

Candidate Instructions

2012 Restorative Examination

Council of Interstate Testing Agencies, Inc.

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

Set-Up Period

- 1) Since space is limited at the exam site, CITA 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) All candidates will have a 30 minute Set Up Period. Patients should be seated during this time. During the Set Up Period, candidates are required to prepare their operatory, obtain the proper instruments and necessary supplies, record patient's blood pressure on the Medical Health History Form, as well as completing all required paperwork. Candidates are to consult the Tutorial Booklet regarding the required paperwork requirements.
- 3) CITA absolutely will not complete any aspect of your paperwork, regardless of how minor. Please note that improper paperwork is cause for rejection during the paperwork/patient approval process. This will result in loss of time and a penalty deduction. You will be required to resubmit the patient for acceptance.
- 4) 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.
- 5) Maintaining the security of your paperwork is the candidate's responsibility. Please be certain your paperwork contains only your three digit candidate number or unique candidate identification number. A candidate's name should not appear on forms, or other personal items of the candidate.
- 6) Only materials given to you prior to the exam, or provided during the exam, or published by CITA including pages printed from the CITA website, are allowed in the operatory. No school forms, private office histories, charting or consent forms, are allowed in the operatory.
- 7) Upon departing the clinic at the end of the Set Up period, you are asked to have your patient reclined, operatory light on, x-rays displayed, and all paperwork completed. Please have this done prior to leaving the clinic at 8:30 am.
- 8) All candidates will have 4 ½ hours to complete all restorative procedures. This includes the time your patient is in the grading room, as well as any modification request time. Use your time wisely!

- 9) Any form of dishonesty, cheating, misrepresentation or failure to follow examiner instructions may result in dismissal from the examination.
- 10) All radiographs presented must be of diagnostic quality. Radiographs that are not of diagnostic quality will be rejected and penalty points will be assigned.
- 11) In the event you need to take radiographs, or retake radiographs, you will be notified as to where radiographs can be taken; however, time extensions will not be granted to candidates who need to take radiographs due to the presentation or poor quality radiographs at patient approval.
- 12) Examiners on the clinic floor will NOT look at candidate clinical performances, or debate grades given by the graders. Candidates may be prevented from taking future examinations if candidate behavior is disruptive or disrespectful to Examiners, CITA staff or other candidates.
- 13) **Pre-existing restorations and/or sealants contiguous with the proposed restoration ARE NOT allowed.** However, in the event the lesion, that is originally presented and approved for treatment, needs to be extended, and the extension extends or would extend onto and/or involve a pre-existing restoration, the candidate must submit a Modification Request to extend the lesion. **If the Modification Request is approved, the candidate must then remove ALL pre-existing restorative material prior to submitting the preparation for another Modification Request or for evaluation of the Amalgam Preparation.**
- 14) Candidates will be dismissed from the clinics at 8:30 am to allow the Examiners into the clinic to begin the patient/paperwork approval process. Your assistant may stay in the operatory.

Paperwork and Patient Approval

- 1) After you are allowed back into the clinics at 9:00 am, you will need to check your Progress Folder for patient approval and/or rejection. If your patient has been approved, there will be an examiner number in the boxes labeled "Approved". *If you patient is approved, you are asked to notify your back up patient that he/she will not be needed by you.* You may then begin the procedure.
- 2) In the event your patient has been rejected, it will be indicated on your Progress Form and two examiners will have placed their numbers in the boxes labeled "Rejected." You will also have an Instructions to Candidate Form indicating the reasons for the rejection. **You must contact a Clinic Floor Examiner (CFE) BEFORE proceeding.**
- 3) If you receive an Instructions to Candidate Form, the CFE will discuss the Instructions to Candidate Form with you and instruct you as to what you need to do to meet patient approval. After review of the Instructions to Candidate Form, you will place your candidate number on the form and the CFE will place their Examiner number on the form. The Examiner will then separate the bottom pink copy and leave the yellow copy for your records. Upon completing the instructions, you will then need to notify a CFE once you are ready to resubmit your patient for approval. **Do not begin treatment on a patient who has not been approved!**

Equipment Failure

If you experience equipment problems you need to contact a CFE or Chief Examiner ASAP. Do not assume you will get time extension. After review of the problem, if time extension will be given, it will be noted on your Progress Form.

Grading Station

- 1) When you have finished the initial preparation and are ready to have it graded, DO NOT bring your patient with you when you come to the Check In Station for your initial paperwork approval. During the initial paperwork approval, ONLY 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.
- 2) When requesting a liner or base, you will need to indicate your request on the Grading Room Request Form when sending your patient to the Grading Station. After your patient has returned from the Grading Station, and you place the liner/base, you will need to contact a CFE to check placement of the liner/base. The CFE will then need to record his/her examiner number on the progress form indicating he/she has checked the placement of the liner/base.
- 3) If you anticipate or believe you have an exposure, you should complete an Exposure Processing Form and then notify a Clinic Floor Examiner. Exposure Processing Forms may be obtained from the forms table in the clinic.
- 4) No caries indicator will be sent to the grading station, nor should a preparation have caries indicator solution in it when the preparation is sent to the grading area.
- 5) Do not submit plastic mirrors to the grading station.
- 6) Take out all wedges prior to sending patient to grading station.
- 7) All rubber dams should be placed in a manner which would show the adjacent tooth as well as the tooth that is being evaluated.
- 8) You are required to submit to the grading station a sharp explorer. If you do not send a sharp explorer, it will be sent back to you and penalty points will be assigned.
- 9) In the event you feel that your patient has been in the grading station for an inordinate amount of time, contact a CFE with your concerns. He/she will then review your paperwork and inform you on how to proceed.

Patient Dismissal

After you complete your Amalgam or Composite procedure, you must get a CFE to dismiss your patient and place his/her examiner number on the form indicating approval for dismissal. The CFE will then give you a green "Patient Dismissal" card, which will be turned in when you check out at the end of the restorative examination.