



STUDENT: _____ DATE: _____
BLOCK: _____ SCORE: _____
CLINICAL INSTRUCTOR: _____

**ASSESSMENT OF HEAD, EYES, EARS, NOSE, MOUTH, NECK, & THROAT
PROCEDURE CHECKLIST**

I. OBJECTIVES 1. To establish baseline data for subsequent evaluation. 2. To make thorough assessment of the head, eyes, ears, nose, mouth, neck, and throat and to differentiate between normal and abnormal findings. 3. To analyze collected assessment findings for formulation of care plan, referrals and laboratory studies.			
II. MATERIALS/EQUIPMENT <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> 1. Tape Measure 2. Clean gloves 3. Penlight 4. Ophthalmoscope 5. Portable eye chart 6. Cotton applicator 7. Cotton wisp 8. Ruler 9. Otoscope 10. Nasal speculum </div> <div style="width: 48%;"> 11. Tongue depressor 12. Gauze 13. Glass with water 14. Kidney basin 15. Stethoscope 16. P.E. Form/notebook 17. Pen </div> </div>			
III. PROCEDURE STEPS. CHECK THE APPROPRIATE BOX. The student is expected to perform the following:	DONE 1	NOT DONE 0	SCORE
PREINTRODUCTORY PHASE 1. Review client's medical records and related literature. 2. Prepare all necessary materials or equipment needed.			
INTRODUCTORY PHASE 3. Introduce yourself by giving your name, title, and role. 4. Wear proper ID, neat uniform and RLE hair. 5. Perform handwashing and if needed, wear PPE. 6. Verify the client's identity using institution protocol. 7. Provide privacy by closing the doors and windows and drawing the curtain. 8. Maintain comfortable room temperature. 9. Explain to the client what you are going to do, why is it necessary and how he/she can participate. 10. Instruct client to remove any wig, hat, hair pins, rubber bands, jewelry and neck scarves. 11. Ask client to sit in an upright position with back and shoulders held back and straight.			

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