**Key Points/Checklists for Pelvic Exam**

**Equipment Checklist**

* Lighting [portable, speculum, overhead, over shoulder goose neck]
* 2 absorbent pads [one for the equipment, one for table]
* If you use reading glasses place these on the table
* 2 sets of gloves
* Examination table options
* Gooseneck light
* Speculum light, note some clinics might not have this option, therefore a pen light may be helpful instead.
* Trash bin
* Labels with 2 unique identifiers and the location and type of sample taken
* Paper or cloth cover to drape the patient for comfort and modesty
* Speculum (various sizes and options)
  + Graves Steal Speculum
  + Regular plastic speculum
  + Small plastic speculum
  + Large plastic speculum
  + X-small (or pediatric) plastic speculum
  + Rectal speculum (optional based on history or exam need)
* Diagnostic sampling equipment ***(Need determined by your history)***
  + Pap/HPV: endocervical cell sampling broom and liquid medium
  + Pap: endocervical cell sampling spatula
  + Pap: endocervical cell sampling brush
  + Pap: slide to apply endocervical cell samples from the spatula or the brush
  + Swabs: Culture and Sensitivity (C+S) swabs and medium for sampling vaginal discharge as seen in Yeast, Bacterial Vaginosis (B) and Trichomonas vaginalis
  + Swabs: Nucleic Acid Amplification Test (NAAT) swab and medium for sampling cervical discharge as seen with Chlamydia Trachomatis, Neisseria Gonorrhoeae
  + Swab: Viral swab for sampling a genital vesicular lesion such as Herpes Simplex Virus

**Part 2: Preparing the patient and considerations for an abdominal exam**

* Determine if an additional health care provider or chaperone should be present for the exam
* Ask the patient to void bladder
* Wash hands
* Assist patient with positioning on the examination table (Note: this can be done by providing the patient with instructions to position or asking the patient if they would like assistance)
* Consider an abdominal exam if indicated for pain, masses, or concerns regarding PID for Fitz-Hugh-Curtis syndrome
* Ask/Assist the patient to move into position for the external/internal genital exam

**Part 3: Conducting the External/Internal Genital Exam**

Conducting the External Genital Exam

* Wash hands and don your gloves
* Ensure patient is comfortable and in position for the external/internal genital exam [buttock at the end of the bed if possible]
* Ensure the patient is draped, can see you and encourage to ask questions or stop the exam at any time if they are uncomfortable and/or need to take a break
* Palpate the inguinal nodes: Enlargement may indicate STI infection, internal organ malignancies or other lymphatic pathology
* Inspect and palpate external genitalia: assessing for general appearance, any masses, lesions, erythema, excoriation and/or discharge

Conducting the Speculum/Internal Genital Exam

* Ensure you have all the equipment and multiple speculum sizes readily at hand
* Warm the speculum
* Determine the appropriate lubricant [water or carbomers or Carbopol polymers free water-soluble lubricant]
* Explain each step to the patient throughout the exam process
* Warn the patient about touch (may touch or place the speculum on the patient’s leg to prepare the patient for touch/temperature of the speculum)
* Insert and open the speculum (reposition depending on the position of the uterus and location of the cervix)
* Note if there is any uterine prolapse
* Assess the vaginal tissue
* Assess the cervix and cervical os anatomy and determine if there are any concerns
* Take microbiology samples
* Take the Papanicolaou test (Pap test)
* Label all samples and ensure the correct information is on the sample and is matching the laboratory requisition
  + Note: most pap samples do not need to be refrigerated while most microbiology swabs do require refrigeration and cannot be left for long periods of time (overnight). Check with your local lab to ensure how to best store and transport samples.

**Part 4: Bimanual Exam**

* Explain to the patient what will be done in the exam and answer any questions
* Wash hands and don gloves
* Palpate the pubic area for any fundus and/or masses
* With water-based lubricant applied to your gloved hand insert your index and middle fingers into the vaginal opening and capture the cervix on either side of the cervix ***[NOTE this can be done with fingers pointing down and/or up, depending on comfort and ease of exam, this is a personal preference]***
* A gentle rocking motion with cervix between the finders can determine cervical motion tenderness
* With upward pressure palpate for the fundus, adnexa and ovaries
* When the assessment is complete remove your fingers, discard your glove and provide the patient with a tissue to remove any excess lubricant that may be present
* Wash your hands

**Part 5: Vaginal/Rectal Exam**

* Explain to the reason for this exam to patient as well as what will be done during the exam and answer any questions
* Wash hands and don gloves
* With water-based lubricant applied to your gloves insert an index finger into the vaginal opening and middle finger into the anus palpating for masses with insertion
* Also, palpate tissue between the fingers (between the vagina and anus) to determine if there is a mass between the two structures
* If a mass is palpated in the rectum, you may consider using the rectal speculum with a light source to further observe and assess the mass
* When the assessment is complete, remove your fingers, discard your gloves and provide the patient with a tissue to remove any excess lubricant that may be present
* Wash your hands