

## HEENT EXAM DETAILS FROM HEENT EXAM VIDEO

### WASH HANDS

**1. Inspect and examine the head and scalp.**

*Student should ask the patient to remove any wig or toupee. Note hair distribution, texture, and any hair loss. Note any deformities, asymmetry, or scars. Palpate the skull and note any asymmetry, pain or lesions. To inspect the scalp, use your thumb to lift the patient's hair against its grain.*

**2. Evaluate or check neck ROM.**

*Flexion/extension – ask patient to touch their chin to their chest, then to look back and up to the ceiling. Lateral rotation – ask patient to move their chin to each shoulder. Normally there are 60 to 80 degrees of lateral rotation in each direction. Do not let the patient lift up their shoulder while turning their chin to one side or the other! Lateral flexion – ask patient to attempt to touch their right ear to their right shoulder while keeping their shoulder still and repeat on left side.*

**3. Locate and identify the parotid glands.**

*Student should point to area behind and superficial to mandible, below the zygomatic arch and in front of the ear.*

**4. Locate and identify the submandibular salivary glands.**

*Student should point to area deep to or at the inner surface of the mandible*

**5. Locate and identify the superficial temporal arteries.**

*= the continuation of the external carotid artery as it emerges from the Parotid gland, between the TMJ and the ear, as it runs anterior to the ear over the zygomatic arch into the temporal region of the skull.*

**6. Inspect the mouth.**

*Use either a penlight or the otoscope as a light source. With your tongue blade and light source, examine the teeth. Normal adults have 32 teeth. Inspect the gingiva. Inspect the tongue. Ask the patient to stick their tongue straight out. Inspect each side of the tongue. Ask patient to touch the tip of their tongue to the roof of their mouth to evaluate the floor of the mouth and the underside of the tongue.*

**7. Inspect the oral pharynx.**

*Ask the patient to open their mouth and say "AH." Use the tongue blade to inspect the oral pharynx unless the patient has a strong gag reflex. Inspect the uvula, anterior and posterior folds, the soft palate (the posterior third of the palate), the hard palate, and tonsils.*

- 8. Locate and identify the opening of the Parotid glands.**  
*= Stensen's duct, located in the mouth at the 2<sup>nd</sup> upper molar on the buccal mucosa by a small papilla*
- 9. Locate and identify the Papillae of the ducts of the submandibular glands.**  
*= Wharton's duct, located in the mouth at the base of the tongue, on both sides of the midline lingual frenulum. Student should ask pt to curl up their tongue or touch the tongue to the roof of the mouth to demonstrate these ducts at the base of the tongue*
- 10. Test the auditory division of CN VIII.**  
*Hold your fingers about 3 inches from the patient's ears; and, one side at a time, rub your thumbs against your finger pads. Ask the patient to point to the side they hear rubbing.*
- 11. Test the Vagus nerve (CN X).**  
*Ask the patient to cough.*
- 12. Locate and examine the trapezius muscles. (Tests CN XI = Spinal Accessory Nerve)**  
*Technique should be to ask SP to "shrug" shoulders upward.*
- 13. Locate and examine the sternocleidomastoid muscles.**  
*(Also tests CN XI = Spinal Accessory Nerve)  
Technique should be to ask SP to turn head to each side against 1st year student's hand. As the SP turns head to each side, observe the contraction of the opposite sternocleidomastoid. The right sternocleidomastoid contracts and turns SP's head to SP's left.*
- 14. Test for the hypoglossal nerve (CN XII).**  
*Ask the patient to stick their tongue straight out.*
- 15. Locate and identify the structures that make up the external ear. Examine the external ear.**  
*Cartilaginous ear- auricle- pinna: Outermost rim- helix, antihelix is internal to helix, and the tragus lies in front of the external auditory meatus. The ear lobule has no cartilage. Make ear completely visible by moving hair away if necessary. Pull the top of the ear forward to completely inspect for any lesions.*
- 16. Locate and identify the external auditory canals.**  
*The canal is behind the tragus of the ear. Normally about 2-3 cm long in adults.*
- 17. Locate and examine the tympanic membrane with an otoscope.**  
*Student makes sure the otoscope light works, and uses an ear speculum for the exam. Student should stand close to the SP and warn the SP before they start. You may need to ask the patient to sit up or move to the edge of the exam table so that their ear canal is closer to your eye level. Student gently pulls the ear upward and backward to straighten the canal for easy visualization. This maneuver assists in visualization in majority of*

*patients (UP, OUT, and BACK). Insert the speculum gently as the skin of the external canal is sensitive to pain. Move the speculum to visualize the entire tympanic membrane.*

**18. Examine the nose.**

*In a typical exam room, you will not have access to nasal speculums; therefore, use the largest speculum on an otoscope to do the nasal exam. As you insert the speculum into the vestibule, avoid touching the septum, as it is very sensitive to pain. Visualize the nasal mucosa, nasal septum, and turbinates. You may need to ask the patient to hold their breath as moisture from the breath can cloud the lens on the otoscope.*

**19. Locate and identify the borders of the anterior and posterior triangles of the neck** (each side of the neck is divided into 2 triangles, by the diagonally running sternocleidomastoid muscle).

*Anterior triangle borders = mandible, anterior border of the sternocleidomastoid muscle, and midline of neck. Posterior triangle borders = the posterior border of the sternocleidomastoid muscle, the anterior border of the trapezius muscle and the clavicle.*

**20. Locate and identify the external jugular vein by performing a Valsalva maneuver.**

*The external jugular vein is identified behind the clavicular head of the sternocleidomastoid or roughly about the middle third of the clavicle and then passes diagonally over the surface of the sternocleidomastoid and up behind the angle of the mandible. A Valsalva maneuver is a forced expiration against a closed glottis. Student may need to lay the SP supine or at 30 or 45 degrees to best demonstrate this step.*

**21. Identify the thyroid cartilage.**

*The thyroid cartilage is composed of two laminae that fuse in the midline to form the laryngeal prominence. Identify the midline V-shaped notch on the superior border.*

**22. Identify the cricoid cartilage.**

*This is below the thyroid cartilage at the level of C6 in adults.*

**23. Identify and palpate the sternal notch.**

*The sternal notch is in the midline above the manubrium and in between the sternal heads of the sternocleidomastoid muscle. Place your index finger posteriorly and inferiorly to the notch to feel for pulsations from the aorta.*

**24. Locate the trachea's position in the base of the neck.**

*The trachea should be in the midline or slightly to the right of the midline. The trachea should be mobile. The trachea begins at the lower border of the cricoid cartilage (C6 in adults) and ends where the trachea divides into right and left bronchi (at about T5 = the sternal angle = the angle of Louis).*

**25. Locate and palpate for the thyroid gland.**

*Student may ask the patient to take a sip of water to facilitate this step. Student places finger pads of both hands so that the index fingers are just below the cricoid cartilage. Ask the patient to swallow and the student attempts to feel the thyroid rising under their finger pads. Students' fingers should be positioned a little lateral to midline. The thyroid has 2 lateral lobes and a midline isthmus and is usually located between the levels of the C5 and T1 vertebrae.*

**26. Locate and identify the pre and post auricular lymph nodes.**

*Preauricular = parotid lymph nodes would be in front of the ear. Post-auricular = mastoid lymph nodes would be behind the ear and superficial to the mastoid process.*

**27. Locate and identify the occipital lymph nodes.**

*At the base of the skull, posteriorly*

**28. Locate and identify the submental lymph nodes.**

*A few centimeters behind the tip of the mandible (chin)*

**29. Locate and identify the submandibular lymph nodes.**

*These are superficial to the submandibular salivary gland, midway between the angle of the mandible and the tip of the mandible.*

**30. Locate and identify the superficial cervical lymph nodes.**

*These are superficial to the surface of the sternocleidomastoid muscles.*

**31. Locate and identify the posterior cervical lymph nodes.**

*These are located along the anterior border of the trapezius muscles.*

**32. Locate and identify the supraclavicular lymph nodes**

*These are part of the deep cervical lymph nodes, located in the angle formed by the clavicle and the clavicular head of the SCM.*

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