Dental Hygiene Local Anesthesia Exam
Candidate Information Handbook

Western Regional Examination Board (WREB)
Friday, April 7, 2017

Fortis College Dental Hygiene Clinic
555 N. 18th Street, Suite 305
Phoenix, AZ 85006
602-314-8565
www.lriedel@Fortiscollege.edu
Welcome to Fortis College Phoenix

This guide has been prepared to help assist the dental hygiene Western Regional Board Examination candidate. It is Fortis College- Phoenix’s desire to help you through the examination process and make the process as smooth as possible. After reading this candidate’s guide, if you have any questions please feel free to contact us at (602) 254-3099 ext 3845, or visit our website (www.Fortiscollege.edu).

Fortis College Phoenix is located at 555 N. 18th Street Phoenix, AZ 85006. The college is on the same campus as St. Luke’s Hospital and approximately one mile off of the Interstate 10 West.
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| Maps                                                                    |      |
| 2<sup>nd</sup> Floor Map                                               |      |
| Dental Hygiene Clinic Map                                              |      |
Travel and Hotel Suggested Accommodations

1. Airline and Airport Information:

   Phoenix Sky Harbor International Airport (PHX) is approximately 5 miles (11 minutes) from Fortis College-Phoenix.

2. Ground Transportation

   **Taxis:**
   The following are contracted to pick up passengers at Phoenix Sky Harbor:
   
   - Apache Taxi: (480) 557-7000
   - AAA/Yellow Cab: (480) 888-8888
   - Mayflower Cab: (602) 955-1355

   Rates remain the same regardless of company, number of passengers and number of bags. The first mile is $5. Each additional mile is $2.30. Each hour of a traffic delay is $23. The minimum fare is $15. Each per trip airport surcharge is $1.

   **Limousines:**
   Limousines offer airport-to-door service. For-hire limousines are available on the south curbs of Terminals 3 & 4 and just east of the north curb of Terminal 2. Rates vary according to destinations but typically range from $35 to $85.

   The following limousine services are contracted to pick up passengers at Phoenix Sky Harbor:
   
   - Zion Limousine: (602) 694-6064
   - Michelle Limousine: (602) 501-5199
   - Black Pearl Limo: (602) 290-8923
   - All Star Trans: (480) 628-3722
   - Monarch Limousine: (602) 531-6132
   - AMP Enterprises: (480) 961-1100

   **Scheduled Valley-wide Shuttles:**
   Super shuttles operates 24 hours on a scheduled basis, with vans departing every 15 minutes from 9 a.m. to 9 p.m. Call (602) 244-9000 for more information. For the telecommunications device for the deaf (TDD), please call (602) 243-7786.

   **Courtesy Vehicles:**
   A courtesy telephone center for many hotels and resorts is located adjacent to the baggage claim areas in each terminal.
Rental Car Information:

Airport Car Rental Companies
The following car rental companies operate at Phoenix Sky Harbor International Airport.

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone 1</th>
<th>Phone 2</th>
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<tr>
<td>Advantage</td>
<td>800-777-5500</td>
<td>(602) 252-4935</td>
</tr>
<tr>
<td>Alamo</td>
<td>800-462-5266</td>
<td>(602) 244-0897</td>
</tr>
<tr>
<td>Avis</td>
<td>800-331-1212</td>
<td>(602) 261-5900</td>
</tr>
<tr>
<td>Budget</td>
<td>800-527-7000</td>
<td>(602) 261-5950</td>
</tr>
<tr>
<td>Dollar</td>
<td>800-800-4000</td>
<td>(602) 275-0011</td>
</tr>
<tr>
<td>Enterprise</td>
<td>800-736-8222</td>
<td>(602) 225-0588</td>
</tr>
<tr>
<td>Fox</td>
<td>800-225-4369</td>
<td>(602) 252-4399</td>
</tr>
<tr>
<td>Hertz</td>
<td>800-654-3131</td>
<td>(602) 267-8822</td>
</tr>
<tr>
<td>National</td>
<td>800-227-7368</td>
<td>(602) 275-4771</td>
</tr>
<tr>
<td>Payless</td>
<td>800-729-5377</td>
<td>(602) 681-9589</td>
</tr>
<tr>
<td>Thrifty</td>
<td>800-847-4389</td>
<td>(602) 244-0311</td>
</tr>
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3. Driving Directions:

Directions to 555 N 18th St, Phoenix, AZ 85006
5.0 mi – about 11 mins

1. Head east on E Sky Harbor Blvd
2. Take the ramp to E Sky Harbor Blvd
3. Keep right at the fork and merge onto E Sky Harbor Blvd
   About 5 mins
4. Keep left at the fork, follow signs for Downtown/I-10 WAZ-51/Phoenix and merge onto I-10
   About 1 min
5. Take exit 148 for Jefferson St toward Washington St
6. Keep left at the fork, follow signs for Interstate 10 E
   About 0 mins
7. Turn left onto E Washington St
   About 2 mins
8. Turn right onto N 18th St
   Destination will be on the right
   About 2 mins

555 N 18th St, Phoenix, AZ 85006
4. Hotel/Motel Accommodations

Reservations for hotels and motel accommodations should be made directly with the candidate’s motel or hotels of choice. Below is a list of some hotels and motels that are located close to both Sky Harbor Airport and Fortis College Phoenix. Candidates should contact the motels directly for rates.

**Courtyard® by Marriott® Biltmore**
2101 East Camelback
Phoenix, AZ 85016
(602) 955-5200

**Extended Stay Deluxe Phoenix-Biltmore**
5235 N. 16th Street
Phoenix, AZ 85016
(602) 265-6800

**Extended Stay America Phoenix Hotel Highland at Biltmore**
4357 E. Oak Street
Phoenix, AZ 85008
1-866-599-6674

**Embassy Suites Phoenix**
2630 E. Camelback Road
Phoenix, AZ 85016
(602) 955-3992

**Hotel Highland at Biltmore**
2310 E. Highland Avenue
Phoenix, AZ 85016
(602) 956-5221

**Radisson Hotel Phoenix Airport**
427 North 44th Street
Phoenix, AZ 85008
1-800-967-9033
Dental Hygiene Facility and Services

1. Fortis College-Phoenix Building Access Hours:

Fortis College-Phoenix will be open from 7:00 a.m. to 6:00 p.m. on examination days during the Western Regional Examination Board (WREB).

2. Parking

Please note: all candidates and patients must park in the Fortis College Phoenix parking area label as number 14 on the map below.
3. **Registration and Identification Badges**

Numbered badges issued to candidates (by WREB 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. **Food and Beverage Services/ATM**

Fortis College Phoenix does not have a cafeteria. St. Luke’s hospital does have a cafeteria (ATM location) that is open to the public. Their hours are 7 am to 10 am for breakfast & 11 am to 1:30 pm. The hours vary on holidays and weekends. There are vending machines available on the second floor of the college in the student lounge. Additionally, there are many gas stations, restaurants and fast food establishments located within a few blocks of the College campus. However, it is important to remember that food and drinks are not allowed in any areas near the candidate clinic or check in desk areas during the examination.

5. **Translation Services**

Translation services for candidates and patients are not provided by Fortis College-Phoenix. 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.

6. **Smoking Policy**

The use of tobacco products is prohibited campus-wide; this includes the Medical Office Building, parking lots, driveways, vestibules, private sidewalks, entranceways and private vehicles while parked on the property of St. Luke’s Medical Center and Fortis College-Phoenix.

*If you have patients that smoke please inform them of this policy. Thank you.

7. **Security**

Fortis College-Phoenix has a security guard on site after 6 pm. In the event of an emergency a candidate should call 911.
Preparing for Clinical Phase of the Exam

1. **Operatories:**
   Each operatory is equipped with (1) dental chair, (1) delivery unit equipped with two air/water syringes, one high volume suction and one low volume suction. Any equipment malfunctions should be reported to the clinic supervisor, Mr. Ron Burman-(602) 680-0690.

2. **Equipment, Instruments and Materials:**
   Items to be supplied by candidates and Fortis College-Phoenix are listed on page 13 of this handbook. Any equipment rented to the candidates must be returned prior to check out.

   NOTE: A limited number of anesthetic syringes and hemostats will be available for a $10.00 (cash only) rental fee. For security purposes, the candidate’s driver’s license will be held until rented items are returned.

3. **Sterilization:**
   Syringes and other armamentarium can be sterilized after the examination at no cost to the candidate. All instruments should in a closed stainless steel cassette or bagged. The candidate must ensure the sterilization assistant marks their wrapped or bagged cassettes with their candidate number on it for identification purposes. Sterilization pouches will be available at the entrance of the sterilization room. If the candidate chooses to use the sterilization services provided by Fortis College-Phoenix the candidate assumes all liability for lost and/or damaged items submitted.

   IMPORTANT NOTE: Fortis College-Phoenix can NOT provide patients for candidates. Candidates must not ask the College for patients or patient records.

During the Examination

1. **Infection Control**

   Following the WREB guidelines, clean lab jacket or scrubs, safety glasses, masks, and gloves are to be worn at all times while in the dental clinic setting.

   **Surface Covers:**
   The most practical and effective method for routinely managing operatory surface contamination between patients is to use disposable blood/saliva impermeable barriers (e.g., plastic barriers) to shield surfaces from direct or indirect exposure. Total removal of blood, saliva and microbes is accomplished by routinely changing surface covers between patients.

   Each candidate will receive plastic barriers as needed. Plastic barriers are to be used to cover areas that are difficult to clean and disinfect. These include:

   a. Light handles (both sides)
   b. Light control switch
c. Patient chair controls  
d. High and low volume evacuation systems  
e. Air-water syringe  
f. All exposed tabletop surfaces  
g. Seating adjustment on operator chair  
h. Other areas at the discretion of individual candidates.

Please note that any area covered with plastic does not need to be disinfected between patients.

2. Cleaning and Disinfection

Cavicide wipes are to be used to disinfect all contaminated surfaces. Directions for use are as follows:

a. Apply the damp wipe to the surface to be cleaned.  
b. Wipe clean the surface using a Cavicide wipe and discard.  
c. Allow surface to air dry for 10 minutes when possible.  
d. For surfaces cleaned that show streaks, disinfection is followed by wiping the surface with a 4x4 soaked in plain water to remove streaks or spots.  
e. CLEAN the operatory cabinets, counters, sinks, etc., with the disinfectant solution.  
f. All countertops  
g. Dental chair control panel  
h. Air/water syringe handle, handpiece controls, and controls for evacuation and saliva ejector.  
i. Holsters for air/water syringe, handpieces, and high volume evacuation.  
j. Unit light control handles and switch. NEVER WIPE THE REVERSE SIDE OF THE LIGHT WHEN IT IS HOT.  
k. Cabinet drawer pulls and top edges of drawers.  
l. Operator’s stool control lever.

3. Sharps

All sharps used or unused must be disposed of in a sharps container. Sharps include needles, anesthetic cartridges, broken instruments and any other item which may cause a cut or puncture. Red Sharps containers are located at each operatory in the Dental Hygiene Clinic.

4. Medical Emergencies

a. Preparedness: The candidate should always be mentally alert and knowledgeably prepared for an unexpected emergency situation. Knowledge of the prevention, symptoms, and treatment of emergency problems is vital in order to provide a prompt and efficient response.
b. **Location of Emergency Equipment:** The emergency equipment (oxygen, resuscitation equipment (AED), medications) are located in the Dental Hygiene Clinic clearly marked in the central sterilization area.

c. **Candidate Responsibilities:**

1. In case of emergency, the candidate must stay with the patient and obtain assistance. **NEVER LEAVE YOUR PATIENT UNDER ANY CIRCUMSTANCE.** Make your patient as comfortable as possible.
2. Ask the person nearest you to summon chief examiner indicating you have a “red alert”. The chief examiner will have another candidate obtain the emergency equipment and bring it to the area of the emergency and stay there to give assistance when needed.
3. Contact 911 (Dial 9-911 if calling from a landline on campus)
4. Provide the following information:
   - Where the emergency is located (building and room#)
   - Your name
   - Inform them where you will meet them.

5. **Location of Emergency Equipment and Supplies:**
   a. **Oxygen-** Located in the clinic.
      There is one oxygen units available in Size E cylinders. The cylinder at capacity contains 360 liters providing approximately 30 minutes of continuous oxygen at normal flow rates. The units are checked weekly by the clinical assistant to ensure proper operating condition.
   b. **AED-** Located in the Dental Hygiene Clinic’s central sterilization bay, in the cabinet marked with “AED”.
   c. **Emergency Kit-** is placed on the counter above the first cabinet marked “Emergency First Aid Kit” & “AED” in the central sterilization bay.
   d. **Fire Extinguisher-** Located on the wall in the Dental Hygiene Clinic, adjacent to the central sterilization bay.
   e. **Fire Blanket-** located in the Dental Hygiene Clinic, in the first cabinet marked “Emergency First Aid Kit” & “AED” in the sterilization bay.
   f. **Eyewash Stations-** are located in the dental materials (Rm315) wet lab sink and also the central sterilization area sink. No hand washing is done at this station. To activate, remove the green rubber covers and turn on the cold water lever.
6. Emergency Procedures

Fire or Disaster Situation
   a. Remove persons in immediate danger of fire. Close doors and windows to area affected.
   b. Activate the nearest fire alarm.
   c. Call 911
   d. Calmly notify other personnel in the area.
   e. Remain calm while escorting your patient to the nearest exit. **DO NOT USE ELEVATORS.** Do not take time to gather any personal belongings.
   f. Assemble in front of the main entrance to the School. If your patient is infirmed or disabled, and you must take the stairway exit to take the patient out of the building:
      1. Sitting the patient on a straight back chair with one person carrying the top of the chair and one person carrying the bottom of the chair down the stairway **OR**
      2. Two people making a chair carrying with their arms and carrying the patient down the stairway
   g. Attempt to extinguish the fire with proper fire extinguisher. Fire extinguisher is located in the Dental Hygiene Clinic on the wall adjacent to the central sterilization are.
      1. The water fire extinguisher is used only on solids (wood, paper, trash). It is **NOT** to be used for electrical fires.
      2. The dry chemical fire extinguisher can be used on all fires (solids, liquids, electrical)
      3. Be sure you read the label on the fire extinguisher before you use it to be certain you are using the correct one for the type of fire encountered.
   h. The chief examiner and site coordinator are responsible for clearing the assigned operatories. The receptionist is responsible for clearing the reception area before leaving the building and taking the appointment book to the front of the building.
   i. An “all clear” signal will be given when it is safe to return to the building.
   j. Remain calm. Never yell “fire”.

7. Anesthesia:
   Local Anesthetic will be supplied by Fortis College-Phoenix, please see next page
Supplies Provided by Fortis College Phoenix

All of the following items are provided at no cost by Fortis College Phoenix to all candidates.

- Patient napkins/Bibs
- Non-latex Gloves
- Infection Control Wipes
- Cotton tip applicators
- 2 x 2 gauze
- Trash bags
- Liquid soap
- Bracket tray covers
- Facial masks
- Plastic chair covers
- Paper towels
- Plastic air/water syringe tips
- Barrier tape
- Pre-rinse & drinking cups
- **Topical anesthetic***
- **Local anesthetic***
- Standard Saliva Ejectors
- 25 gauge short needles
- 27 gauge long needles
- Autoclave tape & bags
- Facial Tissue

*Fortis College-Phoenix provides local anesthetic cartridges and 20% benzocaine topical anesthetic gel at no cost to all candidates. The following concentrations will be available to candidates:

- lidocaine HCL 2% with epinephrine 1:100,000
- articaine hydrochloride 4% with epinephrine 1:100,000
- mepivacaine HCL 3% without vasoconstrictor

Certol ProTector disposable needle stick protection shields are provided.

**Fortis College-Phoenix does not provide:**

- hemostats
- locking pliers
- anesthetic syringes

*Those interested in renting required equipment/instruments please see note on page 9.*