

WEST LOS ANGELES COLLEGE



Exam Site Information for Candidates
Western Regional Examining Board (WREB)
2019 WREB Hygiene Examination

WEST LOS ANGELES COLLEGE
9000 OVERLAND AVENUE
CULVER CITY, CA 90230
(310)287-4464

Exam Site Information for Candidates
2019 WREB Dental Hygiene, Local Anesthesia & Restorative Examinations

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1. School Facility and Services

- **Location, Building Access and Hours:** Dental Hygiene **CLINIC** address, telephone number and contact name for questions regarding the school, equipment, etc. Directions to Clinic entrance; building open 6:00am - 6:00pm daily for duration of exam.

The Dental Clinic is located in the MSB Building, first floor, MSB 100 – Signs will be posted to provide directions to candidates and patients.

The Address is: 9000 Overland Avenue, Culver City, CA 90230.
Phone Number: (310)287-4464 or (310)287-7224

Directions: Directions on how to get to the campus and MSB Building, including a printable map, are found under the following link:

<http://www.wlac.edu/transportation/index.aspx>

- **Parking:** Parking is available at various locations. The lots that are easily accessible to the MSB Building are: Lot A, Lot 8A, and South Parking Structure*.

*Please see the location of the parking areas in our campus map online at (http://www.wlac.edu/WLAC/media/documents/transportation/wlac_map.pdf).

One-day passes are on sale at parking dispensers in all of the student/guest lots on campus. The pass is \$2.00. These machines do not give change nor accept coins.

Please have **two single dollar bills**. For more information, please access

<http://www.wlac.edu/Transportation/Parking.aspx#sthash.1xgU5WJ4.dpuf>

- **Security and Emergency Services:** In case of an emergency, the WLAC Sheriff can be contacted at (310)287-4314
- **ATM Machine:** There are no ATM machine available on campus. Check with your bank service provider the nearest location to our campus (9000 Overland Avenue, Culver City, CA 90230).
- **Food Services Onsite:** During the Summer Session, food availability is limited on campus. Cafeteria and small convenience stores are closed on Fridays, Saturdays, and Sundays. There are a large range of restaurants, coffee houses and fast-food restaurants within 1.0 mile from campus.

2. Preparing for the Hygiene Exam

- **Patient Screening:** Facility will not be available for screenings.
- **Radiographs:** The clinic has six wall installed x-ray units, and one mobile x-ray unit (see Blue print of the clinic floor for the location of the wall installed units). Please advise if WREB organization decides that operatories with x-ray units could be used to take images on the day of the exam. If needed, each image will have the cost of **\$8.00** including the printout of the image (image will need to be saved in an USB Flash Drive, and printed from a different computer). If preferred, conventional radiograph is also available.
- **Administration of Local Anesthetic:** A Practitioner(s) from the school is **NOT AVAILABLE** to administer local anesthesia to Candidate Patients. There are no exceptions to this policy.

- **Equipment, Instruments and Expendable Dental Materials:**
 - A. Handpiece and Propy Angle Hookups:** All units are from the manufacture A-Dec Model 500, using a 4-holes connector for slow-handpiece. Candidates will have the option to rent a polishing kit (handpiece, prophy angle, prophy paste) for a fee of \$30.00. Payment must be made in cash or personal check (payable to “DH Trust Fund”).

Candidate must inform facility up to 48 hours from the date of the exam via email to Carlos Sermeño sermenc@wlaac.edu (if request is not received, there is no guarantee that unit will be available on the day of the exam).

- B. Sonic/Ultrasonic Devices:** All units are equipped with hookups for ultrasonic units (power and water).The facility has magnetostrictive (Dentsply Cavitron) and piezo (Symmetry IQ 3000 Hu-Friedy) ultrasonic scaler available to rent for a fee of \$35.00 per unit (inserts are not included, and not available for renting). The clinic has a limited number of units for rental. Payment must be maid in cash or check (payable to “DH Trust Fund”). If candidate is considering the use of an ultrasonic unit, it is highly recommended for the clinician to wear a face-shield.

Candidate must inform facility up to 48 hours from the date of the exam via email to Carlos Sermeño sermenc@wlaac.edu (if request is not received, there is no guarantee that unit will be available on the day of the exam).

- C. Air/Water Syringe Tips:** The facility uses disposable air/water syringe tips. Disposable supplies will be provided by the facility
 - D. Blood Pressure Cuffs and Stethoscopes:** The facility has a limited number of stethoscopes and sphygmomanometers. It is expected each clinician to provide their own. Large cuff sphygmomanometer is available if needed. It is not guarantee that those will be available on the day of the exam.
 - E. Expendable Materials:** Expendable dental materials supplied by the school are noted in **Appendix A.**

- **Sterilization Services:** Sterilization area will close at 4:30pm each day, and it will be only available to those candidates that need to retake exam. Facility infection control protocol states that instruments opened and/or used during the exam will need to be transported out the facility in a plastic container with lid. Candidates cannot carry instruments on paper or plastic bag, wrapped on paper, or wrapped on aluminum foil. Patients are not allowed to handle candidate’s used /contaminated instruments.

3. During the Clinical Exam

- **Dental Operatory Units:** A-Dec 500.
- **Infection Control (Surface Asepsis):** *see next page*

Setting Up WLAC clinic Operatory

1. Remove your watch and all hand/arm jewelry. Perform a long hand-washing: 15 seconds x 2
2. Put on gown, mask, safety glasses.
3. Put on overgloves (or exam gloves if not available).
4. Bottles of water for each unit will be ready, and assistance can be provided if more water is needed
5. Put on utility gloves over overgloves.
6. Turn unit on (master switch on the right of the bracket) and verify proper function of equipment (patient chair, operator chair, and overhead light) before you set up your operatory.
7. Purge stagnant water from air/water syringe line for 2 minutes into a cup or sink.
8. Prepare a tank for vacuum line cleaning. (Mix 1 oz of vacuum line cleaning solution and 2 L of tap water) – the solution will be ready to use.
9. Flush high and low suction tubes using ICV (Adec's vacuum line cleaning system) in your operatory for 2 minutes.
10. Disinfect all surfaces using OPTIM 33 TB disinfecting wipes using the technique of WIPE – DISCARD – WIPE. Let air-dry.
11. Remove utility gloves and place them next to the vacuum cleaning tank.
12. Put on overgloves to retrieve supplies.
13. Get necessary numbers of protective barriers (sticky tapes and chair covers) and place them as below. TAPES: over light handles (2), light switch (1), operator chair knobs (2), clinician chair back (1), Barrier-tape any non-critical items you may need to handle during patient care (patient's mirror handle, timer, calculator, floss dispenser, lip lubricant, etc.)-----Minimum of 6 Tapes. BAGS: headrest cover or patient chair back (1), side air/water/suction arm (1), and bracket tray (1) -----Minimum 3 bags. BARRIER SLEEVES: on a pen (1), air/water syringe (1), slow speed suction (1), high speed suction (1) ---- Minimum 4 sleeves. SPECIALIZED BARRIERS: computer keyboard, remote control, computer mouse.
14. Only the surface disinfecting solution provided in the West Los Angeles College Dental Hygiene Clinic is to be used in the clinic. Other brands of disinfectant, either purchased elsewhere or obtained as samples, are not to be used, as they may contain ingredients that may deteriorate the clinic furniture and equipment. Any surfaces (horizontal or vertical) within 3 feet of the patient's mouth must be considered contaminated after providing treatment that produces splatter therefore, cabinet doors, drawers, and instrument kits must remain closed during treatment. However, only surfaces that are touched must be cleaned and disinfected (with approved disinfectant only) or disposable covers changed between patients.

Breaking Down WLAC Operatory

1. After dismissing patient, get numbers of sterilization bags needed: 1 med. bag: brush & nitrile gloves - 1 med. bag: yellow cassette - 1 large bag: Big instrument cassette and put student name and number.
2. Put on gown, mask, safety glasses, and examination gloves (since utility gloves are bulky - you may use examination gloves for removing the barriers and flushing lines).
3. Purge stagnant water from air/water syringe line for 2 minutes into a cup or sink.
4. Flush high and low suction tubes using ICV (adec's vacuum line cleaning system) in your operatory for 2 minutes.
5. Breakdown the operatory by removing all the barriers into one of your used large inverted chair/bracket covers. Discard the trash into the bag and knot the bag closed. Leave it beside the trash receptacle.
6. Discard sharps/cartridges into sharps disposal receptacles. Instrument cassettes should be latched closed and placed in the sink.
7. Discard contaminated examination gloves, put on new examination gloves under UTILITY GLOVES.

<p>8. Disinfect all surfaces and all non-critical items which can tolerate moisture (OPTIM33 wipes) with UTILITY gloves using disinfecting wipes using the technique of WIPE – DISCARD – WIPE. Let air-dry. Don't forget to wipe patient's mirror handle, timer, calculator, floss dispenser, disclosing bottle, patient's safety glasses, lip lubricant, etc.</p>
<p>9. While wearing exam gloves under nitrile utility gloves, take the instrument cassettes to sterilization room for ultrasonic cleaning or high thermal disinfectant cleaning machine for cleaning. OR while wearing exam gloves under nitrile utility gloves, scrub instruments as follows: place open cassette WITH INSTRUMENTS LOCKED UNDER THE CLIP in the base of the sink, hold down in the center, scrub away from you with your long handled brush. DO NOT SCRUB INSTRUMENTS ONE BY ONE. Dry instruments (with cassette) using thick pads of paper towel, and place into sterilization bags. Take off utility gloves and wash them with instrument brush with soap with hands with exam gloves.</p>
<p>10. Dry utility gloves and place in sterilization bag with your long handled brush – sterilization bags will be available, However, in order to transport contaminated instruments out of the facility, bagged instruments must be put inside a plastic container with lid.</p>
<p>11. Put on new exam gloves, clear the counter and put away all items.</p>
<p>12. While wearing exam gloves, raise chair, place rheostat (foot pedal) on chair base behind the patient chair. Turn off master switch. Position operatory light directly over patient chair. Place one clinician and one assistant chair towards the wall of each operatory. Check your operatory and make sure everything looks appropriate - check floor for trash or other items.</p>
<p>13. With gloved hands (gloves should be fairly clean –equivalent to your own hands), remove and discard mask. Remove glasses. Then wipe the glasses with disinfectant wipe. Take off examination gloves, sanitize or wash your hands.</p>
<p>14. Put on over-gloves. Walk the bagged instruments back to the sterilization area or into the container.</p>
<p>15. Discard over gloves and take off gown. Perform a long hand washing: 15 seconds x 2.</p>

A. Hazardous Waste Disposal (exam-type specific):

- **Hygiene:** Procedure for disposal of blood/saliva-soaked waste. It should be put in the trashcan.
- **Local Anesthesia:** Procedure for disposal of blood/saliva-soaked waste. Empty anesthetic cartridges (no drugs or blood) can be disposed in the regular trash. Anesthetic cartridges with left over drugs should be disposed in a **BLUE** puncture resistant container. Anesthetic cartridges with blood in the cartridges should be disposed in a **RED** Infectious waste puncture resistant container.

B. Sharps Disposal: Indicate location of sharps containers. Specify which components may be placed in sharps container.

Used needles are to be disposed of in the appropriate puncture resistant containers located in the clinic area (red container). Used needles should not be purposefully bent or broken after use. Needles must be recapped only by using needle capping protective device or using the scoop technique.

C. Emergency Medical Equipment: See clinic floor plan where oxygen (O₂), AED, and emergency kit (E.K.) are located. The location of those will be shown during the clinic tour.

Medical Emergency Protocol:

The supervising dentist or clinic/laboratory instructor will be the Emergency Director until the outside paramedics are present. The dental hygiene clinical instructor will assist the supervising dentist. A minimum of one student will be assisting and recording vital information.

The dental hygiene receptionist will be the direct link to the **on-campus emergency line (4314 or 4315)**. The Emergency Director and/or dental hygiene clinical instructor will contact the campus sheriff who will determine whether L.A. County Fire/Ambulance/Paramedics is to be called prior to the arrival of the on-campus emergency team. Students not involved directly with the emergency will continue their clinical procedures as assigned. Additional assistance will be requested of dental hygiene students if needed.

Scenario - When an emergency situation occurs in the WLAC Clinic, the clinician (A) assigned to the patient having the emergency will remain with the patient. He/she (A) will notify the nearest clinician or supervisor (B) that they have an emergency. The 2nd clinician (B) will immediately get the DDS supervisor or RDH Instructor, and proceed to get the Oxygen tank and emergency kit. If the RDH instructor was summoned first, Student B will get the DDS supervisor. After the DDS and RDH arrive, the student with the emergency situation (A) will inform the receptionist and apprise him/her of necessary 4314 or L.A. County Fire/Ambulance/Paramedics help or if not determined yet – bring the receptionist to emergency site for further direction. Student B will be dismissed when DDS or RDH indicates and should return to his/her operatory. The oxygen tank and first aid kit are kept in the clinic area. Overhead signs point out their locations.

All students, faculty, and staff need to have current certification in basic life support (BLS) from American Heart Association.

Emergency recordkeeping forms must be completed for each emergency situation in our dental hygiene area. An incident report form must be completed for any injury or emergency. Forms are available in the clinic manual located near the entrance of the clinic. After completion, the form is given to the program director or clinical instructor for appropriate follow-up.

Emergency Monitoring System:

Oxygen Tank: Checked by the clinic instructors daily for its location and content. (The tank must be changed when monitor gauge is at 400 ml.)

AED: Inspect and maintain by the program director or designee every semester for its battery and expiration of pads.

First Aid Kit: Checked each semester by the program director or designee for restocking and content expiration.

Emergency Kit: Checked each semester by the program director or designee. Refill of expired medications are sent automatically by the emergency kit manufacturer and immediately placed in the kit by the receptionist.

Emergency Recordkeeping Form: Checked each semester by the program director and stocked as needed.

Juice for Diabetic needs in the refrigerator: Checked daily by the clinical instructor prior to clinical opening. (If none available, contact the receptionist for immediate replacement.)

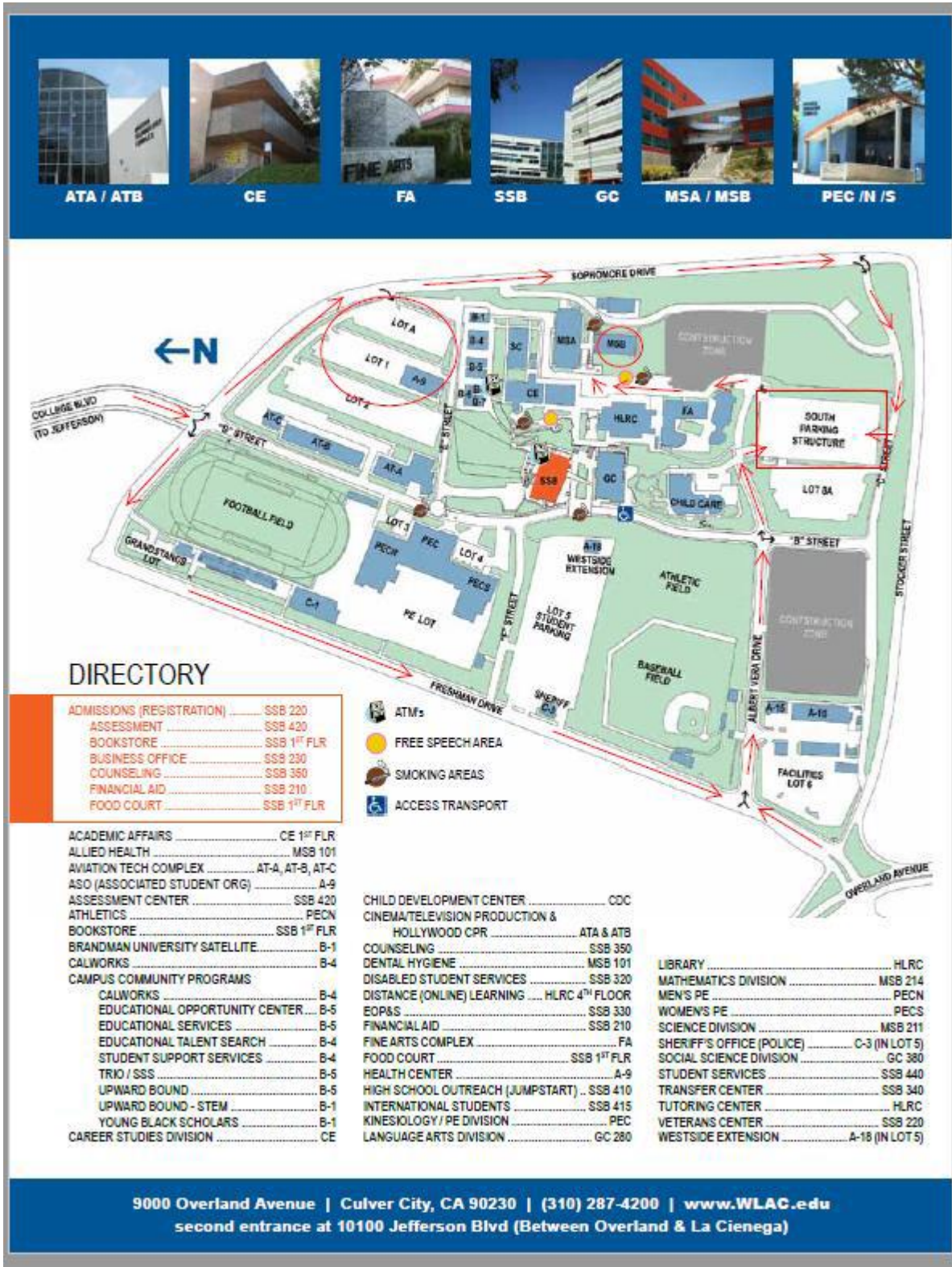
Fire Extinguisher: Checked by plant facility personnel or designee.

4. Travel and Accommodation Information

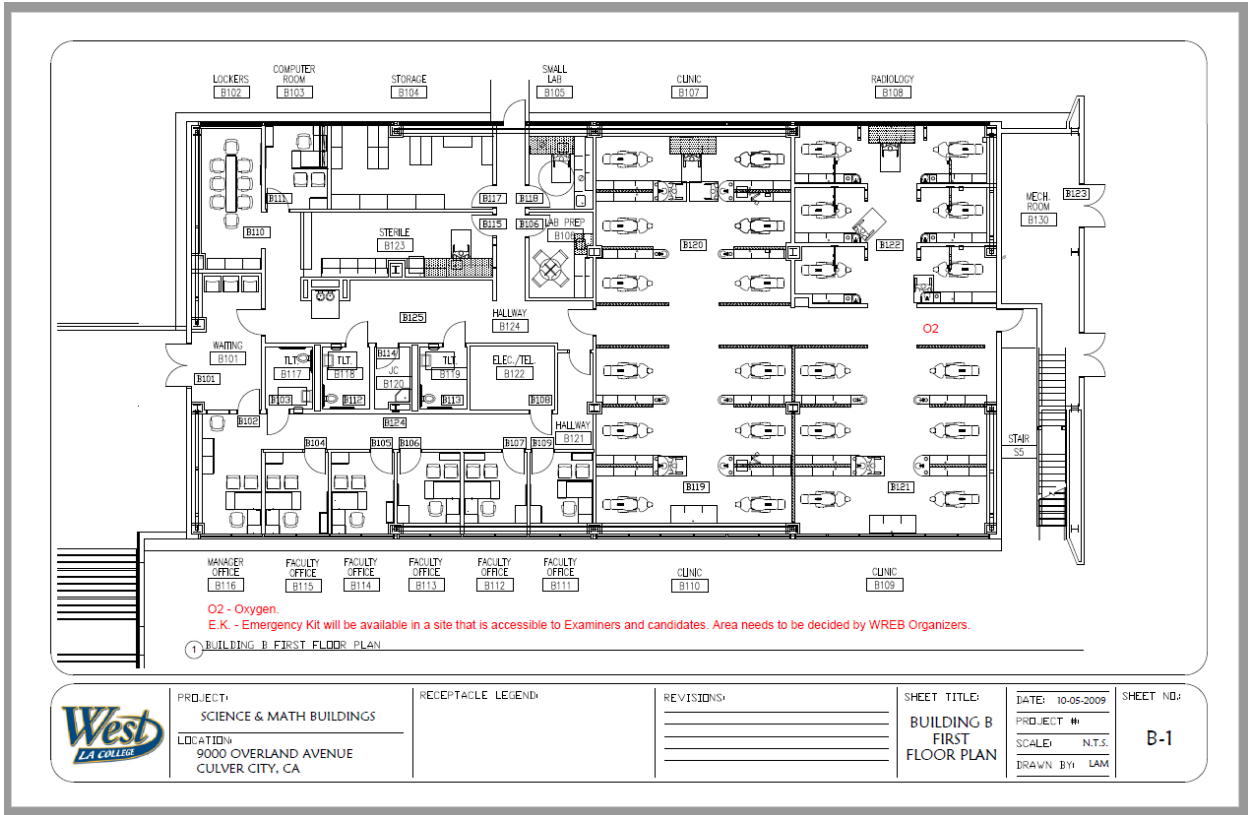
- **Airport Information:** Los Angeles International Airport (LAX).
- **Ground Transportation:** Uber, Lyft, rental car, or taxicabs are practical methods of transportation from LAX to our campus or hotels.
- **Hotel Accommodations:** Search sites such as www.expedia.com, www.hotels.com, www.travelocity.com, www.skyscanner.com, www.kayak.com and other searching online services will provide a diverse range of quality accommodation, price and proximity from campus.

5. Maps

- **Campus Map:** Include map of campus and directions to clinic
See attachment
- **Clinic Floor Plan:** Indicate Patient waiting area, Candidate clinic, Examiner grading area, areas of emergency equipment



Clinic Layout:



Expendable Dental Materials Appendices

APPENDIX A – Expendable Dental Hygiene Materials List Provided by Exam Site Host (School) To be provided in sufficient quantities for all Dental Hygiene Candidates		
2x2 gauze squares	Cotton-tip applicators	Patient bib clips, disposable
Air/water syringe tips	Drinking cups	Patient napkins/bibs
Antimicrobial mouthwash	Face masks	Prophy paste
Anesthetic(s)	Facial tissue	Sanitizing materials
<ul style="list-style-type: none"> • Local anesthetic(s) 	Gloves	Soap
<ul style="list-style-type: none"> • Topical anesthetic(s) 	<ul style="list-style-type: none"> • Gloves, nonlatex (S,M,L,XL) 	Standard saliva ejectors
Autoclave bags, small	<ul style="list-style-type: none"> • Overgloves 	Surface disinfectant
Autoclave bags, medium	Headrest covers	Syringe Needles
Autoclave tape	Instrument trays, disposable	Tray covers
Barrier covers/tape	Paper towels	Trash bags