UMSD Tour for DH NERB

PARKING:
• Candidates are to park in the “Visitor” portion of the Palmer Drive Parking Structure when attending the tour.
• Candidates will park in the patient portion of the Fletcher Street Parking Structure for the examination.
• Take the Fletcher Parking elevator to level “P”. Exit the elevator tower and walk across the plaza area and into the School of Dentistry. You will be on floor 1 of the school. Proceed down the hall to the elevators. You will be walking a fair distance between the parking area and the clinic. If you plan on bringing a few totes or boxes of materials you might want to use a cart or bring someone along to assist you carrying them in to the clinic.
• Allow plenty of time to arrive at the school. Freeway and Ann Arbor traffic congestion and construction can sometimes cause lengthy delays. Give yourself and the patient, plenty of time to arrive safely.

DENTAL STORES:
• Dental Stores is located in the basement of the dental school and is where you must go to pay the facility fee.
• If you will be using UMSD equipment (i.e. hand piece, cavitron, instruments) you will need to give a valid, active credit card number to dental stores. A “pre-authorization” of $500.00 is put on the card until after the exam is taken. If all items are returned satisfactorily, the $500.00 pre-authorization is removed from the credit card. No actual charges are placed on to your card unless instruments or equipment you borrowed from us for the exam is damaged or lost. You will be responsible for reimbursing the school for the cost of repair or replacement.
• The facility fee for taking the exam at this site is $150.
• You may pay over the phone. If your facility fee has not been paid, you will need to take care of this prior to taking the exam. Contact Carlie Seigel @ 734-647-4504.

REGISTRATION/ INFORMATION DESK and PATIENT WAITING ROOM:
• Student candidates and patients should take the elevator to the appropriate floor they are taking the exam on. Signs are posted in the elevator lobbies indicating the floors the exam will take place on.
• All patients should check in at the information desk directly across from the elevators on the floor they will be seen on. This will help in the event of trying to locate a patient, or if someone has an extra patient to share.
• ONLY patients are to sit in the designated waiting areas. Spouses, helpers, friends, etc. can utilize the school vending areas on the ground floor and basement or the forum areas on the ground floor. There are several eateries located across the street in the Michigan League. Patients should not enter the clinics unless being
escorted by an examiner assistant. We ask all patients to refrain from standing or walking in the hallways. These areas become very congested at peak times during the exam.

- Drinking fountains are located in both hallways. Women’s room and wheelchair accessible rest room are in the east hallway. Men’s room and unisex bathroom is in the west hallway.
- Extra chairs are set up to accommodate all patients.
- No food or beverages are allowed in the clinic or waiting areas.
- “B” Group candidates (if applicable) waiting to set-up should be mindful not to cause congestion in the waiting area or hallways while the exam is going on. Talking should be held to a minimum.

**EXAMINER EVALUATION CLINIC, NERB PAPERWORK AND NERB RUNNERS**

- Candidates are prohibited from entering the examiner evaluation area. A table will be outside the evaluation clinic door staffed by NERB personnel to process paperwork. The examiner assistant will escort your patient and drop off appropriate paperwork and x-rays provided by you to this table.
- The school will provide all necessary instruments and materials for the NERB examiners in the evaluating clinic. Candidates only need to send the appropriate paperwork and x-rays with the examiner assistant to the evaluating clinic. Volunteer student runners (examiner assistants) will be helping the NERB examiners.
- All candidates will be assigned a cubicle in the designated exam clinic on either the second or third floor. The assigned cubicles list will be posted in the west hallway on the wall between the clinics. Seating assignments are listed by candidate number.

**UNIVERSITY OF MICHIGAN CONSENT FORM SIGNED BY YOU AND YOUR PATIENT**

- This consent form is not part of your NERB paperwork. **DO NOT** send this form to the examining area. The form needs to be signed by you and your patient **BEFORE** initiating patient care.
- A blank form will be put on top of the medicament cupboard inside the cubicle. After you and your patient have signed the form (prior to starting patient care), place it back on top of the medicament cabinet to avoid having the staff stop and ask you for the form.

**DISPENSING AREA AND CONSUMABLE ITEMS NEEDED FOR NERB**

- Dispensing handles all instruments, equipment and consumable items for the clinic floor. You should contact Gary Sweier at gsweier.umich.edu for questions regarding the exam.
- If you are using any of the school’s equipment, you are required to go to Dental Stores located in the basement of the dental building where a “pre-authorization” to your credit card for the rental fee deposit ($500.) will be taken prior to the start of the exam.
NOTE: The $500 is only a pre-authorization to guarantee funds are available on your credit card. No actual charges are put on to your card unless instruments or equipment loaned by us to you are lost or damaged during the exam. If this occurs you will be responsible for reimbursing the school for repair or replacement costs. You will then be able to proceed to Dispensing and request instruments and equipment, such as prophy hand pieces, ultrasonic machines, and tips. These items are received at the “procurement” portion of Dispensing. When you are finished with the equipment, you will need to deliver it to the “return” end of Dispensing wearing gloves. If items are missing, the staff will inform you and ask you to go back and look for it to avoid charging you, if possible. All gross debris (blood, tissue, cement) must be removed from instruments. This should take place in the cubicle before returning them to Dispensing. Utilize the cubicle sink to rinse instruments off.

• Dispensing sets up a special table with all consumable items for NERB candidates to include, pre-packaged SVE, A/W syringe tip, and sleeves. There will also be an ample supply of gauze, prophy paste, prophy cups, floss, extra gloves, masks and topical anesthetic on the table set up in the hallway. You will also find these items located in the drawers of your assigned cubicle.

• If your handpiece or another piece of equipment or instrument you brought with you fails during the exam, just go to Dispensing with your NERB I.D. badge and we will loan you a replacement.

CLINIC CUBICLE SET-UP, BARRIERS, AND DISINFECTANTS

• Before placing barriers in cubicles, the unit will need to be disinfected. Use the spray bottle of Cavicide in your assigned cubicle. All hard services of the cubicle should be disinfected with Cavicide using the spray wipe spray method. Areas of the cubicle not conducive to spray such as operator light, unit switches, hose lines, cavitrons, etc should be wiped down with the Caviwipes disinfectant towelettes kept in the cubicle.

• Barriers are located on the back north wall to include blue-wrap, counter papers, tray papers, bracket table bags, patient napkins (these tie on the patient, no chain needed) and headrest covers. In the cubicle in the middle drawer you will find sleeve barriers to be used on the SVE, and A/W syringe. NOTE: The yellow ring on the A/W syringe must be held back when inserting the A/W tip and when removing the A/W syringe tip or the syringe will break.

• Blue-wrap barriers are to be placed on light handles, chair keypad, operator’s chair adjustable arm, and on wand of ultrasonic machine. White paper barriers should be placed to cover entire back counter. The plastic bag and the small papers are to cover the unit bracket table. Before being able to place headrest covers on, the headrest will need to be adjusted forward allowing the cover to be brought up from the bottom. They will not fit if you attempt to put them on from the top.

• Each unit has a water bottle attached to it. Remove the water bottle, rinse, and fill it with H2Pro (Blue in color) if the bottle is less than 50% full. Place it back on the unit. The H2Pro station is located at the south end of each green clinic. To turn on the
unit, find the switch on the right underside of the bracket table cover and turn it on. The unit is on when the operator light is on.

- Be sure to connect your hand piece to the 2-hole connector. The other cord is for fiber optic high speed hand pieces. NOTE: A lever is released within the hand piece cradle, allowing it to be used. IF something else (Ex: A/W syringe) is placed in that particular holder, the hand piece will not receive power. Make sure to hang up the slow speed line and the air/water syringe up in the correct slot to avoid this from happening. If the fiber optic light is on, the cord is in the wrong holder. Placing it in the correct cradle will cause the fiber optic light to go off.

- The hookup for the ultrasonic machine is located at the base of the chair in the back. It is a silver connector requiring a pneumatic hook-up. If you look closely at the connector, you will see one area of the connector is flat. Line up the flat part of the connector to the ultrasonic line connector; push it in place while turning the cord and hookup to the right and release ultrasonic hook up will be secured by the lip connector on the chair base.

- To position the patients’ chair, look at the keypad buttons. Use the arrow guide to move the chair up, down, back, or forward. There is a lever directly above the base of the chair. When this lever is unlocked (use your foot) it allows the chair to turn to the right or the left. Once a desirable position has been selected lock the lever back into place.

INFECTION CONTROL COMPLIANCE

- The UMSD has a ‘no gloves or masks’ rule when outside of the clinical arena. The only exception is if you are returning contaminated instrumentation to the return side of Dispensing. For this you should put on a clean pair of gloves before leaving the clinic. The Dispensing staff will offer friendly reminders about this to help you. Please bring a clinic coat with you. Dispensing does not carry disposable gowns.

- The custodians will be in the clinics from 11:45AM - 12:30PM emptying the waste receptacles. It is up to each candidate to completely tear down and disinfect the cubicle. Failure to do so will result in a $50.00 fine.

- The Central Sterilization department offers the service of autoclaving your instruments after the exam. Please allow 1-2 hours for this process. Central Sterilization is located on the second floor behind Dispensing. Please let a Dispensing staff member know if you want your instruments autoclaved. Go to the return end of Dispensing to start the process.

RADIOGRAPHS

- The School of Dentistry utilizes digital radiography in its clinics. View boxes for radiographs are no longer in our clinics. External candidates should bring hard copy radiographs to this site.
MEDICAL CODE ALERT
• Inform the NERB examiners if a medical emergency arises with your patient. The UMSD has a code alert system to care for these emergencies. If a NERB instructor is not readily available, remain with your patient and ask a neighbor to proceed to the clinic phone and follow the posted instructions.

EMERGENCY PROCEDURES FOR CODE ALERT
Between 8am and 5pm call:
2-5000 (UM number) or 734-232-5000 (cell)
• Say “I have a code alert”
• Give location (floor, clinic, cubicle, etc.)
• Give your name and phone number

BEFORE 8am & AFTER 5pm call 911

MISCELLANEOUS INFORMATION
• An ATM is located on the 1st floor of the school in the East hallway.
• The Michigan League located on the West side of Fletcher Street and N.University houses a coffee/sandwich shop on the first floor. There is a Wendy’s in the basement of the Michigan League as well.
• In case of a fire, proceed to the nearest stairway that has an “Exit” sign above it. If your patient is unable to take stairs, proceed to the “area of rescue assistance” on your floor. These are located:
  - First floor, Kellogg Building room 1510.
  - Second floor, Dental Building room 2397.
  - Third floor, Dental Building, West Stairwell 3S54 by room 3397.