

# Candidate Instructions

## 2012 Hygiene Examination

Council of Interstate Testing Agencies, Inc.

**Directions:** Candidates are responsible for reading all announcements regarding the administration of the dental hygiene examination, as well as reviewing the candidate examination manual and online tutorials.

### Set-Up Period

- 1) Since space is limited at the exam site we cannot accommodate well-wishers, parents of candidates, or friends that may wish to wait in the waiting rooms of the facility. Please utilize the waiting room specifically for patients, patient interpreters, and/or patient guardians.
- 2) You will have a 30 minute Set Up Period. Your patient should be seated at this time. During the Set Up Period you are required to prepare your operatory, obtain the proper instruments and necessary supplies, record your patient's blood pressure on the Medical Health History Form, as well as completing all required paperwork. Please consult the Tutorial Booklet regarding the required paperwork.
- 3) Only CITA approved written materials or forms may be in your operatory. Any other materials are a violation of CITA protocol. There should not be any periodontal charting or probing measurements from a teaching institution, private dental office or dental clinic in the operatory.
- 4) CITA absolutely will not complete any aspect of your paperwork, regardless of how minor. Please note that improper paperwork is cause for patient rejection during patient/paperwork approval. This will result in loss of time and a penalty deduction. You will be required to resubmit the patient for acceptance.
- 5) It your responsibility to complete and maintain the security of all examination forms. This includes your Hygiene Progress Form, which contains the patient health history, treatment consent form, radiograph verification form and anesthetic and premedication information, as well as the Treatment Selection Form.
- 6) During the Set-Up Period, you will need to ensure that you have all the necessary instruments for the procedure and any equipment rented from the school is in good operating order. You will also need to ensure that you have all the necessary forms for the examination. You should consult your Tutorial Booklet for the specific forms required. Forms may be obtained from the tables set up in the clinic area.
- 7) During the Set Up Period, you will complete the grid on your purple Treatment Selection Form. When the Set Up period is over, and hopefully all patient selection paperwork is completed, you will be dismissed from the clinic for the Patient/Paperwork Approval Period.

### Patient/Paperwork Approval

- 1) The Chief or a Clinic Floor Captain will clear the clinics at 8:30 am (morning group)/2:00 pm (afternoon group). Please check the examination schedule for the site.
- 2) Your patient should be reclined with the operatory light, all paperwork and radiographs must be displayed and visible.
- 3) You should have the required instruments on the instrument tray and accessible.
  - **Periodontal Probe PCV-12 HU-Friedy PH-6 Color Vue**
  - **ODU #11/12 explorer**
  - **Unscratched, untinted front-surface, non-disposable mouth mirror**

If these instruments are NOT present and displayed in a conspicuous place, the patient will be rejected and you will receive penalty points as stated in the candidate's manual.

- 4) Examiners will not open your cassettes searching for the required instruments so please have the instruments required for patient approval accessible prior to leaving the clinic. Note: digital radiographs must be on photographic quality paper or they may be rejected.
- 5) You are NOT to complete the Oral Assessment Form or the green Treatment Evaluation Forms during the Set Up Period. These will be completed once you have been allowed back into the clinic after your patient/paperwork have been approved.

### **Completing Procedures**

- 1) When you are allowed entrance back into the clinic, you will need to check to see if your patient has been approved.
- 2) All candidates will have thirty minutes after being allowed back into the clinic following the Patient Approval session to complete the Oral Assessment and present their patient to the Check In Station for the initial grading session. If you have not checked in by the 30-minute time period, you may be limited as to the time you will have to perform the clinical aspects of the examination, as the last assigned finish time of a patient returning from the grading station will not be greater than the end of the published clinic time for the hygiene examination.
- 3) If approved, the Examiner will have recorded their Examiner number in the appropriate box on the Hygiene Progress Form and the Treatment Selection Form.
- 4) If the patient has NOT been approved, you will find a yellow Instructions to Candidate Form in your operatory denoting the basis for rejection of the patient. You MUST contact a Clinic Floor Examiner to review the Instructions to Candidate Form before proceeding with the Examination. Failure to contact a Clinic Floor Examiner, and have the Instructions to Candidate Form reviewed is considered a breach of examination protocol and may be grounds for dismissal from the examination.
- 5) The CFE will review the Instructions to Candidate Form with you and have you place your candidate number on the form acknowledging that you understand the instructions being presented to you.
- 6) The treatment grid, on the Treatment Selection Form, once it has been approved, **may not be altered**. Transfer the grid information from the purple Treatment Selection Form grid to the green Treatment Evaluation forms. You will need to place your barcode label on all three sheets of the Treatment Evaluation Form.

### **Grading Room**

- 1) When you are ready to have your Oral Assessment and your Calculus Detection grid evaluated, you will need to bring to the Check In Station all required completed paperwork and material in the folder provided to you at registration. Again, you are to consult the Tutorial Booklet for instructions regarding the necessary forms and materials required. All forms are available at the designated area in the clinic.
- 2) Again, be sure to have all forms completed prior to bringing your paperwork to the Check In Station for review. This includes the Hygiene Progress Form, Grading Room Request Forms, Treatment Selection Form and radiographs.
- 3) Maintaining the security of your paperwork is your responsibility.

- 4) DO NOT bring your patient with you when you come to the Check In Station. Your paperwork will be reviewed at the Check In Station, without your patient present. Once your paperwork is approved, you will receive a yellow "Paperwork Acceptance" card. You will be required to return to your operatory and wait for a CITA staff person or escort to retrieve your patient and paperwork, and escort them to the Grading Station. Keep your yellow card with and on top of the approved paperwork.
- 5) When your patient has been returned to you from the Grading Station, after the examiners have graded the treatment selection, you will see on your Treatment Selection Grading Room Request Form, the teeth that have been assigned for probing. You will need to record these teeth in the appropriate space on the green Treatment Evaluation Form.
- 6) If you have a question about the teeth assigned for probing, please notify a CFE at once.
- 7) Provided the candidate has submitted their patient for the first grading procedure within the thirty minute period after be allowed back into the clinic from patient approval, all candidates will receive 1 ½ hours of clinic time for patient treatment. Your finish time will be assigned when your patient has been returned from the grading station upon completion of the Calculus Detection and Oral Assessment evaluation. The finish time will be recorded on your Hygiene Progress Form, Treatment Selection Grading Room Request Form and on a Post-It Note. The Post-It Note is to be displayed on the outside of your operatory when your patient has been returned to you. Note: If the candidate does not submit their patient within the thirty minute window they may NOR receive a full ninety minutes of patient treatment time, and their finish time may be the time the clinic period ends according to published examination schedules.
- 8) When you are ready to have your subgingival calculus removal, supragingival deposits removal and periodontal probing evaluated, you will need to bring all required completed paperwork in the folder provided to you at registration, to the Check In Station. Do NOT bring your patient. Your paperwork will be reviewed at the Check In Station. Once your paperwork is approved, you will receive a yellow "Paperwork Acceptance" card. You will be required to return to your operatory and wait for a CITA staff person or escort to retrieve your patient and escort them to the Grading Station. Keep your yellow card with and on top of the approved paperwork. Again, if you have any questions you should consult the Tutorial Booklet for instructions regarding the necessary forms and materials required.
- 9) It is your responsibility to ensure that you put your instruments down by your designated finish time. Failure to do so will result in your failure of the Dental Hygiene Examination, as continuing to work after your assigned finish time is violation of CITA protocol and will result in failure of the examination. You will not be periodically informed during the course of the examination as to the time remaining in your assigned finish time. Any changes made to the candidate's assigned finish time will be made on the Hygiene Progress Form, the Treatment Selection Grading Room Request Form and on the sticky note outside the operatory. The candidate should not consider any other sources of information in the monitoring of their finish time.