Exam Site Information for Candidates
Western Regional Examining Board (WREB)
2018 WREB Hygiene Examination

Phoenix College Healthcare Center
Department of Dental Programs
3144 N. 7th Avenue
(602) 285-7331
Exam Site Information for Candidates
2018 WREB Dental Hygiene, Local Anesthesia & Restorative Examinations

Table of Contents

1. School Facility and Services
   • Clinic Address, Building Access and Hours
   • Parking
   • Security and Emergency Services
   • ATM Machine
   • Food Services Onsite

2. Preparing for the Exam
   • Patient Screening
   • Radiographs
   • Administration of Local Anesthetic – Practitioner Availability
   • Dental Operatory Units
   • Equipment, Instruments and Expendable Materials
   • Sterilization Services

3. During the Exam
   • Infection Control (Surface Asepsis)
   • Medical Emergencies and Equipment

4. Travel and Accommodation Information
   • Airport Information
   • Ground Transportation
   • Hotel Accommodation

5. Appendices
   • Campus Map
   • Clinic Floor Plan
   • Expendable Dental Materials Lists
   • Supply Purchase/ Equipment Rental policy and form
1. School Facility and Services
   - **Location, Building Access and Hours:** Phoenix College Dental Clinic is located off the main campus on the corner of 7th Avenue and Flower Street. Flower Street is south of Osborn Road. The dental clinic is located on the second floor above the covered parking. The dental clinic entrance is on the second floor and can be reached by parking lot elevator, adjacent building elevator and stairs leading to the second-floor bridge. Follow the directional signs to the clinic entrance. The address is 3144 N. 7th Avenue, Phoenix, AZ 85013. The Phoenix College Healthcare Center campus map is available in the Map section of the test site information packet. The building open 6:00am-6:00pm daily for duration of exam.

   - School coordinator, Monica Peterson can be reached at (602) 285-7331 for inquiries regarding school, equipment, and clinic information.

   - **Parking:** Candidates and their patients are welcomed to park in unmarked parking spaces. Patient parking is designated. Patients are welcome to park in the unmarked parking once the designated patient parking is full. There is no additional fee for parking.

   - **Security and Emergency Services:**

     At Phoenix College, the safety and well-being of our students, faculty, and staff is of primary importance. In the event of an emergency or crisis situation, the Public Safety Department will make timely warnings to the campus community.

     **IMMEDIATELY CALL 9-1-1 IN ANY LIFE-THREATENING SITUATION**

     **General Emergency:**

     1. Notify District Public Safety at 480-784-0911, and then notify 911 (if necessary).
     2. If evacuation is required, pull fire alarm.
     3. Follow normal evacuation route. Follow alternate route if normal route is too dangerous.
     4. Missing personnel and last known location will be relayed to Public Safety.

     An emergency is any immediate threat to life and/or property that requires immediate response from police, fire, or ambulance personnel. Your judgment often determines whether an incident is an emergency. If you consider a situation to be an emergency, then it is an emergency and the procedures in this booklet should be followed. If in doubt, err on the side of safety!

     **Fire:**

     Campus community members may deal with small, extinguishable fires as long as personal safety is not compromised and they are trained in the use of fire extinguishers. However, always remember that personal safety should be your first concern. Never place yourself in a position where the fire is between you and the exit.

     - Notify District Public Safety at **480-784-0911** and then call **9-1-1**.
     - Activate fire alarm as you leave the building.
     - Alert all occupants in your area.
     - Evacuate to an assembly area. Follow normal evacuation drill route. Follow alternate route...
if normal route is too dangerous.

- Assist those requiring help to the exterior or to an area of rescue assistance.
- Take only your car keys and purse with you.
- Shut all doors behind you as you go. Closed doors tend to slow the spread of fire, smoke, and water.
- **DO NOT** use elevators.
- **DO NOT** allow the fire to come between you and the exit.
- Notify District Public Safety at **480-784-0911** or **9-1-1** from a safe location. Watch for the responding officer and provide information on the fire location and extent.
- No one may re-enter buildings until all buildings are declared safe by fire/police.
- Public Safety notifies employees/students when situation is clear and normal operations may resume.
- Report persons with disabilities to Public Safety for assistance.

**Emergency evacuation of people requiring assistance from multi-story buildings**

- Always **ASK** a person requiring assistance how you can help **BEFORE** attempting any rescue technique or giving assistance; ask how they can best be assisted or moved, and if there are any special considerations, or items that need to come with them.
- Immediately notify District Public Safety at **480-784-0911** or **9-1-1** that there is a person(s) with a disability that requires assistance

**Procedure for Reporting a Medical Emergency:**

A. The person who discovers the emergency will verbally alert a WREB official

B. The WREB official will assist by:
   1. Delivering the Medical Emergency Cart (contains oxygen and emergency kit)
   2. Alerting the front desk to call 911 and District Public Safety at 4-0911

C. Meanwhile, the person who discovered the emergency will begin a primary assessment:
   1. Check for responsiveness, airway, breathing, and pulse. **IF** there is no breathing and/or pulse, artificial respiration or CPR is started immediately.
   2. If there is breathing and pulse, a secondary survey should be started including review of medical history and recording of blood pressure and pulse every 5 minutes.
   3. Oxygen support should be instituted if any signs of lack of oxygen are noted.

D. WREB official summoned will:
   1. Immediately go to the emergency location
   2. Assess client and assume responsibility for emergency treatment until someone with more training has arrived and all pertinent information has been relayed.

E. Following the emergency:
   1. If 911 is notified, an Incident Report must be filed with Phoenix College Campus Safety. (602-285-7254)
   2. The emergency must be documented in the patient’s record.

**Evacuation Plan:** Posted throughout the building near the fire pulls and exits
Instructor stations located in the dental clinic contain quick reference sheets for emergency protocol and phones.

Phoenix College Safety
(602) 285-7254

- **ATM Machine**: There is no ATM available on campus. The location of nearby ATMs is: Chase, 2901 N 7th Ave, Phoenix, AZ 85013

  U.S. Bank, 520 West Osborn Road, (located inside Safeway Grocery Store) Phoenix, AZ 85013

- **Food Services Onsite**: There are no food service companies on campus. There are two vending machines located on the second floor near the elevators. One vending machine contains beverages, and the other contains snacks.

  **Restaurants Near Phoenix College**

  Applebee’s (602) 266-3330
  2 E. Camelback Road, Phoenix, AZ 85012
  (Northeast corner of Central Avenue and Camelback Road)

  Burger Factory
  702 W. Osborn Road, Phoenix, AZ 85013  (602) 263-0807
  (Northwest corner of 7th Avenue and Osborn Road)

  First Watch
  61 West Thomas Road, Phoenix, AZ 85013 (602) 265-2092
  (South side of Thomas Road at 2nd Avenue)

  The Original Hamburger Works
  2801 North 15th Avenue, Phoenix, AZ 85007  (602) 263-8693
  (15th Avenue south of Thomas Road)

  Kentucky Fried Chicken
  2902 North 7th Avenue, Phoenix, AZ 85013  (602) 234-8346
  (7th Avenue north of Thomas Road)

  La Pinata
  3330 North 19th Avenue  (602) 279-1763
  (Southwest corner of 19th Avenue and Osborn Road)

  Mi Patio
  3347 North 7th Avenue, Phoenix, AZ 85015  (602) 277-4831
  (Southeast corner of 7th Avenue and Osborn Road)

  Mu Shu Asian Grill
1502 West Thomas Road, Phoenix, AZ 85013  (602) 277-9867  
(North side of Thomas Road at 15th Avenue)

Peter Piper Pizza  (602) 266-0040  
3403 N. 7th Avenue, Phoenix, AZ  
(Northeast corner of 7th Avenue and Osborn Road)

Sacks Art of Sandwicheries  
231 West Thomas Road, Phoenix, AZ 85013  (602) 604-9661  
(South side of Thomas Road at 2nd Avenue)  
Monday- Saturday 8:00 AM - 3:00 PM

Subway  
3413 North 7th Avenue, Phoenix, AZ 85013  (602) 274-5074  
(Northeast corner of 7th Avenue and Osborn Road)

Taco Bell  
4035 North 7th Avenue, Phoenix, AZ 85013  (602) 266-2819  
(7th Avenue south of Indian School Road)  
Monday: Friday 7:00 AM - 12:00 AM

2. Preparing for the Hygiene Exam
   • Patient Screening: Candidates who are in need of patient screening are to make arrangements with the school coordinator. Please call the school coordinator at (602) 285-7331. Screening instruments will be available for rental. Please see rental policy section and supply rental form. Phoenix College will provide dates prior to the WREB examination for patient screening. The dates posted are not available on a walk-in basis. Candidates must receive permission from school coordinator for patient screenings prior to arriving. It will be the candidate’s responsibility to contact the school coordinator and make arrangements before the posted dates.

2018 Available Screening Dates:  
8:00am - 10:30 am Thursday, May 17, 2018  
8:00am - 10:30 am Thursday, December 13, 2018

   • Radiographs: The completion of patient’s radiograph prior to WREB scheduled examination dates is recommended. Phoenix College dental clinic is equipped with digital radiograph equipment and Dexis program. The use of the radiograph equipment, PSP plates, and XCP/Rinn positioning devices will be available for candidates who are in need of retaking radiographs. Candidates will be responsible in taking their own radiographs and have access during their scheduled exam. Candidates are responsible in placing, exposing, processing and mounting radiographs. The floor assistant will print radiographs.

The dental clinic time allocated for patient screening can be utilized for taking radiograph on backup patients. Candidate taking the WREB exam will have precedence over radiograph request for backup patients during examination dates. Please inform school coordinator of need for taking radiographs during candidates’ orientation or by phone at (602) 285-7331.

   • Administration of Local Anesthetic:
Practitioner(s) from the school is **NOT AVAILABLE** to administer local anesthesia to Candidate Patients.

- **Equipment, Instruments and Expendable Dental Materials:** Refer to the respective WREB Candidate Guide for a list of materials and armamentarium that the Candidate must provide.

  A. **Handpiece and Prophy Angle Hookups:**
  Slow speed handpieces and disposable prophy angles are supplied at no cost for candidates. Midwest RDH and Midwest Rhino with straight attachment are the slow handpieces available. Slow speed handpieces are available with the expendable materials supplied and sterilized after each use. The dental chairs in clinic contain four holes dental handpiece hose with a connector for candidates who choose to bring their slow speed handpiece.

  B. **Sonic/Ultrasonic Devices:** WREB allows the use of sonic/ultrasonic devices as an adjunct to calculus removal. Each operatory contains a Dentsply Cavitron ultrasonic scaler unit for 30K ultrasonic inserts. Autoclavable Cavitron Serimate detachable handpieces are supplied and sterilized after each use. The ultrasonic inserts are not included. Ultrasonic inserts will be available for rent. Rental supply policy and form will be available during the WREB exam dates and can be viewed in the Appendices of this packet. Candidates are welcome to bring in their own table top ultrasonic scaler. Three-prong outlets and dental water supply hose with quick connect adaptor are accessible within the free-standing unit.

  C. **Air/Water Syringe Tips:** Are syringe tips disposable and supplied with expendable materials. Please review expendable dental material list in the appendix section.

  D. **Blood Pressure Cuffs and Stethoscopes:** A blood pressure cuff and stethoscope will be located with emergency supply cart for candidates. As a courtesy to fellow candidates, return blood pressure cuff and stethoscope after use.
E. Expendable Materials: Expendable dental materials supplied by the school are noted in Appendix A.

- Sterilization Services: Please place instruments in sterilization bags clearly labeled with your name or candidate number. Do not seal the sterilization bag if you want your instruments ultrasonically cleaned. Seal the sterilization bag if you do not want them ultrasonically cleaned. A cart marked “dirty instruments” will be designated for candidates to place autoclave bags with contaminated instruments for sterilization services.

Sterilized instruments can be picked up at the front desk. Instruments received in the morning will be available in the afternoon approximately at 1 pm. Instruments received at the end of the day can be picked up the following exam day upon dental clinic opening. Candidates scheduled on the last day in the afternoon will not be guaranteed to have sterilized instruments by end of day. Candidates are welcome to return when the dental clinic hours resume for the dental program summer session. Sterilization will be closed at 5:00 pm daily during the exam scheduled dates.

The floor assistant and Phoenix College staff will work to the best of their ability with candidates who will be retaking an exam on site to have instruments sterilized.

Unsterilized instruments are considered contaminated items. Candidates choosing not to have instruments sterilized will be required to place items in a plastic bag for carrying out of the dental clinic. Autoclave bags, autoclave tape, plastic bags, and gloves will be provided. Please do not place items in unsterilized autoclave bag without a plastic bag covering directly into personal belongings or hand unsterilized autoclave bag with contaminated items to floor assistant or staff.

3. Preparing for the Local Anesthesia Exam
- Equipment, Instruments and Expendable Dental Materials:
  
  A. Air/Water Syringe Tips: Syringe tips are disposable and supplied with expendable materials. Please review expendable dental material list in the appendix section.

  B. Expendable Materials: Expendable dental materials supplied by the school are noted in Appendix B.

- Sterilization Services: Please place instruments in sterilization bags clearly labeled with your name or candidate number. Do not seal the sterilization bag if you want your instruments ultrasonically cleaned. Seal the sterilization bag if you do not want them ultrasonically cleaned. A cart marked “dirty instruments” will be designated for candidates to place autoclave bags with contaminated instruments for sterilization services.

The sterilized instruments can be picked up at the front desk. Once the examinations begin, instruments will be attended to every two hours to allow proper disinfecting, sterilization time and drying. Instruments received at the end of the morning session will be available in the afternoon approximately at 1 pm at the latest. Instruments received at the end of the day can be picked up the following exam day upon dental clinic opening. Candidates scheduled on the last appointed time in the afternoon will not be guaranteed to have sterilized instruments by the end of the day. Candidates are welcome to return when the dental clinic hours resume for the dental program summer session. Sterilization will be closed at 5:00 pm daily during the exam scheduled dates.
Phoenix College staff will work to the best of their ability with candidates who will be retaking an exam on site to have instruments sterilized.

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4. **During the Clinical Exam**
   - **Dental Operatory Units:** There are 20 A-dec Radius operatories in the dental hygiene clinic consisting of a cart, dental chair, overhead light and radiograph view box. The operatories are equipped with self-contained water systems that will be maintained by the floor assistant.

   ![Dental Operatory Units](image)

   ![Dental Operatory Units](image)

   ![Dental Operatory Units](image)

- **Infection Control (Surface Asepsis):**
  
  **Infection Control Protocol:**
  Universal Precautions and Standard Personal Protective Equipment are practiced in the dental clinic. This consist of the use of a lab coat, gloves, masks, OSHA acceptable protective eyewear, closed-toe shoes and socks that cover ankles.

  **Unit Disinfection:**
  Flush waterlines for 30 seconds before setting up operatory. ProSpray disinfectant wipes will be available for use near each unit. Wipe and maintain agent contact with the surface being cleaned for 15 seconds. Disinfect the entire unit including handpiece lines, hoses, air/water syringe, HV E, saliva ejector, working surfaces, Cavitron unit, view box, light handles and switch to complete cleaning phase. Once completed, use another disinfectant wipe to wet all surfaces a second time to complete disinfection phase. Allow disinfectant to dry for 10 minutes. Use gauze and soapy water to clean the operator and patient chairs, and the lens cover of the dental light when visibly soiled. Visibly soiled items include blood and debris. Do not use disinfectant on the lens cover, it will cause clouding.
Barrier Wrapping of Unit:
After proper disinfection of unit, surfaces that may be contacted during patient treatment must be wrapped with plastic film. You will be provided with plastic dental chair covers and barrier sleeves. Chair covers can be used to cover the patient chair, dental unit, Cavitron, and counter surfaces. Plastic sleeves will be provided to cover the attachments and cords of the handpiece, Cavitron, HVE, air/water syringe and light handles.

A. Hazardous Waste Disposal:
   o **Hygiene:** Recommended that a small biohazard bad is attached to your unit while treating your patient
   o **Local Anesthesia:** Procedure for disposal will be recommended to follow instructions provided if of blood/saliva-soaked waste occurs.

   Small biohazard bag will be available. Please discard all blood or saliva soaked disposables into this bag. After treatment, tape the bag closed and place in the biohazard receptacle located in the main clinic island with expendable dental materials. Used plastic wrapping and patient disposables that are not biohazardous can be placed in the trash containers located at each handwashing island.

B. Sharps Disposal:
Phoenix College follows OSHA standards in sharps disposal. Sharps are objects that can penetrate a worker’s skin, such as needles, scalpels, broken glass, capillary tubes and the exposed ends of dental wires. If blood or other potentially infectious materials (OPIM), as defined in the OSHA Bloodborne Pathogens standard (29 CFR 1910.1030), are present or may be present on the sharp, it is a contaminated sharp and appropriate personal protective equipment must be worn. Indicate location of sharps containers.

   In addition to the OSHA provided sharp reference the dental clinic requires anesthetic cartridges and broken instruments. A sharp container is located in each operatory. Larger items such as broken instruments can be placed in the biohazard trash receptacle located in the main clinic island with expendable dental materials. A photograph with the sharp container in the operatory can be viewed in the Dental Operatory Unit section of this packet.

- **Emergency Medical Equipment:**
  
  Location of Emergency Equipment

  A. The Portable Medical Emergency Cart is located on the Northwest side of the clinic near the exit.
  B. The Automatic External Defibrillator Unit is located on the Northwest wall of the dental clinic.
  C. Four Eyewash Stations are available:
     1. located the east side of the dental clinic
     1. located on the north side of the dental clinic
     1. on the west side of the dental clinic
     1. inside the Sterilization Room (HE A232)
5. Travel and Accommodation Information

- **Airport Information:** Phoenix Sky Harbor International Airport is located approximately 6.7 miles away from Phoenix College Dental Clinic. Website: [https://www.skyharbor.com/](https://www.skyharbor.com/)

- **Ground Transportation:** List airport shuttle service, public transportation

  **Request Ride Services:**
  Lyft - [https://www.lyft.com/signup](https://www.lyft.com/signup)
  Uber – [https://www.uber.com/ride/](https://www.uber.com/ride/)

  **Shuttle Services:**
  Arizona Shuttle (Shuttle) [http://www.arizonashuttle.com/](http://www.arizonashuttle.com/) 1-800-888-2749
  Super Shuttle (Shuttle/Car/SUV) [https://www.supershuttle.com/](https://www.supershuttle.com/) 1-800-258-3826
  Go Airport Shuttles (Shuttle/Sedan/SUV) [https://goairportshuttle.com/](https://goairportshuttle.com/) 1-844-787-1670

  **Taxi Services &Phone Numbers:**
  Apache Taxi (480) 804-1000
  Taxi Phoenix (480) 616-0104
  Taxi Surprise (480) 616-0105
  Checker/Yellow (602) 252-5252
  Discount Cab (602) 200-2000
  Community Cab (480) 644-1000
  Yellow Cab (480) 888-8888
  Apache Taxi (480) 804-1000
  AAA/Yellow Cab (480) 888-8888
  Mayflower Cab (602) 955-1355
  Budget Airport Transportation (602) 638-1330

- **Hotel Accommodations:** Near Phoenix College

  The Clarendon Hotel & Spa
  401 W. Clarendon Avenue, Phoenix, AZ 85013
  1-800-916-4339

  Embassy Suites
  2333 E. Thomas Road, Phoenix, AZ 85016
(602) 957-1910

Hilton Garden Inn Phoenix Midtown
4000 N. Central Avenue, Phoenix, AZ 85012
(602) 279-9811

Hilton Suites
10 E. Thomas Road, Phoenix, AZ 85012
(602) 222-1111

Ramada Phoenix
212 W. Osborn Road, Phoenix, AZ 85013
1-800-946-5338

Quality Inn
202 E. McDowell Road, Phoenix, AZ 85004
(602) 528-9100
http://www.hotelsavings.com/booking/1034008

Wyndham Garden Phoenix Midtown
3600 N. 2nd Avenue, Phoenix, AZ, 85013

6. Maps

- **Campus Map:** The newly-renovated Phoenix College Center for Excellence in Healthcare Education, provides a state-of-the-art learning environment for students and staff with dynamic spaces housing sophisticated technology and equipment. Features include realistic dental, massage therapy, and medical office environments with dental stations, simulation labs, a large seminar space, student space and flexible classroom spaces. The Healthcare Building is located south of Osborn Road and north of Thomas Road on 7th Avenue.

Phoenix College Healthcare Building
Center for Excellence in Healthcare Education
3144 North Seventh Avenue
Phoenix, Arizona 85013
Phoenix Sky Harbor International Airport to 3144 N 7th Ave, Phoenix, AZ 85013

Phoenix College Dental Clinic

Drive 6.7 miles, 17 min

Phoenix Sky Harbor International Airport
3400 E Sky Harbor Blvd, Phoenix, AZ 85034

Get on I-10 W

1. Head east on E Sky Harbor Blvd
   2 min (1.1 mi)
   125 ft

2. Slight left toward E Sky Harbor Blvd

3. Turn left onto E Sky Harbor Blvd
   436 ft
   0.1 mi

4. Keep left at the fork, follow signs for Downtown/I-10 W/AZ-51/Phoenix and merge onto I-10 W
   0.8 mi

Follow I-10 W to N 7th Ave. Take exit 144 from I-10 W

5. Merge onto I-10 W
   4 min (4.0 mi)
   3.7 mi

6. Take exit 144 for 7th Ave
   0.2 mi
7. Keep right at the fork, follow signs for 7th Avenue N

8. Turn right onto N 7th Ave
   Destination will be on the left

3144 N 7th Ave
Phoenix, AZ 85013

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

- **Dental Clinic and Orientation Room Floor Plan:**

  *Flower Street*

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Phoenix College Healthcare Center
3144 N. 7th Avenue
Phoenix, AZ 85013
## APPENDIX A – Expendable Dental Hygiene Materials List
Provided by Exam Site Host (School)
To be provided in sufficient quantities for all Dental Hygiene Candidates

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>2x2 gauze squares</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air/water syringe tips</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antimicrobial mouthwash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anesthetic(s)</td>
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<td></td>
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<tr>
<td>• Local anesthetic(s)</td>
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<td></td>
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<tr>
<td>• Topical anesthetic(s)</td>
<td></td>
<td></td>
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<tr>
<td>Autoclave bags, small</td>
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<td></td>
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<tr>
<td>Autoclave bags, medium</td>
<td></td>
<td></td>
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<tr>
<td>Autoclave tape</td>
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<tr>
<td>Barrier covers/tape</td>
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<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Cotton-tip applicators</td>
<td></td>
<td>Patient bib clips, disposable</td>
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<tr>
<td>Drinking cups</td>
<td></td>
<td>Patient napkins/bibs</td>
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<tr>
<td>Face masks</td>
<td></td>
<td>Prophy paste</td>
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<tr>
<td>Sanitizing materials</td>
<td></td>
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<tr>
<td>Gloves</td>
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<tr>
<td>Gloves, nonlatex (S,M,L,XL)</td>
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<tr>
<td>Soap</td>
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<tr>
<td>Standard saliva ejectors</td>
<td></td>
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<tr>
<td>Surface disinfectant</td>
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<tr>
<td>Overgloves</td>
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<td></td>
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<tr>
<td>Headrest covers</td>
<td></td>
<td>Tray covers</td>
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<tr>
<td>Instrument trays, disposable</td>
<td></td>
<td>Trash bags</td>
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<tr>
<td>Paper towels</td>
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## APPENDIX B – Expendable Local Anesthesia Materials List
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To be provided in sufficient quantities for all Local Anesthesia Candidates

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<td>• Local anesthetic(s)</td>
<td></td>
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<td>• Topical anesthetic(s)</td>
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<td>Autoclave bags, small</td>
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<tr>
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Candidates may supply other preferences
Supply Purchase/Equipment Rental Form

For Candidates of the WREB Dental Hygiene/Local Anesthesia Exams

Equipment Rental Policy:
Ultrasonic Insert with 30K tips, aspirating anesthetic syringes, locking hemostats, probes, mirrors, and 11/12 explorers will be available to rent on the day of your exam. You cannot reserve equipment in advance; it will be available at the clinic reception desk on the day of your clinical exam. There is a $5.00 non-refundable fee for use of a syringe, locking hemostat, probe, mirror, or explorer. There is a $20.00 non-refundable fee for use of the ultrasonic insert. Check or cash payments are accepted - change is not readily available.

Rental term & agreement:
I understand that the supplies I am renting from Phoenix College MUST be returned and checked in by the designated Phoenix College representative at the end of my exam. I am renting the following:

Quantity
_____ Cavitron Tip/s ($20.00)  Fee $ ____________
_____ Aspirating Syringe ($5.00)  Fee $ __________
_____ Hemostat ($5.00)  Fee $ ____________
_____ Probe ($5.00)  Fee $ ____________
_____ 11/12 Explorer ($5.00)  Fee $ ____________
_____ Mirror ($5.00)  Fee $ ____________

I am purchasing the following:
_____ Disposable Gown ($2.00)  Fee $ __________

TOTAL $ ____________

Date ______________________

Name  ______________________________________

Address ________________________________

Phone # ________________________________

Returned ____________ (for office use)