



LOMA LINDA UNIVERSITY

*School of Dentistry
Clinic Administration*

*Loma Linda, California 92350
(909) 558-4603
FAX (909) 558-4822*

**PLEASE TAKE THE TIME TO READ THE FOLLOWING INFORMATION.
IT SHOULD ANSWER ALL THE QUESTIONS THAT YOU MAY HAVE.**

**Western Regional Dental Hygiene Board
Exam Site Information
June 2019**

We, at the School of Dentistry, wish to make your experience here as pleasant and convenient as possible. The information below should answer most questions you may have regarding the upcoming examination.

1. We are not able to screen or to provide patients for candidates, nor to provide School records or radiographs to candidates. No solicitation for patients is permitted in the School building or in the immediate Dental School campus area.
2. **Building and Access Hours** - The building will be open from 6:00 a.m. to 6:00 p.m. during the Western Regional Dental Hygiene Board Examination, unless otherwise requested by the examiners.
3. **ATM Machines** - None Available
4. **Food Service** - There are vending machines in the basement of the dental school. Loma Linda Medical Center has a full service cafeteria in the lobby level of the hospital this is open from 6:00 am to Midnight.
5. **A PRACTITIONER(S) FROM THE SCHOOL IS NOT AVAILABLE TO ADMINISTER LOCAL ANESTHESIA TO CANDIDATES' PATIENTS. THERE ARE NO EXCEPTIONS TO THIS POLICY.**
6. **PATIENT SCREENING - The School does not provide patients for candidates to screen.** You may bring your own patients to the School of Dentistry for examination and/or radiographs. Because our own busy school program will be in full operation the week prior to

dental hygiene boards, screening will be on a first-come, first-served basis **THE DENTAL SCHOOL WILL BE CLOSED ALL DAY SATURDAY, JUNE 15th, 2019.**

7. **RADIOGRAPHS** – Analog radiographs of patients may be taken by candidates using F-Speed films only. If the candidate does not have F-Speed film, it will be provided by the School of Dentistry at no cost to the candidate. Radiographic services by the Radiology Clinic Staff **may be available, for a fee**, the week prior to the scheduled board examination from 6:30 a.m. to 5:00 p.m. Monday through Thursday and 6:30 am to 3:00 pm on Friday. Radiographic facilities are available Sunday, Monday, Tuesday and Wednesday of the board. Time and space availability will determine when and what radiographs can be taken. Therefore, it is recommended that candidates have radiographs taken before arriving in Loma Linda, If possible. **LOMA LINDA UNIVERSITY WILL BE A CONVENTIONAL RADIOGRAPHIC FILM ONLY EXAMINATION SITE.**

8. **SCHOOL TOUR** - A tour will be given before Q&A Session each day to familiarize candidates with LLUSD. It is strongly recommended that all Dental Hygiene Candidates attend as there will be new and important information given. Refer to your board schedule for time and location.

9. **SUPPLIES** - The following supplies will be provided to candidates at the Clinic Supply dispensary located in the main clinic during the license exam:

| | |
|---|----------------------------|
| Air-water syringe tips (disposable) | Lotion |
| Anesthetic - Xylocaine 2%, Polocaine 3% | Patient Bibs |
| Cotton Rolls | Plastic Cups |
| Cotton Swabs | Paper Towels |
| Deck Paper | Prophy Angles (disposable) |
| Dental Floss | Prophy Paste |
| Disposable Gowns (only) | Soap |
| Gauze (2x2) | Sterilization Bags |
| Headrest Covers | Disinfectant - Cavi Wipes |
| High & low suction tips | Topical Anesthetic |
| Kleenex | Tray Covers (small) |
| Gloves | Ultra wrap |
| Masks | Vaseline |
| Mouthwash | Disposable goggles |
| Needles - (25 short & long, 27 short & long & 30 short) | Disposable Styrofoam trays |

10. **CLINIC EQUIPMENT** - Dental units are equipped with air control boxes with Midwest “Q” quick connect high speed hand piece tubing. Slow speed hand piece is standard 4-hole tubing. **(NO HAND PIECES PROVIDED)** All units have a 3-way air water syringe. **Syringe tips are provided.** All units have a quick-connect water source for ultrasonic scalers. Sonic scalers which fit the 4-hole hand piece tubing can also be used. **The School does not rent, sell, loan or provide ultrasonic scalers.**



11. **STERILIZATION PROTOCOL** - For the sterilization of instruments during a state board examination, please mark your candidate number on the sterilization pouch, in dark pencil or the special Sharpie pen provided in the center aisle of the main clinic. Items to be **PROCESSED** should be dropped off at the receiving window to the right of the supply windows. Processing takes 3 hours. **(A receipt will be given when turning in instruments. Please retain receipt and use for pick-up of instruments.)**

To **PICK-UP** sterilized items go to first floor sterilization located off of main hallway. If you have cassettes or other containers that can be sterilized, please feel free to use them as long as they are marked. If you wish, there are sterilizing pouches provided in the center aisle of the main clinic for your convenience. **APPROPRIATE SIGNS WILL BE POSTED FOR YOUR DIRECTION.**

12. **EQUIPMENT RENTAL - NO INSTRUMENT OR EQUIPMENT RENTAL AVAILABLE** AT LOMA LINDA UNIVERSITY SCHOOL OF DENTISTRY. NO HAND PIECES OR ULTRASONIC SCALERS FOR SALE OR RENT AT LLUSD.

13. **DENTAL SUPPLY STORE** - The School store is located in a central area on the first floor. Instruments and supplies may be purchased by candidates. The store will be open prior to and during the examination Monday thru Wednesday 6:45 am - 5:00 pm. If you need additional information, please call (909) 558-4626. **DISPOSABLE GOWNS WILL BE PROVIDED ON MAIN CLINIC FLOOR.**

14. **WASTE DISPOSAL** - All disposable materials that have been contaminated with saliva or blood (sponges, cotton rolls, rubber dam, bibs, gloves, etc.) must be put into the paper bag which is provided for each patient. The closed paper bags containing soiled materials must be put into the trash receptacle located in the cubicles. All sharp materials, needles, blades, empty anesthetic carpules, etc. must be deposited in the special "**RED CONTAINERS**" marked "**SHARPS**". Empty partially used local anesthesia carpules into a 2x2 gauze and then dispose of the gauze into a Pharmaceutical (RX) waste container. **ENCLOSED IS THE INFECTION CONTROL PROTOCOL FOR THE LLU DENTAL CLINIC.**

15. **DENTAL UNIT MALFUNCTIONS** - Report equipment problems to the clinic supply at the west side of the clinic. An equipment technician will promptly come to your unit.

16. **PARKING GUIDELINES – NEW PARKING SYSTEM – ANYONE WHO PARKS IN THE DENTAL SCHOOL PARKING LOT WILL NEED TO GET THEIR PARKING VALIDATED BEFORE LEAVING, TO AVOID ANY FEES.** Candidates, patients, and assistants may use the parking lot adjacent to the School of Dentistry until it is filled. **THE ONLY ACCESS TO THIS LOT WILL BE FROM ANDERSON STREET AND UNIVERSITY COURT AT THE DENTAL SCHOOL ENTRANCE.** Additional free parking is available in lot "X", on the northwest and lot "U" on the northeast corner of Anderson and Stewart Streets, one block north and of the Dental School. Street parking is limited.

17. **PATIENT BROKERING** - Patient brokering, i.e. the selling of patients, will not be tolerated under any circumstances within the School of Dentistry and/or on the premises of the university. Violation of this rule will result in immediate removal from the campus of Loma Linda.

Requests for information regarding School facilities or services may be made to Mary Hartwell (909) 558-4939.

1. UNIVERSAL BARRIER PROTECTION

The policy for LLUSD clinics is to employ universal barrier protection in **all direct patient contacts**. These protective barriers and techniques include: Gloves, Proper hand washing, Masks and eye protection and Protective clothing. Application of universal barrier protection is described in the sections to follow.

2. BASIC INFECTION CONTROL PROCEDURES

- Standard precautions shall be practiced in the care of all patients.
- Universal Precautions is an approach to infection control, according to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other Bloodborne Pathogens.

2.1 General rules for infection control:

- Infection control applies to **all** patients.
- Cross-contamination is reduced by the use of the following universal barrier protection: Gloves, face mask, protective eyewear **and** Protective clothing (clinic barrier gown)
- Wash your hands with an antimicrobial soap **before** gloving and **after** degloving. If hands are not visibly soiled or contaminated an alcohol-based hand rub may be used as an alternative to soap and water. Remove all rings. Put gloves on when you are ready for intraoral procedures; after gloving, **do not** touch anything other than the patient and the equipment, instruments and supplies needed for the procedure. If you need to obtain some equipment outside the operatory, or if you need to touch the patient's chart, or handle any object other than those used in the procedure, or leave the cubicle for any reason whatsoever, you must remove your gloves followed by hand washing.
- If gloves are compromised (torn or damaged) during a procedure, remove them, wash your hands and put on a new pair of gloves.
- Clean and disinfect the operatory **before** setting up for the patient, and **after** you have completed treatment and dismissed your patient. Using the two-step procedure wipe to clean, wipe to disinfect (read label).

- Face masks and protective eyewear, or face shields with mask, are mandatory in all patient contacts in which aerosol spray, splashing or spatter could occur: e.g. use of high-speed hand pieces, ultrasonic equipment, air/water syringes, and during scaling and surgical procedures.
- Protective clothing is mandatory in all direct patient contacts: examinations, radiographic procedures and all treatment procedures. Clinic gowns used as protective clothing should be changed at least daily and when visibly soiled from treatment procedures. Disposable gowns are to be placed in the trash. Gowns are to be worn only on the second-floor clinic areas. **DO NOT WEAR GOWNS** in labs, bathrooms, lounges or outside of the building. Hair must be secured (up & back) so that it does not contact your patient, instruments, equipment or supplies.
- Whenever anesthetic injections are used, recap the needle by using a recapping device or the “scoop” method. (Without touching the cap with your fingers, insert the needle into the cap, as it lies on the tray, by directing it with the syringe. When the needle has been inserted, lift up the syringe with the “scooped up” cap in place. The cap can then be pushed into place by finger pressure.) Protector cards are available to you.
- Regulated Medical Waste Disposal:
Sharps Waste Container: Dispose of all needles & empty anesthetic carpules.
Pharmaceutical Waste Container: Dispose of partially used anesthetic carpules into 2x2 gauze and then dispose of the gauze into a Pharmaceutical (RX) waste container.

2.2 Preparation of operatory prior to seating patient

- Always use gloves, wear safety glasses and protective clothing when disinfecting the operatory.
- Prepare the operatory before use by removing debris from the floor and counter tops, disinfecting all surfaces identified below. Use 1st Cavi Wipe XL Disinfecting Towelette to clean cubicle. Use 2nd Cavi Wipe XL Disinfecting Towelette to disinfect the cubicle. Wipe all environmental surfaces to include the **handle** and **switch** of the dental light. Handles, receptacles, brackets and valves of saliva ejector, high speed evacuator. Hoses for suction and air rotors: disinfect 24" from connection to suction tips and hand piece. Switches and knobs on unit Mobile cart and counter surfaces, including radiograph view box buttons. Patient and operator chairs: those parts that may have been touched with contaminated hands or been splattered (i.e. Air-water syringe handle).
- Flush air-water syringe and hand piece hoses for **2 minutes** into high speed evacuation system or the sink.
- Remove and dispose of gloves.
- Wash hands with the use of antimicrobial soap for at least 15 seconds.

- Pick up from the supply cart and dispensary supplies and equipment to be used during the patient visit.
- Set up protective covers, barriers, supplies and instrument cassette(s).
- Put protective mask, exam gloves on counter. Wear either protective eyewear or face shield. (**Personal eye wear is not a substitute for eye protection**).
- You are now ready to seat your patient.

EMERGENCY PHONE NUMBER

while inside the School:

8333 - Medical Emergency

1616 - Telephone Operator