposable gowns) is provided/available by UCDH (one per day free of charge) and must be worn in all occupational exposure situations.
- Disposable gloves, masks, and gowns will be available on the clinic floor free of charge during the examinations.
- Candidates must provide their own OSHA-acceptable protective glasses and should also provide protective glasses for their patients. Please note that UCDH does NOT provide disposable side shields for glasses.

#### c. Hazardous Waste

- Any blood/saliva soaked waste is considered hazardous and should be disposed of in the available/provided (red) biohazard bags.
- Sharps: All needles, anesthetic cartridges, and any potential sharps are to be placed in the red plastic sharps containers located throughout the UCDH clinic.

#### d. Sterilization

- Instruments and handpieces can be processed and run through a steam sterilizer after your examinations free of charge for candidates requesting this service from UCDH. UCDH will not lube, wipe down, scrub, ultrasonic, or wash instruments either inside or outside of cassettes. All instruments should be wiped down and clean of visible debris before being brought to the UCDH sterilization area. Submitted candidate instruments should be placed in a sealed sterilization bag within a closed stainless steel instrument cassette or simply bagged by the candidate for sterilization.

Stainless steel instrument cassettes submitted to UCDH for sterilization should be able to fit comfortably within a 7 ½ W x 13 L disposable self seal sterilization pouch. Hand sterilization bags provided to candidates by UCDH are no larger than 7 ½ W x 13 L. Candidates may request extra large autoclave bags (13 x 20) if needed. All submitted instruments/items for sterilization should be clearly marked with the candidates WREB identification number **only**. To ensure all candidates anonymity all instruments used in the exam should not be marked with candidate names or initials or other identifying markings. Instruments submitted for sterilization will be processed/sterilized with a minimum required turn around time of three hours. Items submitted after 2:00 p.m. will be available for pick-up the following business day by 8:00 a.m. (UCDH is not open on Sunday). All items submitted to be sterilized **must be picked up from UCDH within five days of the close of the examination.** If the candidate chooses to use the sterilization services provided by UCDH the candidate assumes all liability for lost or damaged items submitted.

- ii. The time that instruments can be retrieved depends on the length of time necessary for processing and sterilization, as well as the number of other candidate's instruments. The shortest amount of time in which instruments can be processed is approximately three hours. The sterilization assistant will provide you an estimated time after which you may pick up the sterilized instruments. Please do not submit any materials or instruments that may be damaged or melted during the sterilization process.

*THE UTAH COLLEGE OF DENTAL HYGIENE ASSUMES NO RESPONSIBILITY FOR DENTAL/DENTAL HYGIENE INSTRUMENTS OR PERSONAL EFFECTS THAT ARE LOST, BROKEN, STOLEN, DAMAGED, OR NOT RETRIVED WITHIN FIVE DAYS AFTER THE CLOSING OF THE EXAMINATION. THIS INCLUDES ITEMS SUBMITTED FOR STERILIZATION OR BROUGHT INTO THE UCDH CLINIC AREAS.*

**4. Disposable Items:**

All of the following items are expendable materials or are provided free of charge\* by UCDH to all candidates.

- patient napkins
- barrier materials
- 2 x 2 gauze
- liquid soap
- headrest covers
- oral pre-rinse
- trash bags
- facial tissue
- prophylactic paste
- 30 gauge short needles
- non-latex exam gloves
- gloves/overgloves
- cotton tip applicators
- bracket tray covers
- paper towels
- plastic air/water syringe tips
- disposable instrument trays
- red biohazard bags
- pre-rinse cups
- 27 gauge long needles
- sanitizing materials
- infection control wipes
- standard saliva ejectors
- barrier/face masks
- antimicrobial mouthwash
- autoclave tape & bags
- small drinking cups
- topical anesthetic
- local anesthetic
- HVE Tips

### **\*Air/Water Syringe Tips and Bite Blocks**

UCDH uses disposable air/water syringe tips for the examination. Metal/reusable air-water syringe tips are also available for purchase (at a separate fee/charge) at a price of **\$10.00 each**. Reusable bite blocks are available upon request but must be returned to UCDH upon completion of the examination.

### **5. Translation Services**

Translation services for candidates and patients are not provided by UCDH. Candidates wishing to bring a translator (for languages other than English) must provide all accommodations required. All translators must check in with the WREB site coordinator and school coordinator upon arrival and will only be allowed into the clinical area when their services are required. Candidate translators must abide by all applicable candidate rules (no cell phones, notes, or PDA's) and safety requirements as well as all reasonable WREB site coordinator and/or UCDH site coordinator requests to ensure that all other candidates have a fair, secure, quiet, safe, effective, and successful examination.

### **6. Local Anesthetic Information**

Local anesthetic cartridges/carpules and 20% benzocaine topical anesthetic gel is provided free of charge to all candidates. The brands of local anesthetic used/provided by UCDH are generic brands that are 1.7 to 1.8 ml standard cartridges with the following concentrations: lidocaine HCl 2% and epinephrine 1:100,000, articaine hydrochloride 4% with epinephrine 1:100,000 and mepivacaine HCl 3% without vasoconstrictor. Disposable needlestick protection shields are provided by UCDH free of charge. If you are taking the anesthesia examination UCDH does NOT provide locking hemostats, locking pliers, or anesthetic syringes for your examination so please plan accordingly. If you prefer to use a specific type of local anesthetic or topical anesthetic for your exam you are encouraged to bring it. Candidates that do not have current or proper credentials/permission to administer local anesthesia by injection during the exam will need to make arrangements for a licensed practitioner (with all required WREB documentation information) to accompany them to the exam site to administer local anesthesia for their patient. Please refer to the current WREB candidate guide(s) for applicable guidelines.

### **7. Other Limitations**

No instrument sharpening services for dental hygiene instruments are available at UCDH before, during, or after the examination(s). If a candidate experiences a broken tip on one or more of their instruments during the examination UCDH does NOT have replacement instruments to loan/sell to candidates, so please come prepared accordingly. Patients that have a latex allergy will **NOT** be allowed into the UCDH clinic for your WREB examination! As a reminder candidates and patients should not bring cell phones, notes, or PDA's to the examination.

## EXAM ROOM ASSIGNMENTS

*(NOTE: See official WREB documents for days, dates, and times  
See UCDH Floor Plan on following page for Locations)*

EVENT	LOCATION
Candidate Orientation	Room 2 (Lower Floor)
Tour of College For Candidates	Room 2 & West Clinic (Lower Floor)
Clinical Examination Area (Units that can be adapted for left-handed are identified on map as L.H.U.)	West Clinic (Lower Floor)
Patient Screening by WREB Examiners & Grading Area	East Clinic (WREB EXAMINERS ONLY, NO CANDIDATES)
UCDH Sterilization Services, Radiography Units, & Radiology Developing Service	Located on the lower floor as noted on UCDH/WREB Floor Plan

**PLEASE NOTE: CANDIDATES (AND THEIR PATIENTS) SHOULD NOT ACCESS THE UPSTAIRS LEVEL OF THE COLLEGE FOR ANY REASON AS THIS AREA IS UTILIZED BY THE WREB EXAMINERS.**

We hope that this guide has been helpful and that your examination experience at UCDH will be a pleasant one. If there are any errors (incorrect phone numbers, addresses, etc.) in this guide please contact us (UCDH) and we will attempt to update this guide as soon as possible. Please email all corrections to [operations@ucdh.edu](mailto:operations@ucdh.edu) . Good luck on the examination!

