

# NORTHERN ARIZONA UNIVERSITY



Department of  
Dental Hygiene

Exam Site Information for Candidates  
Western Regional Examining Board (WREB)  
2020 WREB Hygiene Examination

NORTHERN ARIZONA UNIVERSITY  
DEPARTMENT OF DENTAL HYGIENE  
208 E. PINE KNOLL DRIVE  
HEALTH PROFESSIONS BUILDING #66 - ROOM 216  
FLAGSTAFF, AZ 86011  
928-523-3500  
<https://nau.edu/chhs/ddh/>

**Exam Site Information for Candidates**  
**2020 WREB Dental Hygiene & Local Anesthesia 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. Campus Map**

**6. Clinic Floor Plan**

**7. Required School-provided Expendable Dental Materials Appendices**

# WELCOME TO NORTHERN ARIZONA UNIVERSITY DENTAL HYGIENE DEPARTMENT

Northern Arizona University Dental Hygiene department is located at **208 E. Pine Knoll Drive, Health Professions Building #66 Room 216 Flagstaff, AZ 86011**. The building is located at intersection of McConnell and Pine Knoll Drives. This handbook has been prepared to assist Dental Hygiene candidates for the Western Regional Board Examination. If additional information is needed after reading this handbook, please contact the coordinator Chadleo Webb at [chadleo.webb@nau.edu](mailto:chadleo.webb@nau.edu)

## 1. School Facility and Services:

- **Location, Building Access and Hours:** Northern Arizona University Dental Hygiene department is located at **208 E. Pine Knoll Drive, Health Professions Building #66 Room 216 Flagstaff, AZ 86011**. Building access hours will be from 6:00am-6:00pm on WREB testing days. Regularly scheduled hours will be 8:00am-4:00pm.
- The Dental Hygiene Clinic will be available on an emergency basis for screening and radiographs, prior to the arrival of WREB examiners. A Dental Hygiene clinical faculty will be on call in the building to aid with questions for screening and radiographs. Please schedule an appointment by calling 928-523-3500 and state that you need a WREB screening appointment.
- Dental hygiene **CLINIC** address **208 E. Pine Knoll Drive, Health Professions Building #66 Room 216 Flagstaff, AZ 86011**, call 928-523-3500 with contact name for questions regarding the school, equipment, etc.: Chadleo Webb at [chadleo.webb@nau.edu](mailto:chadleo.webb@nau.edu)
- **Directions to Clinic entrance:**
  - Turn left at the Health Professions sign. You will see two entrances. There is one located Southeast at the loading dock and one located Southwest at the Main Entrance. The clinic is located on the second floor (room 216).
- The building will be open 6:00am-6:00pm daily for duration of exam.
- **Parking:** A parking pass must be obtained from the kiosk at the corner of Pine Knoll and McConnell Drives. Parking is located in the Dubois Center Building #64 (306 E. Pine Knoll Drive) parking lot located at the corner of E. Pine Knoll Drive and the Rolle Activity Center. Metered parking is available in the adjacent lot (P45) at \$7 for the day. Metered parking is also available in the lot near the Health Professions Building (P48) at \$7 for the day. Search <https://nau.edu/maps/> for campus maps.
- **Security and Emergency Services:** For Security contact information and protocol, click here: <https://in.nau.edu/emergency-management/emergency-operations-plan/>
- **ATM Machine:** Banking machines are located on North campus, next to the campus bookstore.

- **Food Services Onsite:** Dining options are available at the Dubois Center Building #64 (306 E. Pine Knoll Drive)

## 2. Preparing for the Exams

- **Patient Screening:** NAU Dental Hygiene Department **cannot** provide patients for candidates. Candidates should not ask the school for patients or patients' records. Candidates may use the Dental Hygiene clinic to screen patients on a limited basis. Times will be determined as needed. Please call 928-523-3500 to schedule an appointment. Please state that you need a WREB screening appointment. All screenings and radiographs must be completed prior to the arrival of WREB examiners.
- **Screenings are not allowed on WREB exam dates**
- **Radiographs:** This site is a digital facility only. Digital sensors and XCP's will be made available as needed.
  - **Printed radiographs must be presented by guest candidates.** There is only 1 view box available for viewing traditional radiographs.
  - The radiology department is located in room 223 across the hall from the clinic. Our facility is a digital site, all outside candidates will need to bring radiographs in a printout form. It is suggested that radiographs be printed on high quality photographic paper. It is strongly recommended that candidates have radiographs taken before arriving at the site. However, screenings and radiographs may be obtained **prior** to the WREB exam dates.
  - Any radiographs obtained on a potential patient requires the written authorization of NAU Dental Hygiene Faculty member assigned to the area. The radiograph authorization form is available in the radiology department.
  - Candidates who need to use the Radiology clinic are required to follow NAU infection control policies and to wear proper clinic attire. The candidate will be responsible for exposing and importing their patient's digital images into the electronic dental record. Staff/faculty will be available to facilitate and answer questions about use of the equipment.
  - Radiology will be available to the candidates during the exam on an emergency basis only.
  - Radiology will be open for candidate usage the day prior to the WREB exam dates. Please call 928-523-3500 to schedule an appointment. Please state that you need a WREB screening radiology appointment.

### **Supplies Available in Radiology:**

- Gowns
- Gloves
- Masks
- Cotton rolls
- Bitewing tabs
- Soft Edges
- Computers
- Digital sensors
- Digital XCP sensor holders
- Hand soap
- Hand sanitizer

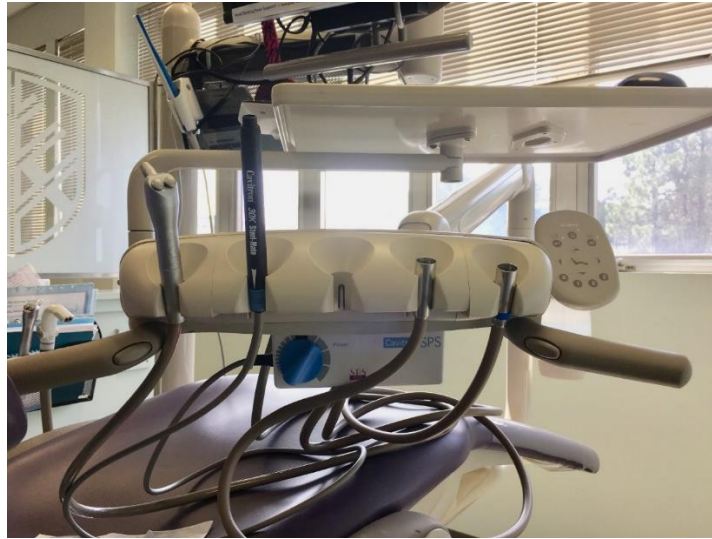
**Clinical Facility Information:**

**Cubicles (Operatories)** - Each candidate will be assigned a numbered cubicle in the Dental Hygiene clinic. The number assigned should correspond to the applicant's numbered I.D. badge which will be issued at orientation.

Each cubicle is equipped with a dental chair (Adec). A delivery unit equipped with an air/water syringe, suction, Dentsply® Ultrasonic Cavitron® units (30K) mounted to each unit, and an operator's stool. Any equipment malfunctions should be reported immediately to the Chief Examiner.



- **Equipment, Instruments and Materials** - Items to be supplied by the candidate and the Dental Hygiene facility are included in the supplements at the end of this handbook. Anything not listed, the candidate must provide. Any equipment or supplies on loan to the candidate must be returned prior to check-out. **Candidates borrowing equipment or supplies will be required to submit a valid credit card and check made out to Northern Arizona University for the price of the borrowed item(s).** The candidates check and credit card will be returned when the loaned items are returned.



- **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.
  - **Handpiece and Propy Angle Hookups:** Specifications for handpiece and propy hookups are Adec standard low speed for candidates who choose to bring their own. MidwestRDH® handpieces and/or propy angles are available for loan. **Candidates borrowing equipment or supplies will be required to submit a valid credit card and check made out to Northern Arizona University for the price of the borrowed item(s).** Advance notification is not required.
  - **Sonic/Ultrasonic Devices:** WREB allows the use of sonic/ultrasonic devices as an adjunct to calculus removal. All operatories have ultrasonic devices mounted to the dental units.
  - **Air/Water Syringe Tips:** Are syringe tips are disposable. Additional tips are available at no cost.
  - **Blood Pressure Cuffs and Stethoscopes:** Candidates should bring their own blood pressure cuffs or stethoscopes.
  - **Expendable Materials:** Expendable dental materials supplied by the school are noted in **Appendix A.** Add the expendable list to your document (items not listed are responsibility of Candidate).
- **Sterilization Services:** Sterilization of instruments will be available until close of business each day. **Candidates retaking onsite will need their instruments sterilized prior to retake clinic entrance.**

**Administration of Local Anesthetic:** NAU Dental Hygiene Department will provide clinical Dental Hygiene faculty to administer anesthesia for candidates who are not certified to administer anesthesia. There is no charge for this additional service. To be fair to all Candidates, NAU Dental Hygiene Faculty will be available throughout every day of the exam.

### 3. During the Clinical Exam

Infection Control:

- **Surface Asepsis** - Handles of unit light and air-water syringes may be covered with blue adhesive plastic wrap (available at each sink/glove/mask station). The dental unit and counter tops may be disinfected by using Cavi-wipes®. The dental chair will be covered with a large clear plastic bag (roll available near chairs #13 and 15). If the chair needs to be decontaminated, the candidates will use soapy water.
- **Personal Protective Equipment** - Appropriate protective clothing is available and MUST be worn during patient treatment. Disposable gloves, and masks are located in each clinical bay. Gowns are located in the sterilization area of the clinic. Candidates MUST provide their own OSHA-acceptable protective glasses, with side shields. Antiseptic soap and Hand Sanitizer are available at all sinks in the clinic.
- **Hazardous Waste** - Any blood/saliva-soaked waste is considered hazardous and MUST be disposed of in biohazard bags located near the sterilization room.
- **Sharps Disposal** - All needles, anesthetic cartridges and any potential sharps are to be safely placed in the sharps container located between cubicle

### 4. Travel and Lodging Information

- **Airport Information:** Flagstaff is located 2.5 hours' drive from Phoenix, AZ or a 20-minute flight. The airport code is FLG and American Airlines services FLG airport.
- **Ground Transportation from Phoenix airport:** [www.arizonashuttle.com](http://www.arizonashuttle.com)
  - **Rental Car:** FLG airport is served by the following rental car companies:
    - Alamo: 844-827-2603
      - [https://www.alamo.com/en\\_US/car-rental/locations/us/flgt71-flagstaff-pulliam-airport.html?mcid=yext:245709](https://www.alamo.com/en_US/car-rental/locations/us/flgt71-flagstaff-pulliam-airport.html?mcid=yext:245709)
    - Budget: 928-779-5235
      - <https://www.budget.com/en/locations/us/az/flagstaff/flg>
    - Enterprise: 928-774-0010
      - <https://www.enterprise.com/en/car-rental/locations/us/az/flagstaff-airport-50d6.html>
    - Hertz: 928-774-4452
      - <https://www.hertz.com/rentacar/location/unitedstates/arizona/flagstaff/flgt36>

- **Directions and maps for driving from airports:**

**From Flagstaff Pulliam Airport:** 6200 S Pulliam Dr, Flagstaff, AZ 86005

- Head northwest on S Pulliam Dr toward John Wesley Powell Blvd
- Turn left onto John Wesley Powell Blvd
- Turn right to merge onto I-17 N toward AZ-89A/Flagstaff
- Take exit 341 for Mc Connell Drive
- Turn right onto E McConnell Drive
- Turn right onto E Pine Knoll Drive
- The clinic is located on the second floor of the Health Professions Building

**From Phoenix Sky Harbor International Airport:** 3400 E. Sky Harbor Blvd. Phoenix, AZ 85034

- Head south on I-10 E
- Take exit 150 to merge onto I-17 N toward Flagstaff
- Take exit 341 for Mc Connell Drive
- Turn right onto E McConnell Drive
- Turn right onto E Pine Knoll Drive
- The clinic is located on the second floor of the Health Professions Building

- **Parking:** Parking is located in the Dubois Center Building #64 (306 E. Pine Knoll Drive) parking lot located at the corner of E. Pine Knoll Drive and S. Huffer Lane. Metered parking is available in the lot (P45) adjacent to the Dubois Center at a daily rate of \$7. Search <https://nau.edu/maps/> for campus maps.

- **Hotel Accommodations:** List of suggested area hotels which are less than .5 miles from the dental hygiene facility.

Drury Inn & Suites Flagstaff

300 S Milton Rd, Flagstaff, AZ 86001

(928) 773-4900

<https://www.druryhotels.com/locations/flagstaff-az/drury-inn-and-suites-flagstaff>

SpringHill Suites by Marriott Flagstaff

2455 S Beulah Blvd, Flagstaff, AZ 86001

(928) 774-8042

<http://www.marriott.com/hotels/travel/flgsh-springhill-suites-flagstaff/>

Hampton Inn & Suites Flagstaff

2400 S Beulah Blvd, Flagstaff, AZ 86001

(928) 913-0900

<http://hamptoninn3.hilton.com/en/hotels/arizona/hampton-inn-and-suites-flagstaff-FLGWEHX/index.html>

Courtyard by Marriott Flagstaff

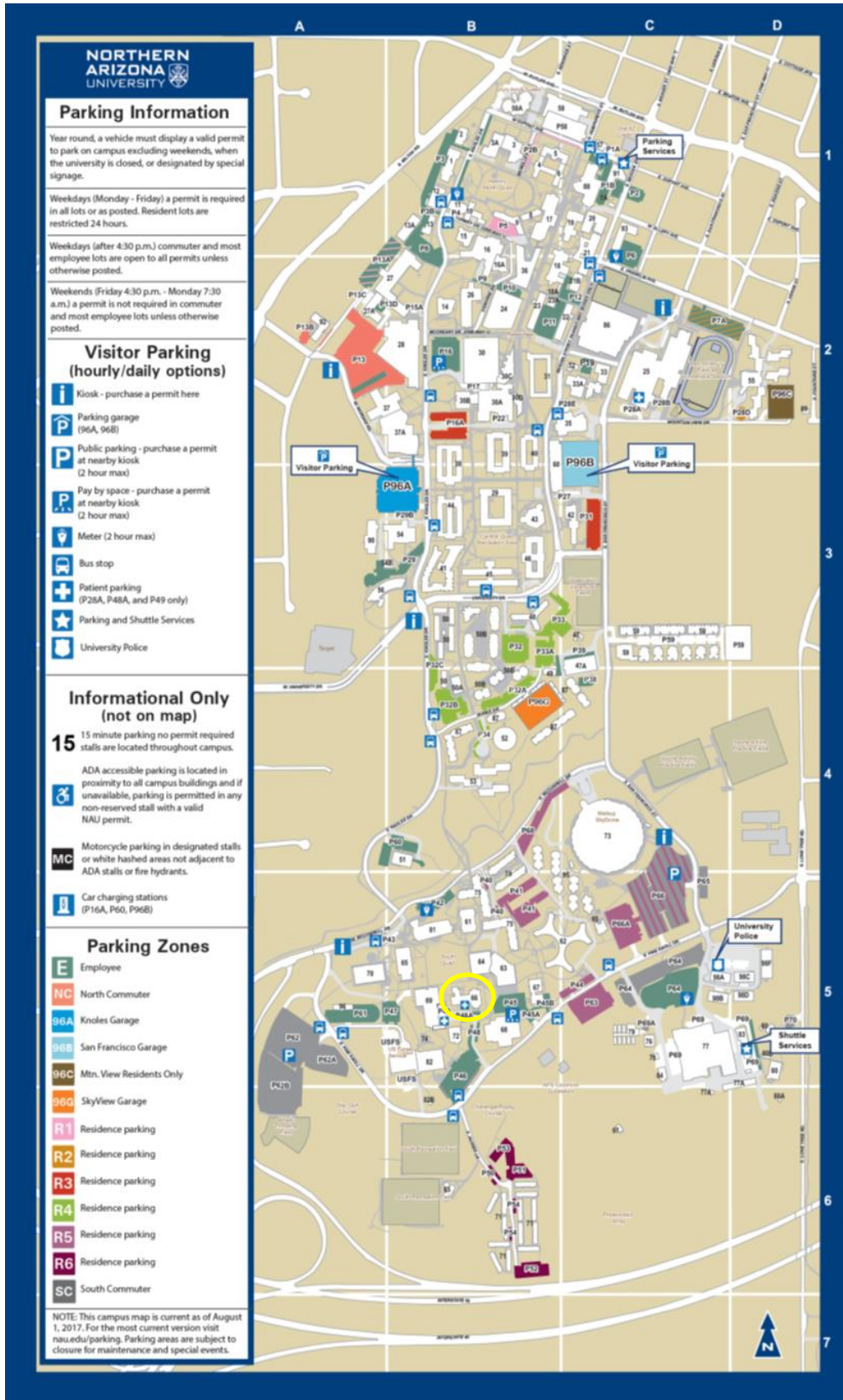
2650 S Beulah Blvd, Flagstaff, AZ 86001

(928) 774-5800

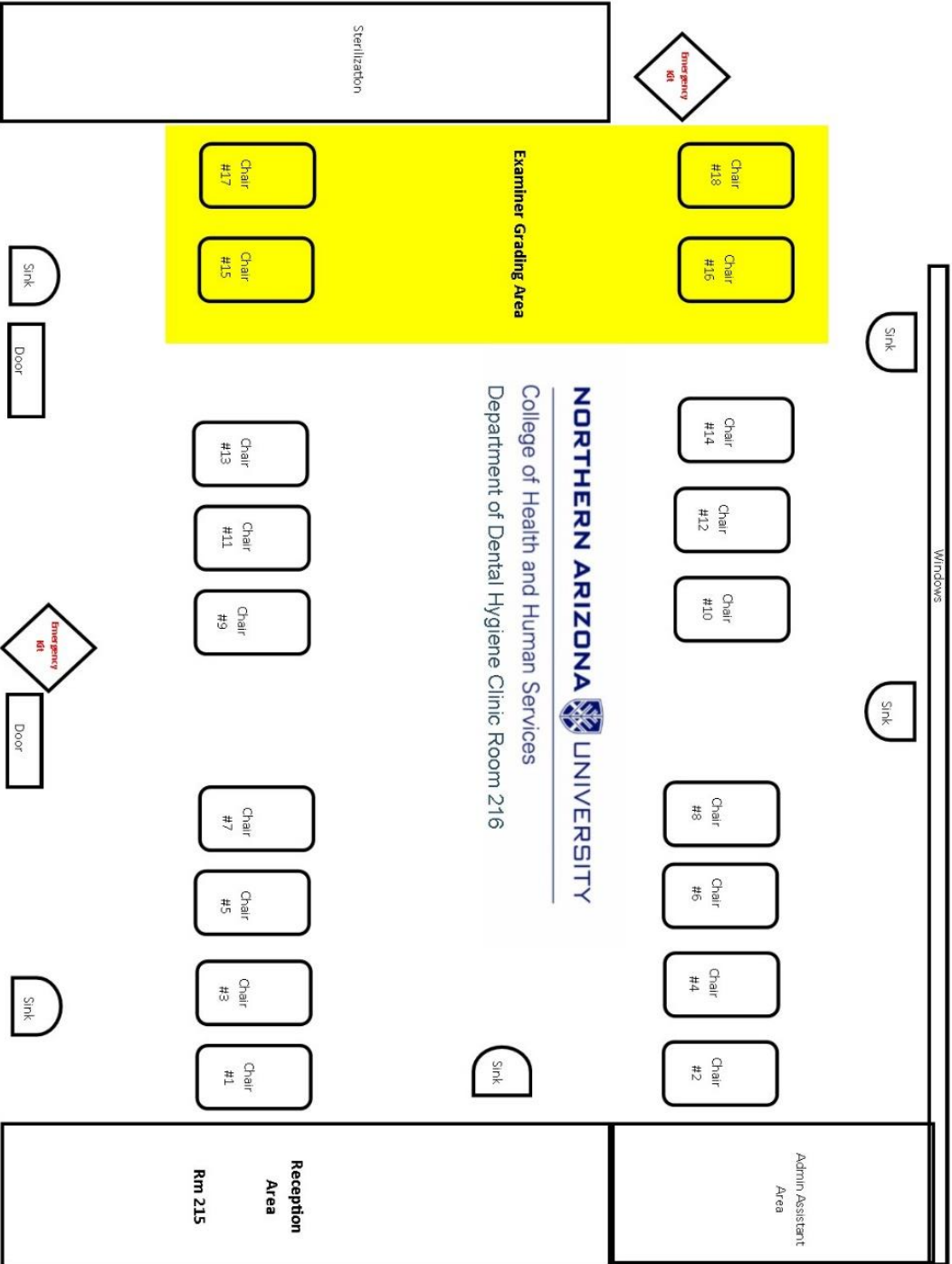
<http://www.marriott.com/hotels/travel/flgcy-courtyard-flagstaff/>



## 5. Campus Map:



# 6. Clinic Floor Plan



## **Emergency Protocol:**

Procedure for Reporting an Emergency:

- A. Person who discovers the emergency will verbally alert a WREB official.
  
- B. The WREB official will assist by:
  - a. Delivering oxygen and procuring the Medical Emergency Kit.
  - b. Alerting the Northern Arizona University staff member to call 911 or NAU Police 928-523-3000.
  
- C. Meanwhile, the person who discovered the emergency will begin a primary assessment:
  - a. Check for responsiveness, airway, breathing and pulse. If there is no breathing and/or pulse, artificial respiration or CPR is started immediately.
  - b. 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.
  - c. Oxygen support should be instituted if any signs of lack of oxygen are noted.
  
- D. WREB official summoned will:
  - a. Immediately go the emergency location.
  - b. 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:
  - a. If 911 is notified, an Incident Report must be filed with NAU Campus Safety.
  - b. The emergency **MUST** be documented in the patient's electronic record.

- **Location of Emergency Equipment:**
  - There are (2) oxygen tanks-one is located by door to the clinic by the emergency crash cart, the other is in the back corner by the dental model materials near the entrance to the sterilization room.
  - During the WREB examination (1) oxygen tank will be located in the Examiners' Bay
  - Pocket Ventilation masks are located in the emergency crash cart by the clinic entrance door; two are located in orange pouches attached to either side of the cart.
  - There is an Emergency Kit and Emergency Equipment located in the emergency crash cart located near the entrance to the clinic.
  - The Automatic External Defibrillator Units are located:
    - One (1) is outside of the clinic mounted to wall
  
- **Evacuation Plan:**
  - Posted throughout the building near the fire pulls and exits.
  
- **Preparing of the Local Anesthesia Exam:**
  - **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.
  
  - **Air/Water Syringe Tips:** Are syringe tips are disposable. Additional tips are available at no cost. Additional tips are available at no cost.
  
  - **Expendable Materials:** Expendable dental materials supplied by the school are noted in **Appendix B**. Add the expendable list to your document (items not listed are responsibility of Candidate).
  
  - **Sterilization Services:** Sterilization of instruments will be available until close of business each day. Candidates retaking onsite will need their instruments sterilized prior to retake clinic entrance.
  
- **Supplemental Information Exam Room Assignments:**

Schedule and Locations: TBD	
Candidate Orientation	HP Room 235
School Tour	Meet in HP Room 229
Clinic Exam Area	Units # 10-18
Grading Area for Examiners	Units # 1-8
Central Sterilization	Adjacent to unit # 18
Radiology	Across the hall in room 223

- **Dental Instruments and Supplies:**

- **Items supplied by the candidate**

- 1. Glasses, protective for candidate and patient
    - 2. Polishing handpiece
    - 3. Cavitron® (Ultrasonic) Inserts 30K
    - 4. Blue, Black and Red Pen
    - 5. Syringes
    - 6. Uniforms
    - 7. Blood Pressure Equipment

- **Items Supplied by NAU Dental Hygiene Department**

- 1. Anesthesia: Topical and Injectable 16 Hand soap
    - 2. Autoclave Bags 17 Isolation Gowns
    - 3. Biohazard Bags 18 Masks
    - 4. Cotton Rolls 19 Mouthwash
    - 5. Cotton Tip Applicators 20 Paper Towels
    - 6. Computers / monitors/ keyboard 21 Patient Napkins
    - 7. Disclosing solution 22 Plastic Trays
    - 8. Disinfectant Wipes 23 Prophy Paste
    - 9. Disposable Air/water Syringe Tips 24 Saliva Ejectors
    - 10. Disposable Napkin Clips 25 Sharps containers
    - 11. Drinking Cups 26 Sterilization Bags
    - 12. Exam gloves 27 Trash Bags
    - 13. Facial Tissue 28 Tray Covers
    - 14. Floss 29. 2 X 2 Gauze
    - 15. Fluoride varnish 30. X-ray view box for traditional films (one)

## Expendable Dental Materials Appendices

<b>APPENDIX A – Expendable Dental Hygiene Materials List Provided by Exam Site Host (NAU) To be provided in sufficient quantities for all Dental Hygiene Candidates</b>		
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"> <li>• Local anesthetic(s) with and without vasoconstrictor</li> </ul>	Gloves	Soap
<ul style="list-style-type: none"> <li>• Topical anesthetic(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Gloves, nonlatex (S,M,L,XL)</li> </ul>	Standard saliva ejectors
Autoclave bags, small	<ul style="list-style-type: none"> <li>• Overgloves</li> </ul>	Surface disinfectant
Autoclave bags, medium	Headrest covers	Tray covers
Autoclave tape	Instrument trays, disposable	Trash bags
Barrier covers/tape	Paper towels	

<b>APPENDIX B – Expendable Local Anesthesia Materials List Provided by Exam Site Host (NAU) To be provided in sufficient quantities for all Local Anesthesia Candidates</b>		
2x2 gauze squares	Cotton-tip applicators	Patient bib clips, disposable
Air/water syringe tips	Drinking cups	Patient napkins/bibs
Antimicrobial mouthwash	Face masks	Sanitizing materials
Anesthetic(s)	Facial tissue	Soap
<ul style="list-style-type: none"> <li>• Local anesthetic(s) Local anesthetic(s) with and without vasoconstrictor</li> </ul>	Gloves	Standard saliva ejectors
<ul style="list-style-type: none"> <li>• Topical anesthetic(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Gloves, nonlatex (S,M,L,XL)</li> </ul>	Surface disinfectant
Autoclave bags, small	<ul style="list-style-type: none"> <li>• Overgloves</li> </ul>	Tray covers
Autoclave bags, medium	Headrest covers	Trash bags
Autoclave tape	Instrument trays, disposable	
Barrier covers/tape	Paper towels	