

## Head, Ears, Eyes, Nose and Throat Student Checklist

<b>HEAD</b>	
<b>Assessment</b>	<b>Knowledge Indicators - verbalizes and demonstrates</b>
Inspect and palpate: <ul style="list-style-type: none"> <li>• Hair from vertex to occiput</li> <li>• Scalp</li> <li>• Skull</li> <li>• Face</li> <li>• Skin</li> </ul>	<ul style="list-style-type: none"> <li>• Color, quantity, distribution texture</li> <li>• Condition of scalp</li> <li>• Size, shape position of skull, deformities, depressions. lumps</li> <li>• Expression, symmetry of face</li> <li>• Condition of skin</li> </ul> Notes any abnormalities to above
<b>EYES</b>	
<b>Assessment</b>	<b>Knowledge Indicators - verbalizes and demonstrates</b>
Visual acuity: Bilateral Examination <ul style="list-style-type: none"> <li>• Far vision</li> <li>• Near vision</li> </ul>	<ul style="list-style-type: none"> <li>• Snellen chart results</li> <li>• Acuity at 35 cm (14 inches)</li> </ul>
Visual fields by confrontation Inspect and/or palpate external structures Bilateral examination <ul style="list-style-type: none"> <li>• Eyebrows &amp; eyelids</li> <li>• Lacrimal apparatus</li> <li>• Conjunctiva &amp; sclera</li> <li>• Iris and pupil</li> <li>• Cornea &amp; lens (Oblique lighting)</li> </ul>	Screening of fields <ul style="list-style-type: none"> <li>• Symmetry and alignment of structures</li> <li>• Color, size, shape</li> </ul> Notes opacities, swelling, abnormalities
Inspect pupils Bilateral examination <ul style="list-style-type: none"> <li>• Oblique lighting and distant gaze</li> <li>• Ocular Alignment</li> </ul>	<ul style="list-style-type: none"> <li>• Size in mm; shape</li> <li>• Equality/symmetry</li> <li>• Direct reaction to light</li> <li>• Consensual reaction to light</li> <li>• Corneal reflections</li> </ul>
Extraocular movements Bilateral examination	<ul style="list-style-type: none"> <li>• Conjugate movement in all directions of gaze               <ul style="list-style-type: none"> <li>• Convergence</li> <li>• Noting abnormalities (lid lag, nystagmus)</li> </ul> </li> </ul>
Inspect internal structures [ophthalmoscope exam]: <ul style="list-style-type: none"> <li>• elicit red reflex</li> <li>• examine structures</li> </ul>	<ul style="list-style-type: none"> <li>• red reflex bilaterally</li> <li>• appearance of retina, vessels, optic disc, macula, fovea</li> <li>• note abnormalities (varicosities, hemorrhages, exudates)</li> </ul>

<b>EARS</b>	
Assessment	Knowledge Indicators – verbalizes and demonstrates
Inspect & palpate external structures bilaterally <ul style="list-style-type: none"> <li>• auricle</li> <li>• opening of ear canal</li> </ul>	Alignment color, size, lesions, discharge tenderness
Inspect internal structures bilaterally (otoscopic examination) Bilateral Inspection <ul style="list-style-type: none"> <li>• Straighten ear canal</li> <li>• Insert speculum gently</li> </ul>	Identifies: <ul style="list-style-type: none"> <li>• Ear canal (presence of cerumen)</li> <li>• Eardrum (color, appearance)</li> <li>• Light reflex</li> <li>• Pars flacida</li> <li>• Pars tensa</li> <li>• Handle of malleus</li> <li>• Short process malleus</li> </ul> Umbo
Correct technique -otoscope	Critical element

<b>NOSE &amp; PARANASAL SINUSES</b>	
Assessment	Knowledge Indicators – verbalizes and demonstrates
Inspect & palpate visible structures bilaterally	Comments on: <ul style="list-style-type: none"> <li>• Symmetry /position of septum</li> <li>• Tenderness/swelling</li> <li>• Drainage</li> <li>• Patency of nares</li> </ul>
Inspect internal structures bilaterally (nasal speculum examination) <ul style="list-style-type: none"> <li>• <b>Tilt head slightly</b></li> <li>• <b>Insert gently</b></li> <li>• <b>Otoscope held to side</b></li> <li>• <b>Correct technique – speculum</b></li> </ul>	Comments on: <ul style="list-style-type: none"> <li>• Color of mucosa</li> <li>• Condition of septum</li> <li>• Any deviation, inflammation, polyps</li> </ul> <b>Critical element</b>
Palpate sinuses: <ul style="list-style-type: none"> <li>• Frontal</li> </ul> Maxillary	<ul style="list-style-type: none"> <li>• Notes tenderness</li> </ul>

<b>MOUTH &amp; PHARYNX</b>	
Assessment	Knowledge Indicators – verbalizes and demonstrates
Inspection	States condition and color, noting abnormalities: <ul style="list-style-type: none"> <li>• Lips, oral mucosa, tongue</li> <li>• Gums &amp; teeth</li> <li>• Hard palate</li> <li>• Submandibular and parotid glands</li> </ul> Pharynx
Inspect with tongue blade <ul style="list-style-type: none"> <li>• Soft palate</li> <li>• Uvula</li> </ul> Tonsils	Comments on: <ul style="list-style-type: none"> <li>• Condition, movement, position of soft palate &amp; uvula</li> <li>• Anterior and posterior pillars</li> <li>• Color &amp; size of tonsils</li> </ul>

<b>NECK</b>	
<b>Assessment</b>	<b>Knowledge Indicators – verbalizes and demonstrates</b>
Inspect	Note <ul style="list-style-type: none"> <li>• Symmetry, alignment</li> </ul> Notes masses or swelling
Palpates: <ul style="list-style-type: none"> <li>• Cervical Spine</li> <li>• Neck muscles</li> </ul> Lymph nodes	Notes deformities/tenderness Names nodes and notes size, shape, mobility, tenderness <ul style="list-style-type: none"> <li>• Preauricular</li> <li>• Posterior auricular</li> <li>• Occipital</li> <li>• Tonsillar</li> <li>• Submandibular</li> <li>• Submental</li> <li>• Superficial cervical</li> <li>• Posterior cervical</li> <li>• Deep cervical chain</li> </ul> Supraclavicular
Inspect: <ul style="list-style-type: none"> <li>• Trachea</li> <li>• Thyroid cartilage and gland</li> <li>• Cricoid cartilage</li> </ul>	<ul style="list-style-type: none"> <li>• Notes position, movement with swallowing, abnormalities</li> <li>• Identify landmarks</li> </ul>
Palpate trachea and thyroid gland	Note size, shape, consistency, movement with swallowing