

Name:

Date:

Instructor:

**UMMSM Essential Physical Examination
HEAD & NECK EXAM
Level ONE Benchmarks**

Instructor instructions: Please instruct the student to perform these selected portions of the essential physical exam. Please check the appropriate box ("P" or "R") for each step of the exam. Certification requires correctly performing all aspects of the highlighted maneuvers.

"P" = skill performed properly and completely

"R" = needs remediation or has improper technique

No check means the skill was not performed

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Professionalism	Comments (Refer to Item #)	P	R
1. Washes hands before encounter <i>Instructor: Please prompt student to wash hands <u>prior</u> to beginning competency testing, if not initiated by student</i>			
Pt sitting, examiner in <u>front</u>			
Head		P	R
2. Inspects face & cranium <i>Note hair for quantity, distribution & texture; scalp and skull for lesions; face for symmetry & masses</i>			
3. Palpates cranium <i>Palpate for deformities, depressions, lumps, or tenderness</i>			
4. Palpates TMJ and masseters <i>Place tips of index fingers anterior to tragus of each ear and ask patient to open mouth to evaluate TMJ; palpate masseters</i>			
5. Palpates nodes head/neck <i>Anteriorly, systematically palpate nodes using pads of index/middle fingers</i>			
6. Palpates sinuses <i>Press on frontal, maxillary, and ethmoid sinuses</i>			
7. Percusses sinuses <i>Tap on sinuses</i>			
8. Assesses CN 7 <i>Ask patient to: raise eyebrows, close eyes tight and resist student trying to open them, smile, & puff out cheeks</i>			
Eyes		P	R
9. Inspects external structures <i>Inspect eyelids; inspect conjunctiva & sclera by having patient look up as lower lids are depressed with thumbs</i>			
10. Tests visual acuity <i>Using pocket eye card, assess acuity one eye at a time; patient covers one eye at a time; card held at patient's comfortable arm length</i>			
11. Tests visual fields <i>Ask patient to look forward and to cover one eye at a time; hands in close and perpendicular to line of vision; ask patient how many fingers are seen, using 1, 2, or 5 fingers</i>			
12. Tests pupillary light reflex <i>Assess both direct and consensual reaction to light using light source</i>			
13. Extraocular movements <i>Ask patient to follow finger while sweeping through a "cross" in the air; may hold patient's chin to stabilize in midline position</i>			
14. Fundoscopic exam <i>Use the same eye as that which is being examined (e.g. ophthalmoscope in right</i>			

<i>hand using right eye to examine right eye), should first check red reflex of the eye approx 15" away, ask patient to look at point in distance; examine each using the lens disc to focus as necessary</i>			
Ears		P	R
15. Inspects ears <i>Inspect each auricle and surrounding tissues for deformities/lesions</i>			
16. Palpates ears <i>Move the auricle up & down; press the tragus to assess for tenderness</i>			
17. Hearing acuity <i>Use finger rubbing technique to estimate hearing one ear at a time</i>			
18. Otoscope examination <i>Ear canal should be straightened by gently pulling auricle superior and posterior, otoscope held upside down using fingers as a brace against patient's face; a speculum should be used</i>			
Nose		P	R
19. Inspects nares <i>Patient's head should be tilt back some; light source used to visualize nasal passage</i>			
Mouth and Throat		P	R
20. Inspects mouth <i>Lips, oral/buccal mucosa, gums, teeth, tongue & palate should be inspected using light source & tongue blade; tongue should be lifted</i>			
21. Assesses palatal elevation <i>Patient asked to say "ah" to assess</i>			
22. Tests for tongue strength <i>Patient asked to put out tongue and move side to side OR patient asked to push tongue against inside of each cheek while palpating externally for strength</i>			
Neck & Shoulder		P	R
23. Inspects neck <i>Inspect neck, noting symmetry, masses or scars</i>			
24. Assesses ROM of neck <i>Ask patient to perform neck flexion, extension, rotation & lateral bending</i>			
25. Assesses head turn <i>Patient should be asked to turn head to each side against hand observing opposite SCM contraction while other hand stabilizes body</i>			
26. Assesses shoulder shrug <i>Patient asked to shrug both shoulders upward against student's hands</i>			
Pt sitting, examiner moves <u>behind</u>		P	R
27. Palpates head/neck nodes <i>Posteriorly, systematically palpate nodes using pads of index/middle fingers</i>			
28. Palpates trachea <i>Feel for any deviation</i>			
29. Palpates thyroid <i>Place fingers just below and slightly lateral to cricoid cartilage; ask to swallow</i>			