Course Objectives
This course is designed to aid the student in identifying an appropriate patient for the California State Board Exam for Dental Hygienists and in identifying and anticipating methods which will influence a successful state board experience.

SPECIFIC INSTRUCTIONAL OBJECTIVES

Upon completion of this course the student will be able to:
1. Describe the criteria for an acceptable CA State Board patient
2. List 5 items which will contribute to a successful CA State Board experience
3. Discuss and evaluate specific cases which may be qualified as a CA State Board patient
4. As a group, evaluate and prioritize back up patients
5. Recruit potential patients for screenings/assessments
6. Screen patients in special clinics in the Spring semester and in summer clinic
7. Assess all patients seen in DH 183 per SBDE criteria

THE STATE BOARD EXAM

2004 California State Board Clinical Exams:

<table>
<thead>
<tr>
<th>Tentative Exam Dates</th>
<th>Final Filing Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 13 - USC</td>
<td>April 29</td>
</tr>
<tr>
<td>July 10 and 11 - UCSF</td>
<td>May 26</td>
</tr>
<tr>
<td>July 24 and 25 - USC</td>
<td>June 9</td>
</tr>
<tr>
<td>October 24 - USC</td>
<td>September 9</td>
</tr>
<tr>
<td>November 7 - UCSF</td>
<td>September 23</td>
</tr>
</tbody>
</table>

Applications MUST be postmarked by the final filing date.
- This application will be provided in class by the instructor.

Patient Criteria
Print and insert in syllabus from http://www.comda.ca.gov/exam_rdh.html:
1. RDH Examination Information
2. RDH Application Information

The State Board Application:
Cost= $175 application fee plus fingerprinting fee which is $56 (24 to FBI, 32 to DOJ)
1. Photograph [from SBDE application instructions for the RDH exam]
   a. “You are REQUIRED to submit with your application a 1 1/2” X 1 1/2” head photograph of yourself taken within six (6 months) of the examination”
2. Fingerprinting
   a. It is important to have “diagnostic” finger prints
i. if the fingerprints are not “readable”, it will delay the processing by the Dept. of Justice and the FBI *(This would result in a delay in the issuance of your license)*

b. Campus Police is available to fingerprint you
   i. Once you receive your application and 2 fingerprint cards, simply call campus PD at X6313 or 479-6313 to make an appointment
   ii. Times are scheduled for fingerprinting Monday through Thursday from 1:00 to 4:30
   iii. The cost is $7.50 per card. The SBDE wants(2) two cards. [total cost $15.00]

**Malpractice Insurance**
Each student is responsible for purchasing his/her own malpractice (personal liability) insurance prior to the state board exam. Additional information will be provided before the end of the Spring semester. [This insurance is in addition to the school policy purchased last September. Students are covered by the school malpractice insurance for summer clinics, but not for the state board exam.]

**Clinic Fees And The State Board Patient**
State Board Patients pay all fees and are reimbursed for the dental prophylaxis after the clinical state board exam. The patient is not reimbursed for the assessment or for the dental radiographs. Procedures for reimbursement of the prophylaxis fee include one of the following methods:

1. The student provides reimbursement to the patient independently and in turn is reimbursed from the department upon proper documentation of treatment.
2. The patient’s account is credited upon proper documentation of treatment and a cash reimbursement is provided directly to the patient during clinic hours. The “credit” may be applied to continuing care at the clinic.
3. Reimbursement arrangements are made with Program Specialist following the State Board Exam. It is the student’s responsibility to provide this final procedure in patient care.

**Completion of your State Board patient**
It is your responsibility to assure completion of your board patient. Completion of your State Board patient can be assigned to an incoming senior student in the Fall. It is recommended that you initiate dialogue with an incoming 2\textsuperscript{nd} year student prior to the end of the semester.

**Removing clinic records for your board patient and alternates**
FMX - enter the date, "taking one copy of FMX to SF for state board exam", your name (legibly), signature
The FMX's must be returned to clinic. I suggest that the class decide who and how this will be accomplished for the primary patients and the back up patients. You are welcome to use our x-ray mailing envelopes, addressed to the DH dept., so that you simply have to drop them in the mail; be sure to have enough postage. All the FMX's must be returned within fourteen days after The Exam.
Other documents cannot be removed from the patient's chart. You may make copies of other chart documents. However, be aware that nothing can be brought into the state board exam room.

**Back-up Patients**
It is recommended that one or two class members be responsible for tracking the back up patients and their FMX’s for each day of the exam. It is easier to orchestrate with a "leader" tracking this.
State Board Patient Agreement
It is very important to inform your patient of basic state board exam procedures and expectations. Review the STATE BOARD PATIENT INFORMATION form completely with your patient. Obtain the patient’s signature, you sign it, and provide a copy of it for your patient. This agreement has proven to be very significant.

Directions, maps, and parking information to UCSF
Online at: http://dentistry.ucsf.edu/about/about_direct.html

TRIAGE APPOINTMENTS

10.94, 2.95, 11.96, 9.4.97, 2.3.04

What is a triage appointment?
The definition of "triage" is "the sorting out and classification of casualties of war or other disaster to determine priority of need and proper place of treatment." The purpose of triage is to screen only and refer. A triage appointment varies in length, usually taking 15 minutes to one hour. Many times the “light” classified patients are identified quickly and dismissed. Students may work in teams if there are a large number of patients to be screened.

Scheduling Triage
Schedule in op 13; patients are able to be seen also on a walk-in basis.

Money collection:
No money is taken at the triage appointment. Patients scheduled for assessment in first or second year clinic will pay at the assessment appointment.

Paperwork at the triage Appt:
Generally there are only two forms used:
1. The medical history is signed off by instructor on HH form.
2. The PATIENT ASSESSMENT TRIAGE form is completed.
3. These forms are stapled together and filed appropriately in the blue plastic “Triage” folder in reception area.

NOTES:
1. No dental or periodontal charting will be done at this appointment. Dental exploring and periodontal probing will be performed without charting/recording the findings.
2. It is recommended that time during triage be utilized effectively and that needed radiographs be exposed at that time.
3. DH 183 requirement cannot be performed during a Triage appointment.
4. An FMX exposed during a Triage appointment will count toward DH 183 requirements.
5. Operator may assess a patient more thoroughly than a triage appt, if time is available - Instructor checks HH only
6. Any patient referred from the triage appointment to 1st or 2nd year clinic will need a completed assessment and check in during DH 173 or 183.
7. If an operator wants an opinion on case classification, have a classmate evaluate the patient. Then call the instructor to be the 3rd opinion.
WHAT TO SAY TO A POTENTIAL STATE BOARD PATIENT

This information was provided by the Cabrillo Classes of 1993 and 1994. The intent is that the informed patient is a cooperative patient and thus contributes to the success of the state board exam.

1. Are you available on either Saturday or Sunday, July ___ or _____? The date of my exam will not be known until the week before the exam.
2. Can you sit through a long appointment?
3. Plan on being away from home for 8 to 12 hours. The exam is in San Francisco. It will take 2 hours to drive up and 2 hours to drive home. The exam itself is 4 hours.
4. If there is a possibility that you may not be available or have other situations which may prevent your participation, please let me know now or as soon as you discover a possible conflict. This is a very important exam and I need a patient who will be dependable.
5. Anesthesia will be administered for your comfort during the exam. There will be 4 to 7 examiners examining your mouth, so it is to your advantage to be numb.
6. It is suggested that you get plenty of rest the night before. Avoid the use of alcohol or illegal drugs for 24 hours before the exam. Tell me all medications and drugs you are taking - your health and safety is important to me.
7. You may be staying overnight in San Francisco the night before the exam. If so, your lodging will be paid for you.
8. On the day of the exam
   a. you must stay in the examination area for the duration of the exam. You will be escorted to the rest room if you need to use it during the exam.
   b. bring something to read. Bag lunches may be provided.
   c. While being examined, keep talking to a minimum.
9. If your teeth are not fully cleaned at the end of the exam, arrangements may be made to complete your cleaning at Cabrillo Dental Hygiene Clinic in the fall semester in September at no additional charge to you.
10. You will be paid at the end of the exam day:
    $______ if you are a primary patient;
    $______ if you are a back up patient.
    Back up patients will be confirmed the week and 12 hours prior to the exam.
11. If you are rejected at the exam:
    You will be asked to go to the waiting room ASAP;
    You will still receive $________
THANK YOU for making the commitment to helping me succeed in passing the California State Board, by being my patient. This exam is held only twice a year, so your commitment and dependability are very important to me.

PURPOSE I must pass the California State Board, in order to get my license to work as a dental hygienist in the state of California.

DATE/TIME Weekend of ______________________ at __________. I will let you know as soon as I know, when I’m scheduled, usually the week before.

LOCATION: San Francisco’s UCSF DENTAL CLINIC, 2ND FLOOR, CLINIC A

BEFORE THE EXAM

- I will stay in touch to see how you’re doing, and keep you updated.

  - Please do not take any illegal substances or alcohol at least 24 hours, before the scheduled date. It is harder to get you numb if you do, and could cause drug reactions or other serious problems.

- Please monitor your health and eat a good meal (vitamins are helpful also) before the exam.

- Get plenty of rest the night before. It will be a long day.

- Take your prescription medications, as scheduled.

- You may bring something to read or a radio with headphones. (you can not bring these into the exam room, but can be used in the car, in the waiting room, or in the clinic chair)

- Bring a jacket or sweater, just in case, you may get chilly.

- You may be staying overnight in San Francisco the night before the exam. If so, your lodging will be paid for you.

- Please call me, as soon as possible, if there are any changes, at __________________________.

  - Please do not drink a lot of coffee or liquids and use the bathroom right before the exam. The clock does not stop during the exam.

WHAT TO EXPECT DURING THE EXAM TOTAL TIME: 5 HOURS

I HAVE 45 MINUTES TO:
   a. set up
   b. Review your medical history (please, no surprises) you could be disqualified if an examiner learns of anything not written ahead of time.
   c. Take a quick look in your mouth
   d. Get you numb
   e. Measure the pockets around your teeth (in the selected area only).
   f. Get the paperwork time stamped
   g. Please go to the end of the line and wait to be checked in, for qualification.
   h. 1-3 examiners may check your mouth.
   i. If you are disqualified, please go to the lobby on the first floor and wait.

(continued other side)
2 HOURS TO SCALE/CLEAN

a. I will clean the area selected.
b. A headphone radio is okay to play, as long as you can hear us. The examiners may ask that you remove the headphones during the checkout.
c. You must stay in the exam area for the duration of the exam. Again, please refrain from using the bathroom during this time, as the clock can not be stopped. If necessary, you will be escorted to the bathroom.
d. **Please let me know if you are not numb enough, at any time, during the exam, especially towards the end.** If you are experiencing any discomfort during the checkout, the examiners will send you back to me to get numb again, which will cause a delay.
e. I get the paperwork time stamped.
f. **Please go to the end of the line again and wait for a check-out.**

UP TO 2 HOURS TO CHECKOUT

a. One to three examiners may check my work.
b. Keep talking to a minimum.
c. Everyone is getting checked out at approximately the same time, so it could take a while.
   Please be patient, get up and stretch, while waiting.
d. Wait in the (1ST FLOOR LOBBY) when through

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**AGREEMENT**

After you are accepted, I am required to scale/clean the selected area of your mouth in the required two hours, then one-three examiners will check my work.

You may expect to spend the entire day with me, including travel time. It is appreciated that you be patient and cooperative during this exam in order to facilitate a positive result. If the exam is in the morning, you **may** be asked to stay overnight in the bay area. Your lodging will be paid for you.

Please inform me of any changes, or if you are unable to make it, as soon as possible, so that I may find an alternate patient.

No illegal substances or alcohol are to be consumed at least 24 hours prior to the exam.

Please remember that only 1/4 or 1/2 of your mouth may have be cleaned at this time. If not completed at the end of the exam, arrangements may be made to complete your cleaning at **Cabrillo College**, Aptos, CA, at no charge to you.

Please call Cabrillo at 479-6431 in August to make an appointment.

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

You will receive $ ____________, at the end of the day, for being my **primary** patient, even if you are disqualified.

You will receive $ ____________, at the end of the day, for being my **backup** patient, if needed.

Patient’s Name _________________________________________________________ Date: _____________

Patient’s Signature ______________________________________________________

Operator Signature ______________________________________________________

___________________________________________________________________________________________________________________

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2/10/2004
WHAT TO TAKE TO THE EXAM

Many disposables are provided by UCSF at the Dispensary on the clinic floor. It is recommended that you bring disposables with you so that you do not have to the dispensary for anything. It takes up valuable time.

The following are items that you do NOT need to bring with you:

- Hand soap
- Paper towels
- Disinfectant spray
- Mouthwash and paper cups

COPIES OF PATIENT CHART INFORMATION:
You cannot remove the patient chart from the clinic; you may copy information to review, but no papers are allowed in the Exam room

BRING THE FOLLOWING ITEMS TO THE STATE BOARD EXAM:
1. Any forms from the Board necessary for the exam, including your ID and the Health History that the Board mails you
2. Patient Full Mouth Radiographs (be sure to note in the Cabrillo patient chart: the date, reason for removing the films, and your name) You do NOT want your name or the school name to appear on the FMX, so place a new label on the FMX prior to The Exam and replace the original label after The Exam.
3. Patient glasses
4. Kleenex (you never know when a patient might need one)
5. Handpiece - UCSF has 4 hole hoses which will fit your 4 hole handpiece
6. 3 tray covers (one to work on, one to use for basic set up, and one just in case)
7. An autoclave bag with autoclave tape for transporting your basic instrument set up to the examiners
8. Instruments
9. 3 basic set ups with metal air/H20 syringe tips (just in case you drop an instrument on the floor,...) in autoclave bags with ends secured with autoclave tape
10. Your patient
11. Yourself (well rested)
1. **Finding That State Board Patient**
   - If the student finds a patient in their chair, then it is their patient.
   - If a patient is found in Junior clinic, Senior clinic (if that student already has a patient), or in triage, the patient goes to the next student on the list (this goes for family and friends also).

   Fill out a “Possible State Board Patient Form” and put it in Beverly, DeDe, or Heather’s folder in the message center.

   The state board committee will be in charge of giving patients to the next student on the list.
   - At any point if a student chooses not to take a patient given to them or they have upset their patient & the patient decides they don’t want to participate, the student will be put back on the list at the bottom (While they are deciding, incoming possible state board patients will be referred to the next student on the list).

   However, if a patient decides they are unable to participate in the exam process (due to an emergency, medical reasons, etc.), **situations out of the student’s control**, the student will be put back on the list at the top.

   - **Anyone found having more than one state board patient - - - WILL BE PROSECUTED!**

2. **Payment To The Patient**
   - The payment for a state board patient will be $150.00 (paid by the student; even if the patient does not qualify at the state board exam).
   - The payment for a back-up patient will be $75.00 per back-up (paid by the Class of 2003). If the back-up patient is used, that student will be responsible to pay the back-up an additional $75.00 (bring extra cash to the state board exam to be prepared).
   - It will be up to the student, if they feel they need to pay their patient more (**please don’t do this if it is not necessary**). If the student does need to pay their patient more, discuss it in private, where other patients will not hear (example: call them later that evening at home), and inform your patient not to discuss this with any other patient.

   If the student is not sure they will be keeping the possible state board patient given to them, they should not discuss cost of payment with the patient until they know for sure they are keeping them (this will avoid patient-patient conflict/competition).

   - The payment to the patients will be after the state board exam.

3. **State Board Committee**
   - Beverly O’Callaghan, DeDe Chamberlain, Heather Acosta
   - Will keep track of all state board patients and who they go to (no one touches the State Board Notebook – except for the Committee).
   - Any questions or concerns ask them.
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anesthesia, Local, carpules</td>
<td>Xylocaine</td>
</tr>
<tr>
<td>Anesthesia, Local, carpules</td>
<td>Polocaine</td>
</tr>
<tr>
<td>Anesthesia, Topical</td>
<td></td>
</tr>
<tr>
<td>Anesthesia, holders, cardboard</td>
<td>4 each</td>
</tr>
<tr>
<td>Bacto barrier, sticky</td>
<td>1 roll for class</td>
</tr>
<tr>
<td>Bacto sheaths, air-water &amp; suction covers</td>
<td>6 each</td>
</tr>
<tr>
<td>Bags, small sterile</td>
<td>4 each</td>
</tr>
<tr>
<td>Biohazard bags, red</td>
<td>Small, 4 each</td>
</tr>
<tr>
<td>Biohazard bags, red</td>
<td>Large, 1 each</td>
</tr>
<tr>
<td>Chair covers, dry cleaner bags</td>
<td>4 each</td>
</tr>
<tr>
<td>Cotton rolls</td>
<td>10 each</td>
</tr>
<tr>
<td>Cotton swabs, Q-tips</td>
<td>10 each</td>
</tr>
<tr>
<td>Dappen dishes</td>
<td>6 each</td>
</tr>
<tr>
<td>Drapes, blue, patient bibs</td>
<td>6 each</td>
</tr>
<tr>
<td>Floss containers</td>
<td>1 each</td>
</tr>
<tr>
<td>Gauze packages</td>
<td>1 pack each</td>
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<tr>
<td>Lightening strips, finishing strips</td>
<td>required purchase</td>
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<tr>
<td>Needles</td>
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<td>Needles</td>
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<tr>
<td>Needles</td>
<td></td>
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<tr>
<td>Peridex</td>
<td>1 already opened</td>
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<tr>
<td>Prophy paste</td>
<td>Fine</td>
</tr>
<tr>
<td>Prophy paste</td>
<td>Medium, 2 each</td>
</tr>
<tr>
<td>Prophy paste</td>
<td>Coarse, 1 each</td>
</tr>
<tr>
<td>Saliva ejectors, low volume</td>
<td>4 each</td>
</tr>
<tr>
<td>Tongue blades</td>
<td>4 each</td>
</tr>
<tr>
<td>Topical anesthesia containers</td>
<td>3 total for class</td>
</tr>
<tr>
<td>Toothbrushes, Small for tissue tags</td>
<td>Purchased by individuals</td>
</tr>
<tr>
<td>Trays, blue (arrange Jr. class to borrow)</td>
<td>2 each</td>
</tr>
<tr>
<td>Tray liners, clear sleeves</td>
<td>6 each</td>
</tr>
<tr>
<td>Water syringe, disposable</td>
<td>4 each</td>
</tr>
</tbody>
</table>