Cognitive Domain
1. Spell and define the key terms
2. List and describe common gynecologic and obstetric disorders
3. Identify your role in the care of gynecologic and obstetric patients
4. Describe the components of prenatal and postpartum patient care
5. Explain the diagnostic and therapeutic procedures associated with the female reproductive system
6. Identify the various methods of contraception
7. Describe menopause
8. Identify common pathologies related to each body system
9. Describe implications for treatment related to pathology

Psychomotor Domain
1. Instruct the patient on the breast self-examination (Procedure 35-1)
2. Assist with the pelvic examination and Pap smear (Procedure 35-2)
3. Assist with colposcopy and cervical biopsy (Procedure 35-3)
4. Assist physician with patient care
5. Prepare a patient for procedures and/or treatments
6. Practice standard precautions
7. Document patient care
8. Document patient education
9. Practice within the standard of care for a medical assistant

Affective Domain
1. Apply critical thinking skills in performing patient assessment and care
2. Use language/verbal skills that enable patients’ understanding
3. Demonstrate empathy in communicating with patients, family, and staff
4. Use appropriate body language and other nonverbal skills in communicating with patients, family, and staff
5. Demonstrate awareness of the territorial boundaries of the person with whom you are communicating
6. Demonstrate sensitivity appropriate to the message being delivered
7. Demonstrate recognition of the patient’s level of understanding in communications
8. Recognize and protect personal boundaries in communicating with others
9. Demonstrate respect for individual diversity, incorporating awareness of one’s own biases in areas including gender, race, religion, age, and economic status
10. Apply active listening skills
11. Apply local, state, and federal health care legislation and regulation appropriate to the medical assisting practice setting
<table>
<thead>
<tr>
<th>ABHES Competencies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assist the physician with the regimen of diagnostic and treatment modalities as they relate to each body system</td>
<td>4. Serve as a liaison between the physician and others</td>
</tr>
<tr>
<td>2. Comply with federal, state, and local health laws and regulations</td>
<td>5. Show empathy and impartiality when dealing with patients</td>
</tr>
<tr>
<td>3. Communicate on the recipient’s level of comprehension</td>
<td>6. Document accurately</td>
</tr>
</tbody>
</table>
MULTIPLE CHOICE
Circle the letter preceding the correct answer.

1. Within 24 hours before a gynecological examination, a patient should avoid:
   a. showering.
   b. using vaginal medication.
   c. taking a home pregnancy test.
   d. performing a breast self-examination.
   e. taking a medication containing aspirin.

2. A cesarean section is used to:
   a. diagnose gynecological cancers.
   b. screen the fetus for defects in the neural tube.
   c. analyze fluid from the amniotic sac for nervous system disorders.
   d. deliver an infant when vaginal delivery is not possible or advisable.
   e. stabilize an infant that was delivered before the 37th week of pregnancy.

3. Morning sickness that has escalated to a serious condition is known as:
   a. eclampsia.
   b. proteinuria.
   c. abruptio placenta.
   d. hyperemesis gravidarum.
   e. endometriosis.

4. A pessary may be used to treat:
   a. leiomyomas.
   b. ovarian cysts.
   c. endometriosis.
   d. uterine prolapse.
   e. ectopic pregnancy.

5. The most common sexually transmitted disease in the United States is:
   a. syphilis.
   b. gonorrhea.
   c. chlamydia.
   d. herpes genitalis.
   e. AIDS.

6. Which of the following methods of contraception works hormonally and is worn on the skin for 3 out of 4 weeks to prevent ovulation?
   a. Pill
   b. Ring
   c. Patch
   d. Condom
   e. Spermicide

7. Which of the following is a presumptive sign of pregnancy?
   a. Goodell sign
   b. Fetal heart tone
   c. Nausea and vomiting
   d. HCG in urine and blood
   e. Visualization of the fetus

8. A contraction stress test (CST) should be performed in the:
   a. hospital.
   b. patient’s home.
   c. obstetrician’s office.
   d. gynecologist’s office.
   e. laboratory.

9. A hysterosalpingography is used to determine:
   a. the location and severity of cervical lesions.
   b. whether the patient will abort or miscarry a fetus.
   c. the presence of abnormal cells associated with cervical cancer.
   d. the position of the uterus and the patency of the fallopian tubes.
   e. the size of the pelvic anatomy for a vaginal delivery.
Scenario for questions 10 and 11: Your patient is a pregnant 32-year-old woman in her 22nd week of gestation. She is complaining of edema, headaches, blurred vision, and vomiting. After laboratory results confirm proteinuria, the physician concludes that the patient has preeclampsia.

10. Which of the following would the physician advise the patient to increase in her diet?
   a. Protein  
   b. Sodium  
   c. Calcium  
   d. Folic acid  
   e. Iron  

11. What more severe condition could result if her present condition does not improve?
   a. Epilepsy  
   b. Eclampsia  
   c. Post eclampsia  
   d. Premature labor  
   e. Hyperemesis gravidarum  

12. An undiagnosed ectopic pregnancy could lead to:
   a. polycystic ovaries  
   b. salpingo-oophorectomy.  
   c. herniation of the ovaries.  
   d. displacement of the uterus.  
   e. rupture of the fallopian tube.  

13. How should the lochia appear immediately and for up to 6 days after delivery?
   a. White  
   b. Red  
   c. Green  
   d. Yellow  
   e. Clear  

14. The onset of eclampsia is marked by:
   a. seizures.  
   b. vomiting.  
   c. hypertension.  
   d. premature labor.  
   e. contractions.  

15. A woman who is pregnant for the first time is:
   a. nulligravida.  
   b. primigravida.  
   c. nullipara.  
   d. primipara.  
   e. multipara.  

16. If animal research indicates no fetal risk concerning the use of a medication, but no human studies have been completed, the medication can be found in which category of drugs?
   a. Category A  
   b. Category B  
   c. Category C  
   d. Category D  
   e. Category X  

17. The onset of first menses is called:
   a. menarche.  
   b. menses.  
   c. menorrhagia.  
   d. metrorrhagia.  
   e. polymenorrhea.  

18. Surgery to occlude the vagina is called:
   a. colporrhaphy.  
   b. laparoscopy.  
   c. ultrasound.  
   d. pessary.  
   e. colpocleisis.  

19. The height of the fundus is determined each visit by:
   a. ultrasound.  
   b. blood work.  
   c. urinalysis.  
   d. fetal heart monitor.  
   e. palpation.
20. Elevated AFP levels in a pregnant woman may indicate:
   a. fetal nervous system deformities.
   b. preeclampsia.
   c. hyperemesis gravidarum.
   d. placenta previa.
   e. uterine contractions.

<table>
<thead>
<tr>
<th>Key Terms</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. _____ abortion</td>
<td>a. a woman who has never given birth to a viable fetus</td>
</tr>
<tr>
<td>22. _____ amenorrhea</td>
<td>b. softening of the cervix early in pregnancy</td>
</tr>
<tr>
<td>23. _____ amniocentesis</td>
<td>c. the presence of large amounts of protein in the urine; usually a sign of renal dysfunction</td>
</tr>
<tr>
<td>24. _____ Braxton-Hicks</td>
<td>d. herniation of the rectum into the vaginal area</td>
</tr>
<tr>
<td>25. _____ Chadwick sign</td>
<td>e. surgical puncture and aspiration of fluid from the vaginal cul-de-sac for diagnosis or therapy</td>
</tr>
<tr>
<td>26. _____ colpocleisis</td>
<td>f. when inserted into the vagina, device that supports the uterus</td>
</tr>
<tr>
<td>27. _____ culdocentesis</td>
<td>g. sign of early pregnancy in which the vaginal, cervical, and vulvar tissues develop a bluish violet color</td>
</tr>
<tr>
<td>28. _____ cystocele</td>
<td>h. herniation of the urinary bladder into the vagina</td>
</tr>
<tr>
<td>29. _____ dysmenorrheal</td>
<td>i. period of time (about 6 weeks) from childbirth until reproductive structures return to normal</td>
</tr>
<tr>
<td>30. _____ dyspareunia</td>
<td>j. hormone secreted by the placenta and found in the urine and blood of a pregnant female</td>
</tr>
<tr>
<td>31. _____ Goodell sign</td>
<td>k. irregular uterine bleeding</td>
</tr>
<tr>
<td>32. _____ hirsutism</td>
<td>l. puncture of the amniotic sac to remove fluid for testing</td>
</tr>
<tr>
<td>33. _____ human chorionic gonadotropin (HCG)</td>
<td>m. termination of pregnancy or products of conception prior to fetal viability and/or 20 weeks’ gestation</td>
</tr>
<tr>
<td>34. _____ hysterosalpingogram</td>
<td>n. condition of not menstruating</td>
</tr>
<tr>
<td>35. _____ menorrhagia</td>
<td>o. painful coitus or sexual intercourse</td>
</tr>
<tr>
<td>36. _____ menarche</td>
<td>p. a woman who has given birth to one viable infant</td>
</tr>
<tr>
<td>37. _____ metrorrhagia</td>
<td>q. abnormally frequent menstrual periods</td>
</tr>
<tr>
<td>38. _____ multipara</td>
<td>r. surgery to occlude the vagina</td>
</tr>
<tr>
<td>39. _____ nullipara</td>
<td>s. a woman who has given birth to more than one fetus</td>
</tr>
<tr>
<td>40. _____ pessary</td>
<td>t. surgical excision of both the fallopian tube and the ovary</td>
</tr>
<tr>
<td></td>
<td>u. sporadic uterine contractions during pregnancy</td>
</tr>
<tr>
<td></td>
<td>v. painful menstruation</td>
</tr>
<tr>
<td></td>
<td>w. abnormal or excessive hair growth in women</td>
</tr>
</tbody>
</table>
41. _____ polymenorrhea  x. radiograph of the uterus and fallopian tubes after injection with a contrast medium
42. _____ primipara  y. onset of first menstruation
43. _____ proteinuria  z. excessive bleeding during menstruation
44. _____ puerperium
45. _____ rectocele
46. _____ salpingo-oophorectomy

**Matching**

Place the letter preceding the description on the line next to the stage of lochia it describes.

**STDs**

47. _____ AIDS
48. _____ Syphilis
49. _____ Chlamydia
50. _____ Condylomata acuminata
51. _____ Gonorrhoea
52. _____ Herpes genitalis

**Microorganisms**

a. Herpes simplex virus 2 (HSV2)
b. Human papilloma virus (HPV)
c. Treponema pallidum
d. Chlamydia trachomatis
e. Human immunodeficiency virus (HIV)
f. Neisseria gonorrhoeae

**Matching**

Match each of the following stages of lochia with the correct description.

**Lochia Stages**

53. _____ Lochia rubra
54. _____ Lochia serosa
55. _____ Lochia alba

**Descriptions**

a. Thin, brownish discharge lasting about 3 to 4 days after the previous stage
b. Blood-tinged discharge within 6 days of delivery
c. White discharge that has no evidence of blood that can last up to week 6
56. Identify which of the following tasks may be the responsibility of the medical assistant in the care of the gynecological and obstetric patient by placing a check mark on the line preceding the task.

a. _____ Give the patient instructions prior to her pelvic examination, such as refraining from douching, intercourse, and applying vaginal medication for 24 hours before her exam.

b. _____ Warm the speculum prior to the pelvic exam.

c. _____ Perform a breast examination.

d. _____ Instruct the patient to change into an examining gown.

e. _____ Inform patient of the effectiveness of different birth control methods.

f. _____ Confirm whether a patient is gravid.

g. _____ Decide whether a patient should go to the medical office, or go to the hospital after displaying signs and/or symptoms of labor.

h. _____ Determine if the patient’s medical history includes any over-the-counter medications known to be harmful to a developing fetus.

57. Identify the obstetric disorder associated with the following signs and symptoms by writing the name of the disorder on the line following the signs and symptoms.

a. Nausea and vomiting (morning sickness) that has escalated to an unrelenting level, resulting in dehydration, electrolyte imbalance, and weight loss. ________________________________

b. The premature separation or detachment of the placenta from the uterus. ________________________________

c. Hypertension that is directly related to pregnancy and can be classified as either preeclampsia or eclampsia. ________________________________

d. The loss of pregnancy before the fetus is viable; preceded by vaginal bleeding, uterine cramps, and lower back pain. ________________________________

e. A fertilized ovum that has implanted somewhere other than the uterine cavity, such as the fallopian tubes, the abdomen, the ovaries, and the cervical os, causing breast enlargement or tenderness, nausea, pelvic pain, syncope, abdominal symptoms, painful sexual intercourse, and irregular menstrual bleeding. ________________________________

58. During the first prenatal visit, you will be responsible for instructing the patient to contact the physician if she experiences certain alarming signs or symptoms. Below, eliminate the signs or symptoms that should not be included in the list by placing a check mark on the line next to the sign or symptom that should not be included.

a. _____ Vaginal bleeding or spotting

b. _____ Persistent vomiting

c. _____ Weight gain

d. _____ Increased appetite

e. _____ Fever or chills
f. _____ Dysuria

g. _____ Frequent urination

h. _____ Unusual food cravings

i. _____ Abdominal or uterine cramping

j. _____ Leaking amniotic fluid

k. _____ Alteration in fetal movement

l. _____ Depressed mood

m. _____ Dizziness or blurred vision

59. Review the list of contraceptive methods. Then place a check mark on the line under the column to identify the type of contraceptive that describes the method.

<table>
<thead>
<tr>
<th>Methods</th>
<th>Surgical</th>
<th>Hormonal</th>
<th>Barrier</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The pill</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Vasectomy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Male condom</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Spermicide</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Injection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. The patch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Emergency contraception</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Female condom</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. The ring</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Diaphragm/spermicide</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Fertility awareness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>l. IUD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

60. Some ovarian cysts are functional, whereas others are problematic. Give an example of each.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
61. How is premenstrual dysphoric disorder (PMDD) diagnosed and treated?

62. What is the difference between HIV and AIDS?

63. A pregnant patient is listed as gr iv, pret 0, ab 2, p i. What does this listing describe?

64. What is a cesarean section, and list the reasons that this procedure would be necessary?

65. Which muscles are strengthened by Kegel exercises? How can these exercises benefit a patient?
66. A patient has just learned she is pregnant. What will you tell her to expect during her first prenatal visit? How often will you schedule the patient’s subsequent prenatal visits?

67. After a patient’s AFP (alpha-fetoprotein) levels were found to be abnormal, the physician has ordered an amniocentesis and a fetal ultrasonography. Describe the responsibilities of the medical assistant regarding these procedures performed in the medical office.

68. What signs differentiate true labor from false labor?

69. What should a patient nearing the age range of 45 to 50 years be told to expect during menopause?
Disorder | Signs and Symptoms | Treatment
--- | --- | ---
Dysfunctional uterine bleeding | a. | Hormone therapy, contraceptives, curettage, hysterectomy
Premenstrual syndrome | Severe physical, psychological, and behavioral signs and symptoms during the 7 to 10 days before menses | b.
Endometriosis | c. | Hormone and drug therapy, laparoscopic excision, hysterectomy, bilateral salpingo-oophorectomy
Uterine prolapse and displacement | Pelvic pressure, dyspareunia, urinary problems, constipation | d.
Leiomyomas | e. | Monitoring, myomectomy, hysterectomy
f. | Anovulation, irregular menses or amenorrhea, hirsutism | Hormone therapy, oral contraceptives
Infertility | Inability to conceive | g.

70. Complete this chart, which shows common gynecological disorders, their signs and symptoms, and possible treatments.

71. Complete this chart, which shows common diagnostic and therapeutic procedures and their purposes.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Description</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pelvic examination</td>
<td>a.</td>
<td>To identify or diagnose any abnormal conditions</td>
</tr>
<tr>
<td>Breast examination</td>
<td>Examination of the breast and surrounding tissue; performed with the hands</td>
<td>b.</td>
</tr>
<tr>
<td>Papanicolaou (Pap) test</td>
<td>c.</td>
<td>To detect signs of cervical cancer</td>
</tr>
<tr>
<td>Colposcopy</td>
<td>Visual examination of the vaginal and cervical surfaces using a stereoscopic microscope called a colposcope</td>
<td>d.</td>
</tr>
<tr>
<td>e.</td>
<td>Injection of a contrast medium into the uterus and fallopian tubes followed by a radiograph, using a hysterosalpingogram</td>
<td>To determine the configuration of the uterus and the patency of the fallopian tubes for patients with infertility</td>
</tr>
<tr>
<td>Dilation and curettage</td>
<td>f.</td>
<td>To remove uterine tissue for diagnostic testing, to remove endocrine tissue, to prevent or treat menorrhagia, or to remove retained products of conception after a spontaneous abortion or miscarriage</td>
</tr>
</tbody>
</table>
TRUE OR FALSE?

Indicate whether the statements are true or false by placing the letter T (true) or F (false) on the line preceding the statement.

72.  _____ A woman’s first Pap test and pelvic examination should be performed about 3 years after her first sexual intercourse or by age 21 years, whichever comes first, as recommended by the American College of Obstetricians and Gynecologists (ACOG).

73.  _____ A pelvic examination is performed for a pregnant patient during each prenatal visit to the obstetrician’s office.

74.  _____ The presence of Braxton-Hicks contractions is a conclusive sign of pregnancy and leads to a formal diagnosis of pregnancy.

75.  _____ The date on which the patient last had sexual intercourse is used to calculate the expected date of delivery.

CASE STUDIES FOR CRITICAL THINKING

1. A patient at your medical office tested positive for a sexually transmitted disease (STD). What will be your responsibilities in connection with this diagnosis?

2. While working at a gynecological/obstetrics office, you receive a frantic phone call from a pregnant patient who is experiencing vaginal bleeding, uterine cramps, and lower back pain. You put the patient on hold in order to consult the physician, but you learn that the physician has just been called to the hospital for a delivery. How would you handle this call?
3. Your 34-year-old patient is concerned about gynecological cancers because there are cases of breast cancer and cervical cancer in her family history. What can you recommend the patient do to ensure early detection of any gynecological problems? Describe these procedures to her in a way that will ease her anxieties.

4. A 20-year-old female patient has made an appointment with the physician because she believes that she has PMDD, which she blames for her failing grades and damaged personal relationships. When you meet with the patient to assess her medical history, she asks you to write a note to her professors excusing her from any missed assignments. What should you do next?
### Instruct the Patient on the Breast Self-Examination

**Name:** __________________________ **Date:** ___________ **Time:** ________ **Grade:** ________

**EQUIPMENT/SUPPLIES:** Patient education instruction sheet, if available; breast examination model, if available

**STANDARDS:** Given the needed equipment and a place to work the student will perform this skill with __________% accuracy in a total of __________ minutes. *(Your instructor will tell you what the percentage and time limits will be before you begin.)*

**KEY:**  
4 = Satisfactory  
0 = Unsatisfactory  
NA = This step is not counted

<table>
<thead>
<tr>
<th>PROCEDURE STEPS</th>
<th>SELF</th>
<th>PARTNER</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Wash your hands.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Explain the purpose and frequency of examining the breasts.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Describe three positions necessary for the patient to examine the breasts: in front of a mirror, in the shower, and while lying down.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. In front of a mirror:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>a. Disrobe and inspect the breasts with her arms at sides and with arms raised above her head.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>b. Look for any changes in contour, swelling, dimpling of the skin, or changes in the nipple.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5. In the shower:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>a. Feel each breast with hands over wet skin using the flat part of the first three fingers.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>b. Check for any lumps, hard knots, or thickenings.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>c. Use right hand to lightly press over all areas of left breast.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>d. Use left hand to examine right breast.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6. Lying down:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>a. Place a pillow or folded towel under the right shoulder, and place the right hand behind head to examine the right breast.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>b. With left hand, use flat part of the fingers to palpate the breast tissue.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>c. Begin at the outermost top of the right breast.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>d. Work in a small circular motion around the breast in a clockwise rotation.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7. Encourage patient to palpate the breast carefully moving her fingers inward toward the nipple and palpating every part of the breast including the nipple.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8. Repeat the procedure for the left breast. Place a pillow or folded towel under the left shoulder with the left hand behind the head.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
9. Gently squeeze each nipple between the thumb and index finger.
   a. Report any clear or bloody discharge to the physician.
   b. Promptly report any abnormalities found in the breast self-examination to the physician.

10. **AFF** Explain how to respond to a patient who is visually impaired.


**CALCULATION**
Total Possible Points: _______
Total Points Earned: _______ Multiplied by 100 = _______ Divided by Total Possible Points = _______%

**PASS** ☐ **FAIL** ☐ **COMMENTS:**

☐ ☐ ☐

Student's signature __________________________________ Date _______

Partner's signature __________________________________ Date _______

Instructor's signature ________________________________ Date _______
PROCEDURE 35-2 Assist with the Pelvic Examination and Pap Smear

Name: __________________________ Date: __________ Time: __________ Grade: __________

EQUIPMENT/SUPPLIES: Patient gown and drape, appropriate size vaginal speculum, cotton-tipped applicators, water-soluble lubricant, examination gloves, examination light, tissues. Materials for Pap smear: Cervical spatula and/or brush, liquid cytology preparation, laboratory request form, identification labels or the materials required according to the laboratory, biohazard container.

STANDARDS: Given the needed equipment and a place to work the student will perform this skill with _____% accuracy in a total of _______ minutes. (Your instructor will tell you what the percentage and time limits will be before you begin.)

KEY: 4 = Satisfactory 0 = Unsatisfactory NA = This step is not counted

PROCEDURE STEPS SELF PARTNER INSTRUCTOR

1. Wash your hands.

2. Assemble the equipment and supplies.
   a. Warm vaginal speculum by running under warm water.
   b. Do not use lubricant on the vaginal speculum before insertion.

3. Label each slide with date and type of specimen on the frosted end with a pencil.

4. Greet and identify the patient. Explain the procedure.

5. Ask the patient to empty her bladder and, if necessary, collect a urine specimen.

6. Provide a gown and drape, and ask the patient to disrobe from the waist down.


8. Adjust drape to cover patient's abdomen and knees but expose the genitalia.

9. Adjust light over the genitalia for maximum visibility.

10. Assist physician with the examination as needed.

11. Put on examination gloves.
   a. Hold cytology liquid container for physician or insert brush as directed and mix with cytology liquid.
   b. Spray or cover each slide with fixative solution.

12. Have a basin or other container ready to receive the now-contaminated speculum.

13. Apply lubricant across the physician's two fingers.

14. Encourage the patient to relax during the bimanual examination as needed.
15. After the examination, assist the patient in sliding up to the top of the examination table and remove both feet at the same time from the stirrups.

16. Offer the patient tissues to remove excess lubricant.
   a. Assist her to a sitting position if necessary.
   b. Watch for signs of vertigo.
   c. Ask the patient to get dressed and assist as needed.
   d. Provide for privacy as the patient dresses.

17. Reinforce any physician instructions regarding follow-up appointments needed.
   a. Advise the patient on the procedure for obtaining results from the Pap smear.

18. **AFF** Explain how to respond to a patient who has dementia.

19. Properly care for or dispose of equipment and clean the examination room.

20. Wash your hands.

21. Document your responsibilities during the procedure.

### CALCULATION

Total Possible Points: _______

Total Points Earned: _______ Multiplied by 100 = _______ Divided by Total Possible Points = _______ %

**PASS**  **FAIL**  **COMMENTS:**

□  □

Student’s signature  _________________________________ Date _______

Partner’s signature  _________________________________ Date _______

Instructor’s signature  _________________________________ Date _______
PROCEDURE 35-3

Assist with Colposcopy and Cervical Biopsy

Name: ___________________________ Date: ________ Time: ________ Grade: ________

EQUIPMENT/SUPPLIES: Patient gown and drape, vaginal speculum, colposcope, specimen container with preservative (10% formalin), sterile gloves, appropriate size sterile cotton-tipped applicators, sterile normal saline solution, sterile 3% acetic acid, sterile povidone-iodine (Betadine), silver nitrate sticks or ferric subsulfate (Monsel's solution), sterile biopsy forceps or punch biopsy instrument, sterile uterine curet, sterile uterine dressing forceps, sterile 4 x 4 gauze pad, sterile towel, sterile endocervical curet, sterile uterine tenaculum, sanitary napkin, examination gloves, examination light, tissues, biohazard container

STANDARDS: Given the needed equipment and a place to work the student will perform this skill with ________% accuracy in a total of ________ minutes. (Your instructor will tell you what the percentage and time limits will be before you begin.)

KEY: 4 = Satisfactory 0 = Unsatisfactory NA = This step is not counted

PROCEDURE STEPS

<table>
<thead>
<tr>
<th>SELF</th>
<th>PARTNER</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Wash your hands.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Verify that the patient has signed the consent form.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>3. Assemble the equipment and supplies.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>4. Check the light on the colposcope.</td>
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<td>☐</td>
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<tr>
<td>5. Set up the sterile field without contaminating it.</td>
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<tr>
<td>6. Pour sterile normal saline and acetic acid into their respective sterile containers.</td>
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<td>☐</td>
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<tr>
<td>7. Cover the field with a sterile drape.</td>
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<td>☐</td>
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<tr>
<td>8. Greet and identify the patient. Explain the procedure.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>9. When the physician is ready to proceed with the procedure:</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>a. Assist the patient into the dorsal lithotomy position.</td>
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<tr>
<td>b. Put on sterile gloves after positioning the patient if necessary.</td>
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<td>☐</td>
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<tr>
<td>10. Hand the physician:</td>
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<td>☐</td>
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<tr>
<td>a. The applicator immersed in normal saline.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>b. Followed by the applicator immersed in acetic acid.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>c. The applicator with the antiseptic solution (Betadine).</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>11. If you did not apply sterile gloves to assist the physician:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>a. Apply clean examination gloves.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>b. Accept the biopsy specimen into a container of 10% formalin preservative.</td>
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<tr>
<td>12. Provide the physician with Monsel's solution or silver nitrate sticks.</td>
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<tr>
<td>13. When the physician is finished with the procedure:</td>
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<tr>
<td>a. Assist the patient from the stirrups and into a sitting position.</td>
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<tr>
<td>b. Explain to the patient that a small amount of bleeding may occur.</td>
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<tr>
<td>c. Have a sanitary napkin available for the patient.</td>
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<tr>
<td>d. Ask the patient to get dressed and assist as needed.</td>
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<td>e. Provide for privacy as the patient dresses.</td>
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<tr>
<td>f. Reinforce any physician instructions regarding follow-up appointments.</td>
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<tr>
<td>g. Advise the patient on how to obtain the biopsy results.</td>
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<td>14. Explain how to respond to a patient who does not speak English or speaks English as a second language.</td>
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<tr>
<td>15. Label the specimen container with the patient's name and date.</td>
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<tr>
<td>a. Prepare the laboratory request.</td>
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<tr>
<td>b. Transport the specimen and form to the laboratory.</td>
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<tr>
<td>16. Properly care for, or dispose of, equipment and clean the examination room.</td>
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<tr>
<td>17. Wash your hands.</td>
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<tr>
<td>18. Document your responsibilities during the procedure.</td>
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</table>

**CALCULATION**

Total Possible Points: ________

Total Points Earned: ________ Multiplied by 100 = ________ Divided by Total Possible Points = ________ %

**PASS** ☐ **FAIL** ☐

**COMMENTS:**

Student’s signature ________________________________ Date ________

Partner’s signature ________________________________ Date ________

Instructor’s signature ________________________________ Date ________