

**SCHOOL INFORMATION FOR WREB DENTAL EXAM CANDIDATES**

**ATSU**

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**MISSOURI SCHOOL  
OF DENTISTRY  
& ORAL HEALTH**

**WESTERN REGIONAL EXAMINING BOARD**

**April 4 – April 7, 2019**

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## **Welcome to AT Still University, Missouri School of Dentistry and Oral Health (MOSDOH)**

The college is located at 1500 Park Avenue, St. Louis, Missouri, 63104 on the corner of Truman and Park. This handbook has been prepared to assist dental candidates for the Western Regional Examining Board (WREB) Exam. If additional information is needed after reading this handbook, please contact the Director of Operations, Tina Munroe at (314) 833-2736 or Dr. Poonam Jain, the Vice Dean for Clinical Education, Operations and Community Partnerships at (314) 833-2734.

### **Travel and Housing Arrangements**

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

The major airport serving the area is: Lambert-St. Louis International Airport (**STL**). The address is: 10701 Lambert International Blvd. St. Louis, MO 63145.

#### **2. Ground Transportation To/From Airports**

During non-rush hour periods, expect a minimum drive time of approximately 20 minutes from the airport to the clinic.

a. There is one shuttle bus available to and from the airport.

- Go Best Express Shuttle – 877-785-4682 or you can make reservations at [gobestexpress.com](http://gobestexpress.com)  
The shuttle does run every 15-30 minutes from the airport, but it is recommended to have a reservation. The approximate cost to the school and surrounding areas is \$22 one way/ \$34 round trip.

b. Taxicab services are available to and from airports, hotels and the dental school. There is a taxi booth at the airport. An ADA taxi can be arranged at 636-272-TAXI. Some of the taxi services are listed below:

- Metropolitan Cab – 314-773-1000
- Yellow Cab Company – 314-656-6705

The approximate cost to the clinic and hotels listed below is: \$2.50 + \$2.20/mile. It is approximately 15 miles, for an estimated \$35-40.

c. Rental car services are available at the airport. Listed below are just a few available:

- Enterprise Rent A Car – 800-325-80078222
- Avis Rent A Car – 800-831-2847
- Alamo – 800-462-5266
- Budget – 800-527-0700

d. Directions for driving from Airport:

**From STL:** Start out going **northwest** on **Main Terminal Departure Drive** toward **Lambert International Blvd.** Turn left onto **Lambert International Blvd.** Merge onto **I-70 E** toward **I-70 E/St Louis.** Take the exit toward **Tucker Blvd/Downtown St Louis.** Stay straight to go onto **N. Tucker Ave. N. Tucker Avenue** becomes **N. Tucker Blvd.** Turn **right** onto **Chouteau Ave/MO-100.** Turn **left** onto **Truman Parkway.** Take the first **left** onto **Park Avenue. 1500 Park Ave** is on the **right.**

### 3. Housing

Reservations should be made directly with hotels/motels. Some hotels/motels are listed below:  
(Candidates should call for rates)

- **Red Lion Hotel**  
400 S. 14<sup>th</sup> Street  
St Louis, MO 63101  
(314) 231-5007
- **Union Station—DoubleTree**  
1820 Market Street  
St Louis, MO 63103  
(314) 621-5262
- **Drury Inn—Union Station**  
201 S. 20<sup>th</sup> St.  
St Louis, MO 63103  
(314) 231-3900
- **Pear Tree Inn**  
2211 Market St  
St Louis, MO 63103  
(314) 241-3200

## ATSU, Missouri School of Dentistry and Oral Health, Facility and Services

### 1. Building and Access Hours

#### Dental Clinic

The WREB clinical examination will be held in **The Dental Clinic** on the **2<sup>nd</sup> floor.** The building will be open from 7:00 a.m. to 5:30 p.m. for candidate usage, during the WREB examination, unless otherwise requested by the examiners.

The WREB orientation, Endodontics and Prosthodontic examinations will be held in the **Dental Clinic** on the **1<sup>st</sup> floor.** The building will be open from 7:00 a.m. to 6:00 p.m. for candidates during the WREB examination, unless otherwise requested by the examiners.

## **2. Parking**

ATSU offers free parking for WREB examiners, patients, candidates and assistants during WREB examination dates. Parking for patients is located in the main parking lot of the dental clinic, on the east and south sides of the building.

The patient parking hours are from 7:00am to 6:00pm daily. There is no overnight parking. Any vehicle left in the parking structure beyond hours of operation is subject to tow.

## **3. Registration and Identification Badges**

Identification badges will be issued to candidates by WREB after candidate orientation and will serve as an ID throughout the examination. The badge must be worn at all times while in the buildings. Badges must be turned in at the completion of the examination as part of the checkout procedure with the Western Regional Examining Board.

Prior to the examination, you will need to submit patient digital radiographs for storage on Dexis. Digital radiographs are exclusively used at MOSDOH. You will also receive your candidate login and password for our EDR and Dexis imaging system on the day you arrive. You will need this information to view your uploaded radiographs on the Dexis server during the examination. This login information is also required to process and upload your digital radiographs taken during the endodontic portion of the examination. Please keep this information in a safe place.

## **4. ATM Machines**

There is no automated teller machine (ATM) located within the dental clinic. There is an ATM located a couple of blocks away at a nearby grocery store, Field's Foods.

## **5. Food Service**

Vending machines are located on the 1<sup>st</sup> floor of the Dental Clinic, near the orientation classroom, in the break room. Small microwave ovens are also available on the 1<sup>st</sup> floor for your convenience in room 116. There are no cafeteria services in the building. Field's Foods (1500 Lafayette Ave, 314-241-3272) has available hot and cold lunches, a salad bar, pizza, soup and etc.

No food or drink is allowed in The Dental Clinic.

## **Patient Screening and Radiographs**

ATSU **cannot** provide patients for candidates. Candidates are not permitted to inquire the college to obtain patients or patient records. It is highly recommended that all candidates secure their patients for examination procedures well before the examination along with any necessary radiographs. However, in the event that this is not possible, all candidates may use the dental school to screen patients, including use of radiology facilities for limited time prior to the examination. These screenings can be performed in The Dental Clinic on the 1<sup>st</sup> floor (please see dates/hours of operation following). Screening patients and candidates must sign a waiver of liability prior to the usage of clinic facilities. Any radiographs taken on a potential patient require authorization of an ATSU faculty member assigned to the screening area. Instructions will be provided for candidates on taking digital radiographs. Candidates are expected to take their own radiographs when screening patients at ATSU - no assistance will be provided.

The Missouri School of Dentistry & Oral Health (MOSDOH) does not have the capability to process radiographic film. The School has been designed to provide only digital radiographic imaging. The clinics are equipped with a limited number of x-ray tube heads and hard wired Dexis sensors. Candidates can check out Dexis sensors from the dispensary. Existing digital images created at another institution, clinic or office utilizing other digital systems should be saved in a DICOM compatible format and burned to a read-only CD. Also, these images should be saved individually in a Jpeg format for printing. The DICOM files will be used for verification purposes. Existing plain film radiographs for use on the exam are acceptable. If digital images need to be made for patients who are screened at MOSDOH, the request for the prescriptive order will have to be endorsed by a designated clinic faculty member at MOSDOH.

Candidates planning to submit conventional radiographs for any portion of the exam (with the exception of the Endodontic working and treatment radiographs) should refer to WREB and/or the WREB Candidate Guide for guidelines.

Endodontic working and treatment radiographs taken during the examination will be taken with x-ray Nomads and submitted digitally. ATSU will provide all equipment and supplies necessary to take Endodontic working and treatment radiographs during the Endodontic examination.

Candidates utilizing The Dental Clinic are required to follow the infection control policy of ATSU, Missouri School of Dentistry and Oral Health and to wear proper clinic attire.

## Submission of X-rays for Provisional Acceptance

MOSDOH uses the Affinia Healthcare email encryption services of Sophos. When a candidate registers they will receive an encrypted email from MOSDOH (Affinia). The next steps are:

1. Registration – Register with the Sophos site to be able to read the encrypted email. The password you register with will be required to “open” the email.
2. Read the encrypted email.
3. Reply and attach the x-rays you wish to submit for Provisional Acceptance.

## Registration

1. To get started, a support agent will send you an email with subject: **SPX Registration Request from Sophos Global Support Services**. The sender will be [support@sophos.com](mailto:support@sophos.com).
2. Click the **Register Here** link in the email. If the link doesn't work, copy and paste the URL at the bottom of the email into your browser's address bar and press **Enter**.
3. This will automatically take you to a registration page where you can create a password, and configure three recovery questions. This password will be used to open all future encrypted messages from Sophos Support. The recovery questions will be used to reset your password in case you forget it in the future. When the form is filled out, press the **Register** button at the bottom.



Set your password below to access secure emails you have been sent.

Email Address:

Password:

Confirm password:

#### Password Requirements:

- ✓ Passwords must be 8-32 characters in length
- ✓ Passwords must be alphanumeric
- ✓ Passwords must match

#### Password Reset/Recovery:

Password questions and answers must be unique. Answers must contain at least 2 characters.

Question 1:

Answer:

Question 2:

Answer:

Question 3:

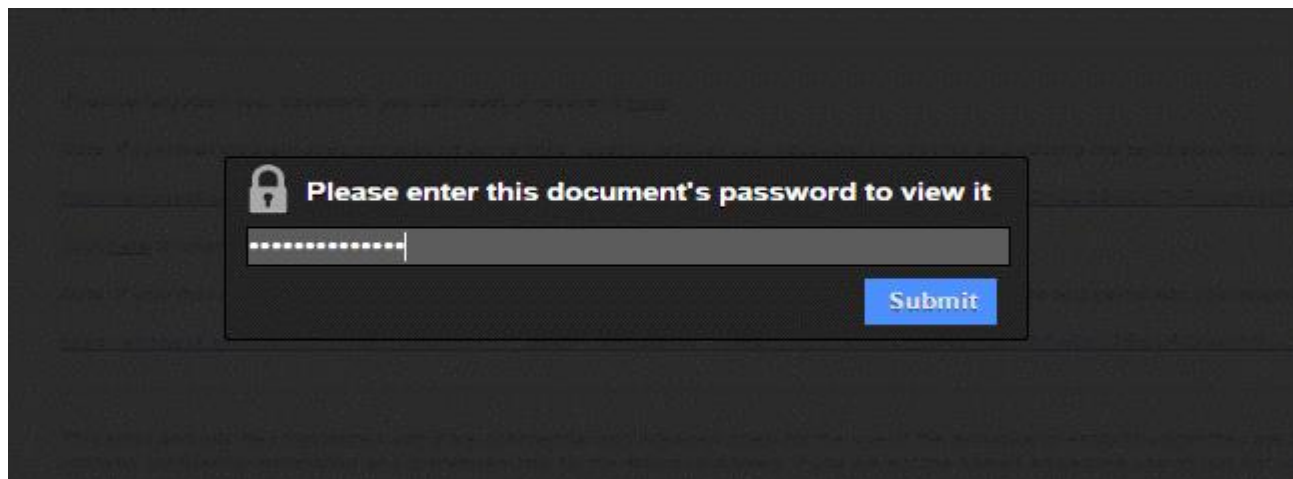
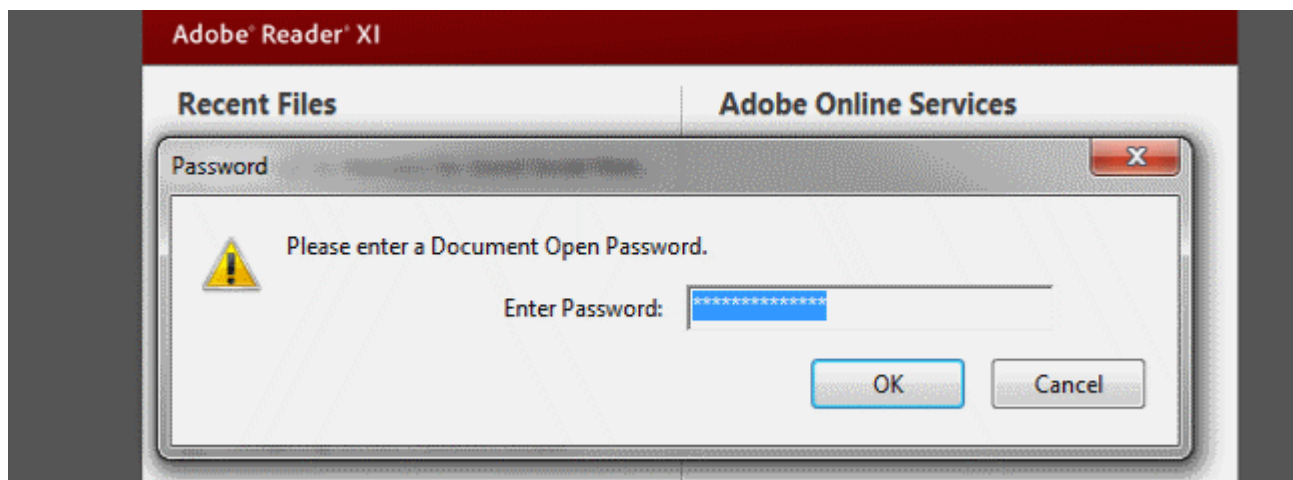
Answer:

## Read an encrypted PDF email from Sophos Support

1. When you receive a message from [support@sophos.com](mailto:support@sophos.com) with an encrypted PDF attached, double-click the attached PDF to open it.

**Note:** Many email programs will allow you to open the PDF by simply clicking on the attachment. If this does not work, save the PDF to your hard drive and try again. If you are using Adobe Reader to open the PDF, version 7 or later is required.

2. When prompted, enter the password you created to view the content of the encrypted PDF. Depending on your email program, it may look something like this:

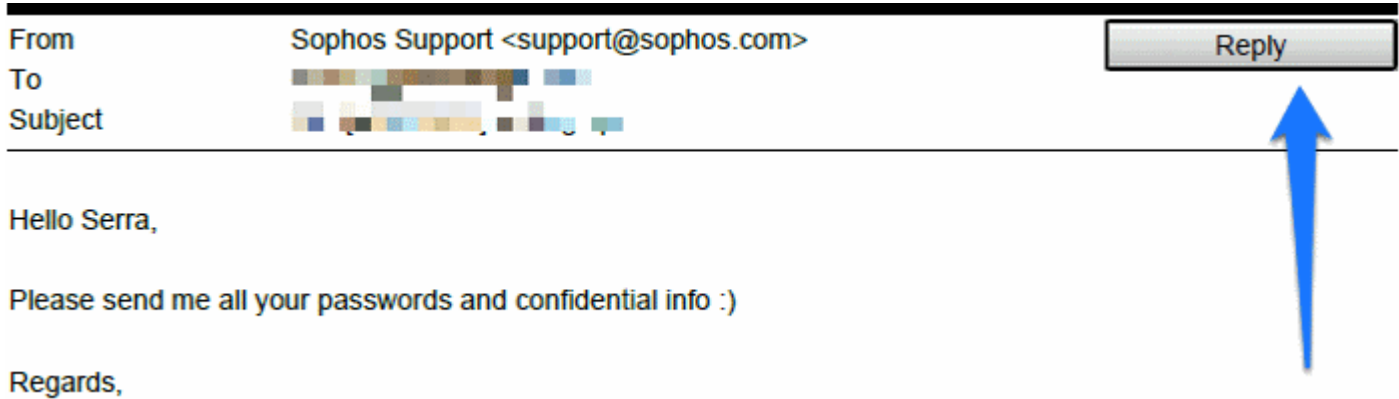


3. You should now have full access to view the encrypted PDF content.



## Send an encrypted PDF reply to Sophos Support

1. Open the encrypted PDF you received from Sophos Support.
2. Click the **Reply** button at the top right hand side of the second page of the PDF.



3. This will automatically open a new browser window to Sophos' SPX portal where you can type your secure reply.



From: [Redacted]

To: Sophos Support <support@sophos.com>

Subject: Re: [SECURE REPLY] [Redacted]

Hi Tom,

Here's the login information you asked for.

username: mysuperuser  
password: fas9djf86Xss0.21

Thanks,  
Serra

Send Attachments  Send me a secure copy

Change password



4. Attach x-rays for Provisional Acceptance - The file name for each image should include your Candidate ID number, the Patient's first name only, the procedure, tooth number and the surface to be treated. A sample file name for an Amalgam would be: A115 Tonya Amalgam #5DO.
5. When your message is ready, hit the **Send** button at the lower left corner. This will automatically encrypt and send your reply back to MOSDOH.

**Preparing for the Exam**

**1. Clinic Operatories**

Each candidate will be assigned an operatory in the clinic by the WREB, which will correspond to the candidate's ID badge issued at orientation. Each operatory is equipped with (1) dental chair (Pelton and Crane), (1) delivery unit (Pelton and Crane), (1) operator chair, and (1) assistant chair. Any equipment malfunctions should be reported to Tina Munroe, the School Coordinator. We will have dental technicians on site during the exam. Candidates will be allowed to move in to the assigned operatories at a time to be determined by the WREB. Please note: Cabinets are not available for storage. However, clinics are secured before and after exam hours.

**2. Equipment, Instruments and Materials**

Items supplied by the school are listed in the supplemental section at the end of this handbook.

**a. Equipment Rentals & Facility Fees**

ATSU can provide equipment rentals to candidates on a first come first served basis. Items available for rental can include: handpieces, curing lights and cavitrons. However, candidates can bring their own equipment and handpieces. Sterilization services are provided to candidates for their instruments and handpieces. Please see the section entitled "Sterilization" for further details.

<u>Facility Fee</u> (includes dental chair)	Fee-\$600.00	Deposit-\$1,000.00
<u>Dental Equipment</u>	<u>Fee</u>	<u>Deposit</u>
Electric High & Low Speed HP	\$650.00+	\$2750.00
Operative cassette	\$55.00*	\$825.00
Periodontal cassette	\$55.00*	\$825.00
Cavitron	\$110.00+	\$2750.00
Cavitron Tip & Sheath	\$35.00	\$110.00
Curing Light	\$100.00+	\$350.00

\*Rental fees for cassettes are **per day** rental fees.

+Rental fees for handpieces, cavitrons, and light cures are for the entirety of the exam. Please note: Numbers of available cavitrons are limited.

Rental fees and equipment deposits must be paid with a cashier's check. A cashier's check should be written for facility and equipment rental fees and one for the deposit; the latter will be returned to the candidate at the end of the exam, providing all equipment is returned in good condition. Cashier's checks should be made payable to A.T. Still University and mailed to Missouri School of Dentistry & Oral Health, A.T. Still University, 1500 Park Avenue St. Louis MO 63104. Attn: Tina Munroe. Please include a list of requested equipment and contact information should we need to get in touch with you. Please contact Tina Munroe at (314)833-2736 or [tmunroe@atsu.edu](mailto:tmunroe@atsu.edu) to reserve equipment, make equipment deposits or to pay rental fees. Reservations cannot be guaranteed until equipment deposits have been received. Because of the limited supply of rental equipment, we encourage candidates to submit their reservation and payment as soon as possible. The deadline for submission of checks is 3/5/2019.

**b. Handpieces**

All Pelton & Crane dental chairs (including Endo examination simulation units) are equipped with RQ-24 (6-Pin) and RQ-04 (4-Pin) connectors for high speed and slow speed handpieces, respectively.



RQ-24 (6-Pin)



RQ-04 (4-Pin)

Please note that the standard 5-pin high speed handpieces will fit in the receptacle for the RQ-04 (4-pin) connector. Candidates should also be aware that the RQ-04 (4-pin) connector does not have a fiber optic light source. ATSU does not offer any assistance for candidates attempting to use unsupported connections.

In addition, ATSU also has the Kavo electric torque system which will support only a Kavo electric handpiece.

**NO adaptors/couplers are available. Please be sure you have the required handpieces.**

**Ultrasonic Scalers**

All dental units are equipped with quick-connect water sources and are compatible with Dentsply SPS and/or most Dentsply cavitron units. The following is an example of the connector that is compatible with the quick-connect water source.



**c. Amalgamators**

Several Dentsply ProMix amalgamators are available for use throughout the entire exam clinic. If you plan on using these amalgamators, please verify its location in the clinic prior to the exam. These amalgamators are available to use for all candidates and are not to be moved. Please observe all infection control protocols when using these amalgamators.

**d. ModuPro for Endodontics Exam**

The WREB endodontics examination will use the ModuPro Acadental Endo model #MP-E120PC. Ensure that you are acquiring the typodonts noted below with the magnetic metal mounting plates. You will need to order this item and bring it with you as the university will not have any available to rent. You will also need the entire kit, which includes typodont, individual sextants, fixing gel and apex putty. You may order these direct from Acadental at [www.acadental.com](http://www.acadental.com). Please contact Acadental for assistance in obtaining any items required for the endodontics exam. On the actual exam, WREB will provide the X2 Endo exam maxillary incisor and mandibular first molar mounted with Apex Putty and Fixing Gel, one in each sextant. **Facemasks/shrouds will be available for the examination.**



Maxillary and Mandibular ModuPRO Endo Acadental **MP E120 PC** Typodonts

**e. ModuPro for Prosthodontics Exam**

The WREB prosthodontics examination will use the ModuPro One Acadental model #MP\_R320. Ensure that you are acquiring the typodonts noted below with the magnetic mounting plates. You will need to order this item and bring it with you as the university will not have any available to rent. You may order these direct from Acadental at [www.acadental.com](http://www.acadental.com). Please contact Acadental for assistance in obtaining any items required by the Prosthodontics exam. You will also need to provide the ModuPro One mandibular arch. WREB will provide the maxillary arch to be treated on the exam.



A CheckMate One will be used by Candidates during the exam to make PVS putty matrices for examiner grading. WREB will provide the CheckMate One to candidates. The school will provide the PVS material.

**f. School Store**

ATSU does not have a school store.

**3. Sterilization**

Your personal instruments should be properly cleaned, dried, bagged, and marked with appropriate candidate ID and name. Bagged instruments and or cassettes, must include a class 5 integrator and be turned into the 2<sup>nd</sup> floor central sterilization for steam sterilization. Sterilization time is a minimum of 3 hours. Integrators can be obtained from sterilization.

Sterilization services are available between 7:15 a.m. and 5:45 p.m. As stated above, there is a minimum turnaround time of 3 hours for personally owned items. Items dropped off at the end of the day will be available by 7:30 am. If you are renting instruments from the Dental Clinic, they will require a minimum of a 3 hour turnaround time as well.

**4. Dental Wet Laboratory**

Candidates have access to one wet laboratory during the exam. Student laboratory, 1<sup>st</sup> floor, is available only during regular exam hours. There are no facilities available for casting restorations. The following items are available to candidates for use in the clinical laboratory:

- Dental Lathes
- Model trimmers
- Vibrators
- Whip Mix vacuum mixing machines/bowls (additional bowls can be checked out of the dispensary)
- Compressed air

## 5. Dental Laboratory Services

ATSU does not provide professional dental laboratory services. Candidates that need dental laboratory services may be able to obtain them at one of many local dental laboratories in the area. The following is the contact information for two local dental laboratories that may provide expedited services during the WREB examination period and is not affiliated or endorsed by ATSU or WREB. Candidates that need dental laboratory services are encouraged to seek one that best fits their needs and contact them directly.

### **Keller Laboratories, Inc.**

160 Larkin Williams Industrial Court  
Fenton, MO 63026  
(800) 325-3056

### **Dental Arts, St. Louis**

1311 Baur Boulevard,  
St. Louis, MO 63132-1903  
800-325-8011

## During the Board

### 1. Infection Control

#### a. Surface Asepsis

- The switch and handles of the unit light, dental unit handles and operator control pads must be covered with barrier tape (provided). Air-water syringes and evacuators must be covered with clear plastic barriers (provided).
- The dental unit, counter tops, and dental chair should be disinfected with Cavi-Wipes.
- The patient chair should be covered with plastic chair covers (provided).

#### b. Personal Protective Equipment

- Appropriate clothing is required – scrubs, no open-toed shoes
- Disposable gowns, gloves and masks are provided and located in the clinic.
- Candidates need to provide their own OSHA-compliant protective glasses. The school will provide protective glasses for patients and dental assistants, on a “loan” basis.
- Antiseptic soap is available at sinks in the clinic.

### **c. Hazardous Waste**

- Any blood/saliva-soaked waste is considered hazardous and must be disposed of in red biohazard bags and biohazard trash receptacles located throughout the clinic.
- Biohazard bags may be attached to the sides of the bracket tray. At the end of each session, bags should be sealed with tape and placed in the biohazard waste container located in each of the clinical areas.

### **d. Sharps Disposal**

- All needles, anesthetic cartridges, blades, and any other potential sharps are to be placed in the sharps containers located over the counter of each cubicle.

## **2. Medical Emergencies**

In order to alert emergency personnel to a medical emergency and not unduly alarm the patient population, the following protocol must be followed upon discovering a serious medical emergency:

- a. The patient will remain in the care of the candidate or person discovering the problem. The patient must not be left alone. The assistant or responsible person will be sent to report the problem to the Floor Examiner.
- b. The Floor Examiner will make a judgment as to whether a “coded” emergency exists.
- c. The assistant or available individuals will be sent to obtain the emergency kit, AED and the O2 on the 1<sup>st</sup> near Oral Surgery (the area where endo will be conducted during the WREB), or the 2<sup>nd</sup> floor in each clinic on the north and south sections of the building. Security can be contacted at #2744 or #4444 and tell them the location of the emergency in the clinic. The white string can also be pulled alerting security of an emergency. They are located in the faculty U-shaped areas.

If a “coded” emergency has been declared, security personnel will immediately place calls to 911.

- d. In all possible emergencies:
  1. Terminate the dental procedure
  2. Notify the floor examiner
  3. Position the patient – supine if unconscious
  4. Perform the CABs of CPR
    - a. Circulation – check pulse
    - b. Airway check - reposition airway as needed



- c. Breathing check- rescue breaths or start CPR as needed-AED are available
- e. The examiner assumes responsibility for resuscitative procedures and the administration of emergency drugs until the oral surgeon or EMT personnel arrive on site. Security will direct the oral surgeon or EMT to the emergency location.

## **Handbook Appendices**

### **Dental Clinic Exam Room Assignments**

*Please refer to the official WREB documentation for the schedule of times and room assignments for this exam.*

### **Dental Supplies**

Items Supplied by Clinical Dispensary (items not listed are the responsibility of the candidate):

- Air/Water syringe tip, disposable
- Amalgam capsules
- Articulating paper
- Autoclave tape
- Biohazard bags
- Sterilization bags
- Trash bags
- Cement, temporary (Temp Bond)
- Cement, permanent (RelyX Luting Plus, Ketac)
- Cotton gauze – 2x2
- Cotton pellets
- Cotton rolls
- Cotton swabs
- Cups, drinking
- Deck paper
- Disinfectant (Cavi-Wipes)
- Evacuator tips
- Face masksFacial Tissue
- Floss
- Gloves
- Headrest/chair covers
- Hemostatic agents (Hemodent, Viscostat)
- Impression Materials (PVS)
- Impression trays, disposable
- Instrument trays
- Local anesthetic (Lidocaine 2% 1:100k epinephrine, Marcaine 0.5% 1:200k epinephrine, Mepivacaine HCl 3%, Septocaine)
- Mouthwash
- Patient Napkins
- Needles, short and long
- Paper towels

- Patient bibs
- Polishing materials
- Prophy paste
- PVS material
- Retraction cord
- Rubber dam
- Saliva ejectors
- Hand Soap
- Topical anesthetic
- Tray covers
- Digital radiology, Dexis sensors

Items Supplied in Dental Wet Laboratory:

- Mounting Plaster
- Microstone
- Wax

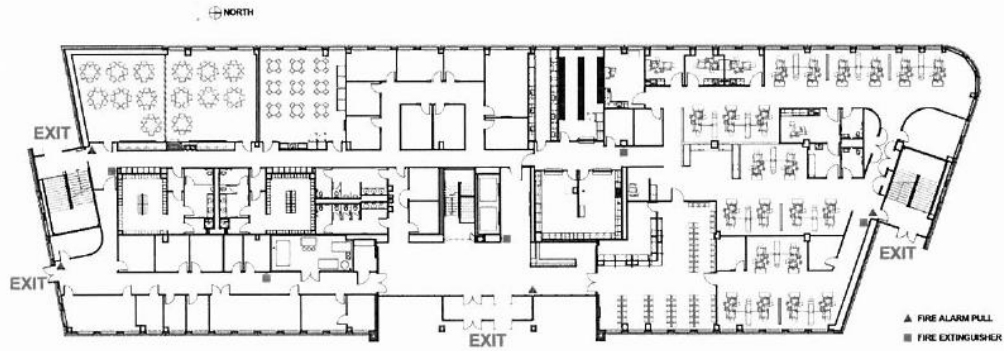
Items Supplied for Endodontics Exam:

- Air/Water Syringe
- Face masks
- Gloves
- Gowns
- Isopropyl alcohol wipes
- Rubber dam
- Sodium Hypochlorite (bleach)
- Zip lock bag (from WREB)
- Kavo Simulation Heads

**Please note: Candidates must provide their own endodontic files**

**PATIENT BROKERING, I.E., THE SELLING OF PATIENTS, WILL NOT BE TOLERATED UNDER ANY CIRCUMSTANCES ON THE ATSU PREMISES. VIOLATION OF THIS RULE WILL RESULT IN IMMEDIATE REMOVAL FROM THE CAMPUS.**

### FIRST FLOOR



### SECOND FLOOR



### THIRD FLOOR

