

**OTORHINOLARYNGOLOGIC
Checklist**

	Need to Practice	Feel Comfortable
1. Patient seated facing examiner; examiner seated at same level or slightly higher.		
Ear		
2. Inspects auricle and surrounding tissues for deformities, masses, skin lesions.		
3. Turns patient's head to one side and downward to inspect auditory canal.		
4. Grasps top of pinna correctly to straighten canal.		
5. Inspects ear canal with otoscope speculum for wax, discharge, foreign bodies, redness and swelling.		
6. Inspects tympanic membrane and identifies its landmarks.		
7. Inspects membrane for motion using compressed otoscope bulb.		
8. Repeat steps 2-7 for other ear.		
Hearing Acuity		
9. Has patient occlude each ear one at a time with his/her finger.		
10. Uses ticking watch, whispered/ spoken voice, or finger rub test to assess hearing acuity.		

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11. Administers Weber's test.		
12. Administers Rinne's test.		
Nose 13. Visually inspects nose for deformity, symmetry, inflammation.		
14. Elevates tip of nose.		
15. Inserts otoscope with correct speculum into nose and illuminates.		
16. Bilaterally inspects nasal mucosa.		
17. Inspects nasal septum.		
18. Tilts patient's head back slightly and inspects higher middle turbinate and nasal passage.		
Palpation 19. Presses up under bony brow of each side with thumb, avoiding pressure on eyes, to note tenderness of frontal sinuses.		
20. Presses up on each sinus with thumb to note tenderness of maxillary sinuses.		
Mouth 21. Inspects lips.		

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	Need to Practice	Feel Comfortable
22. Instructs patient to open mouth. With tongue blade and penlight visually inspects hard and soft palate, buccal mucosa, gingiva, teeth, and tongue.		
23. Bilaterally palpates tongue, using gloves.		
24. Has patient extend tongue.		
25. Examiner grasps tongue with gauze square, gently pulls tongue to right side of the mouth.		
26. Palpates left lateral border.		
27. Repeats steps 25 and 26 for right lateral border and ventral surface.		
28. Has patient touch palate with tip of tongue.		
29. Inspects dorsal surface and floor of mouth.		
30. Instructs patient to touch inside of right and left cheeks respectively with tip of tongue.		
31. Inspects borders and buccal mucosa.		

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Bimanual palpation of mouth floor 32. Uses index finger of one hand to press gently on floor of mouth.		
33. Uses first three fingers of other hand to push up under chin area.		
34. Instructs patient to say "ah".		
35. Inspects pharynx including the soft palate, uvula, tonsils, anterior and posterior pillars, and posterior pharynx.		
Nasopharynx 36. Uses nasopharynx mirror		
37. Warms mirror.		
38. Inspects nasopharynx.		
Pharynx and Larynx 39. Uses laryngeal mirror.		
40. Pulls tongue forward.		
41. Warms laryngeal mirror.		
42. Inspects Larynx/ hypopharynx/ oropharynx.		
Neck 43. Visually inspects neck.		

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44. Instructs patient to relax, with neck flexed slightly forward or to side being examined.		
45. Begins examination of node at preauricular node area and continues to supraclavicular nodes, including the anterior and posterior cervical triangles.		
46. Using pads of first two fingers, moves skin over underlying tissue in a rotary motion.		
47. Inspects thyroid tissue.		
48. Instructs patient to swallow.		
49. Stands either in front of or behind the patient.		
50. Bimanually palpates thyroid pushing gently to the right with the first two fingers of the left hand.		
51. Palpates right lobe while patient swallows.		
52. Repeats steps 50 and 51 to examine left lobe.		