

## Component III: Clinical

### Module B: Specialty Procedures

#### Topic 6: Assisting with Gender Specific Examination

##### Statement of Purpose

To prepare the learner with the basic knowledge and skills to correctly understand and assist with specialty examinations of the female and male reproductive systems.

##### Student Learning Outcomes

Upon completion of this topic, the learner will be able to:

1. Spell and define key terms.
2. List the organs of the female reproductive system.
3. Discuss patient education appropriate for Papanicolaou (Pap) smear examinations.
4. List the necessary instruments and supplies for a Pap test/pelvic exam.
5. Explain how to prepare a female patient for a breast exam and Pap test/pelvic examination and demonstrate the proper way to assist with these procedures.
6. Prepare the Pap test specimen for laboratory analysis.
7. Discuss patient education appropriate for breast exams.
8. Instruct a patient in self-examination procedures for breast abnormalities.
9. List the organs of the male reproductive system.
10. Explain how to prepare a male patient for a testicular examination and demonstrate the proper way to assist with a testicular examination.
11. Discuss patient education appropriate for a testicular examination.
12. Instruct a patient in self-examination procedures for testicular abnormalities.
13. Explain how to prepare a male patient for a digital rectal examination and demonstrate the proper way to assist with a rectal examination.
14. Describe legal and ethical implication when assisting with female and male exams.

##### Terminology

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| 1. Asymmetry  | 18. Malignancies                            |
| 2. Benign Prostatic Hyperplasia (BPH)                           | 19. Menstrual cycle                         |
| 3. Breast Self-Examination (BSE)                                | 20. Metastatic                              |
| 4. Cervical   | 21. Mortality                               |
| 5. Complete Physical Exam (CPE)                                 | 22. Obstetrician (OB)                       |
| 6. Cytologic  | 23. Obstetrician/gynecologist (OB/GYN)      |
| 7. Cytology   | 24. Occult                                  |
| 8. Digital Rectal Exam (DRE)                                    | 25. Papanicolaou (Pap)                      |
| 9. Douche   | 26. Prepuce                                 |
| 10. Endocervical  | 27. Prostate specific antigen (PSA)         |
| 11. Fecal occult blood testing supplies                         | 28. Seracult <sup>®</sup> Single Slide Test |
| 12. Formaldehyde  | 29. Testicular self-examination (TSE)       |
| 13. Genitalia   | 30. ThinPrep <sup>®</sup> Pap test          |
| 14. Gonads  | 31. Urologist                               |
| 15. Gynecologist (GYN)  | 32. Urology                                 |
| 16. Health Insurance Portability and Accountability Act (HIPAA) | 33. Vaginitis                               |
| 17. Last Menstrual Period (LMP)                                 | 34. Void                                    |

## References

1. Kronenberger, J., Southard D. L., & Woodson, D. (2013). *Comprehensive Medical Assisting* (4<sup>th</sup> Ed.). Philadelphia, PA: Lippincott, Williams & Wilkins.
2. Booth, K.A., Whicker, L.G., Wyman, T.D., & Moaney-Wright, S. (2011). *Medical Assisting: Administrative & Clinical Competencies with Anatomy and Physiology*. (4<sup>th</sup> Ed.). New York, NY: McGraw-Hill Company, Inc.

<b>Content Outline/Theory Objectives</b>	<b>Suggested Learning Activities</b>
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<p><b>Objective 1</b>  <b>Spell and define key vocabulary terms.</b></p> <ul style="list-style-type: none"> <li>A. Review the terms listed in the terminology section.</li> <li>B. Spell the listed terms accurately.</li> <li>C. Pronounce the terms correctly.</li> <li>D. Use the terms in proper context.</li> </ul>	<ul style="list-style-type: none"> <li>A. Games: word searches, crossword puzzles, Family Feud, Jeopardy, bingo, spelling bee, hangman, and concentration.</li> <li>B. Administer vocabulary pre-test and post-test.</li> <li>C. Discuss learning gaps and plan for applying vocabulary.</li> </ul>
<p><b>Objective 2</b>  <b>List the organs of the female reproductive system.</b></p> <ul style="list-style-type: none"> <li>A. Ovaries.</li> <li>B. Fallopian tubes and fimbriae.</li> <li>C. Uterus <ul style="list-style-type: none"> <li>1. Endometrium.</li> <li>2. Myometrium.</li> <li>3. Perimetrium.</li> <li>4. Fundus.</li> <li>5. Body of uterus.</li> <li>6. Cervix.</li> </ul> </li> <li>D. Vagina.</li> <li>E. Vulva <ul style="list-style-type: none"> <li>1. Mons pubis.</li> <li>2. Labia majora.</li> <li>3. Labia minora.</li> <li>4. Clitoris.</li> <li>5. Urethral meatus.</li> <li>6. Vaginal orifice.</li> <li>7. Bartholin's glands.</li> <li>8. Perineum.</li> </ul> </li> <li>F. Breasts (mammary glands.)</li> </ul>	<ul style="list-style-type: none"> <li>A. Lecture/Discussion</li> <li>B. Assigned Readings</li> </ul>
<p><b>Objective 3</b>  <b>Discuss patient education appropriate for Papanicolaou (Pap) smear examinations.</b></p> <ul style="list-style-type: none"> <li>A. Papanicolaou (Pap) smear is a cytologic screening test to detect cancer of the cervix, endocervix, and/or vagina.</li> <li>B. Pap test appointment <ul style="list-style-type: none"> <li>1. Pap test is not necessarily done at the same time as the complete physical examination (CPE) <ul style="list-style-type: none"> <li>a. Schedule appointment.</li> <li>b. CPE is a review of total body systems.</li> <li>c. The gynecological exam is an exam of the female reproductive organs only.</li> </ul> </li> <li>2. An annual gynecologic exam is recommended for all women age 18 and older; guidelines may differ depending upon institution and insurance.</li> <li>3. A gynecologic exam provides an overview of a woman's health and provides the opportunity to</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A. Lecture/Discussion</li> <li>B. Assigned Readings</li> <li>C. Role play scheduling a patient for their first Pap test.</li> </ul>

<p>perform cancer screening tests.</p> <ol style="list-style-type: none"> <li>4. Patients should not douche, use tampons, foams or jellies for 48 hours prior to the Pap test</li> <li>5. Pap tests should be performed two weeks after a woman's last menstrual period, Pap test should not be done during menstruation because red blood cells make the test difficult to read</li> <li>6. Patients should not engage in sexual intercourse 48 hours before the scheduled Pap test</li> </ol>	
<p><b>Objective 4</b>  <b>List the necessary instruments/supplies for a Pap test/pelvic exam.</b></p> <ol style="list-style-type: none"> <li>A. Gown and drape</li> <li>B. Exam table with stirrups</li> <li>C. Identification labels</li> <li>D. Red biohazard container</li> <li>E. Disposable examination gloves</li> <li>F. Wooden cervical spatula</li> <li>G. Cytology brush</li> <li>H. 4x4 gauze squares</li> <li>I. Water soluble lubricant</li> <li>J. Glass slides with frosted ends and fixative spray</li> <li>K. ThinPrep® Pap test container</li> <li>L. Vaginal speculum of various sizes</li> <li>M. Goose neck lamp or light source for speculum</li> <li>N. Specimen collection container/completed cytology requisition form</li> <li>O. Procto swab and/or cotton tipped applicators</li> <li>P. Culture tubes/medium</li> <li>Q. Fecal occult blood testing supplies</li> <li>R. Potassium hydroxide solution (KOH)</li> <li>S. Normal saline</li> <li>T. Tissues</li> </ol>	<ol style="list-style-type: none"> <li>A. Lecture/Discussion</li> <li>B. Assigned Readings</li> <li>C. Have the student set up all the necessary equipment.</li> <li>D. Have all the necessary equipment set up. Ask student to turn away. Remove a variety of items or not any. Have the student turn back and inform you what necessary equipment is missing, if any.</li> </ol>
<p><b>Objective 5</b>  <b>Explain how to prepare a female patient for a breast and Pap test/pelvic examination as well as demonstrate the proper way to assist with these procedures.</b></p> <ol style="list-style-type: none"> <li>A. Breast examinations       <ol style="list-style-type: none"> <li>1. Wash hands.</li> <li>2. Greet and identify the patient.</li> <li>3. Some health care providers start the examinations with patients in a sitting position before having the patient supine on the exam table.</li> <li>4. Review with the health care provider if the patient is to have the gown open in the front or the back.</li> <li>5. The health care provider will examine the breasts, the axillae and the tissue up to the clavicle to assess lymph nodes leading from the breast tissue.</li> <li>6. The health care provider will inspect the breasts</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>A. Lecture/Discussion</li> <li>B. Assigned Readings</li> <li>C. Have the students do a return demonstration on how to examine the breast on a prosthetic teaching breast.</li> <li>D. Role play the process of informing and assisting with the pap/pelvic examinations.</li> </ol>

for dimpling before systematically palpating all breast tissue.

7. The patient will generally be asked to place the hand on the side of the breast being examined behind their head (this allows for better assessment of axillary lymph nodes and helps to elevate and flatten the breast.)

B. Pap test/pelvic examinations

1. Wash hands.
2. Assemble instruments and supplies.
3. Greet and identify the patient.
4. Escort patient to the examination room and ask if she needs to empty her bladder (obtain specimen if ordered by provider.)
5. Complete the cytology request form completely and accurately.
6. Explain the procedure thoroughly. Never assume the patient already knows about the procedure.
7. Help patient feel comfortable and at ease to help them relax for the exam.
8. Have the patient undress completely and inform where to place her belongings.
9. Instruct the patient how to put on gown and drape sheet; politely offer your assistance.
10. Allow the patient privacy to change.
11. Ask the patient to sit on the edge of the exam table with the drape until the Physician arrives.
12. Place the patient into the lithotomy position when the provider is ready to do the exam. Do not place the patient in the lithotomy position until ready to perform the exam.
13. Adjust light as needed for proper visualization.
14. The Medical Assistant and Physician must observe standard precautions and wear appropriate personal protective equipment (PPE).
15. Have all necessary equipment/supplies readily available for you and/or the Physician's use.
16. Warm the vaginal speculum with warm water.
17. Assist the Physician with the examination by handing instruments and supplies as needed.
18. When exam is completed, assist the patient to a sitting or supine position
  - a. Verify if feeling faint or dizzy.
  - b. Stay with patient until symptoms subside.
  - c. Assist patient off of the table.
19. Offer tissues to patient for wiping away any residual lubricant.
20. Inform patient when to expect to receive the results, either by receiving a call from the office, or them calling the office.
21. Allow the patient to get dressed.

<ul style="list-style-type: none"> <li>22. Assist as necessary or provide privacy.</li> <li>23. After patient leaves, put on clean gloves and clean exam room and equipment per OSHA standards.</li> <li>24. Complete laboratory requisition slip and place it and the specimen in the proper place for transport to the laboratory.</li> <li>25. Remove gloves and wash your hands.</li> </ul>	
<p><b>Objective 6</b>  <b>Prepare the Pap test specimen for laboratory analysis.</b></p> <ul style="list-style-type: none"> <li>A. Wash hands and apply gloves.</li> <li>B. Hold the slides carefully at the frosted end and label each slide accurately following protocol as the Physician hands them to you.</li> <li>C. Immediately apply the commercial fixative spray to the slide(s) (Note: if liquid medium is used then no fixative is necessary.)</li> <li>D. Place slides in the specimen collection container per manufacturer's instructions.</li> <li>E. Include completed cytology request form with the specimen container.</li> <li>F. Place in proper area for transport to lab.</li> <li>G. ThinPrep® Pap test should be labeled and sent to lab with the completed requisition.</li> </ul>	<ul style="list-style-type: none"> <li>A. Lecture/Discussion</li> <li>B. Assigned Readings</li> <li>C. Have students demonstrate how to write on a glass slide, use fixative spray, place in specimen container and send to the lab.</li> <li>D. Have students completely and accurately complete the cytology request form.</li> </ul>
<p><b>Objective 7</b>  <b>Discuss patient education appropriate for breast exams.</b></p> <ul style="list-style-type: none"> <li>A. Women between the ages of 20 and 39 should have a breast exam performed by a physician during their annual routine checkups or every three years.</li> <li>B. Women over 40 should have a breast examination performed by a physician every year.</li> <li>C. All women (and appropriate men) should perform breast self-examination (BSE) monthly.</li> <li>D. Routine assessment helps patient identify when changes occur.</li> <li>E. Mammography is an important diagnostic test in addition to the breast exam. Remind all female (and appropriate male) patients to schedule a mammography according to the following guidelines <ul style="list-style-type: none"> <li>1. Women between 40 and 49 who are without any symptoms of breast cancer should have a mammogram every 1-2 years.</li> <li>2. Women 50 and older should have a yearly mammogram.</li> <li>3. Women with a history and/or symptoms of breast cancer should follow Physician recommendations.</li> <li>4. Women may seek a mammogram independently.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A. Lecture/Discussion</li> <li>B. Assigned Readings</li> </ul>

<p><b>Objective 8</b>  <b>Instruct a patient in self-examination procedures for breast abnormalities.</b></p> <p>A. Breast self-examination (BSE)</p> <ol style="list-style-type: none"> <li>1. All patients should perform a BSE <ol style="list-style-type: none"> <li>a. At home every month.</li> <li>b. Routinely seven to ten days after the menstrual cycle for females.</li> <li>c. Male and menopausal females should do BSE the same day of each month.</li> </ol> </li> <li>2. BSE includes standing and looking at the breasts with the arms at the sides, arms raised and behind the head and arms lowered with the hands on the hips.</li> <li>3. Patient should inspect for: <ol style="list-style-type: none"> <li>a. Dimpling.</li> <li>b. Puckering.</li> <li>c. Scaling of the skin.</li> <li>d. Nipple cracking, bleeding or discharge.</li> </ol> </li> <li>4. The next steps for a BSE can be done lying down, or in a warm shower <ol style="list-style-type: none"> <li>a. When lying down the patient should be instructed to place a pillow under the shoulder of the side they are examining. Place their arm behind their head and then switch to the other side.</li> <li>b. Use the right hand to examine the left breast and the left hand to examine the right breast.</li> <li>c. Patient should be instructed to use the flat finger pads of the three middle fingers.</li> <li>d. Use a circular motion starting at the 12 o'clock position and move around the breast clockwise in a set way. Both axillae should be examined as well.</li> <li>e. Use a circular motion spiraling around the breast toward the nipple.</li> <li>f. Gently squeeze both nipples and look for drainage.</li> <li>g. Repeat the procedure on the other breast.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>A. Lecture/Discussion</li> <li>B. Assigned Readings</li> <li>C. Distribute pamphlets from the American Cancer Society.</li> <li>D. Have students verbally explain the BSE to peers.</li> </ol>
<p><b>Objective 9</b>  <b>List the organs of the male reproductive system.</b></p> <ol style="list-style-type: none"> <li>A. Scrotum.</li> <li>B. Testis/testes.</li> <li>C. Vas deferens.</li> <li>D. Seminal vesicle.</li> <li>E. Ejaculatory duct; vas deferens, seminal vesicles.</li> <li>F. Prostate gland.</li> <li>G. Bulbourethral gland or Cowper's gland.</li> <li>H. Urethra.</li> </ol>	<ol style="list-style-type: none"> <li>A. Lecture/Discussion</li> <li>B. Assigned Readings</li> <li>C. Have students label anatomical parts of male reproductive system.</li> </ol>

<ul style="list-style-type: none"> <li>I. Glans penis</li> <li>J. Penis</li> <li>K. Prepuce</li> <li>L. Epididymis</li> <li>M. Anus</li> <li>N. Rectum</li> <li>O. Urinary bladder</li> </ul>	
<p><b>Objective 10</b>  <b>Explain and demonstrate how to assist with a testicular examination.</b></p> <ul style="list-style-type: none"> <li>A. Wash hands.</li> <li>B. Greet and identify the patient.</li> <li>C. Escort patient to the examination room and ask if he needs to empty his bladder (obtain specimen if ordered by physician.)</li> <li>D. Explain the procedure thoroughly. Never assume the patient already knows about the procedure.</li> <li>E. Help patient feel comfortable and at ease to help them relax for the exam.</li> <li>F. Have the patient undress from the waist down and inform where to place belongings.</li> <li>G. Instruct the patient how to put on gown and drape sheet; politely offer your assistance.</li> <li>H. Allow the patient privacy to change.</li> <li>I. Ask the patient to sit on the edge of the exam table with the drape until the physician arrives.</li> <li>J. The physical examination usually includes palpation of the kidneys and bladder and visual inspection of the external genitalia.</li> <li>K. External genitalia examined by physician for gross asymmetry usually while patient standing and the chest and abdomen draped.</li> <li>L. The physician will: <ul style="list-style-type: none"> <li>1. Compare one side to the other.</li> <li>2. Check for deformities, lesions, swelling or masses, varicosities and if pubic hair present.</li> <li>3. Note skin temperature.</li> <li>4. Examine penis for lesions, scars, masses, tumors, edema and discharge.</li> <li>5. Palpate scrotum for content and then press each side upward (palpated) while patient holds arms over the head and pushes downward with abdominal muscles (checking for hernias). Also instruct patient to cough.</li> <li>6. In men over 40, the physician usually checks the prostate gland by digital insertion into the rectum (see objective 13.)</li> <li>7. The physician usually instructs the patient to perform regular testicular self-examinations (TSE).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A. Lecture/Discussion</li> <li>B. Assigned Readings</li> </ul>

<p><b>Objective 11</b>  <b>Discuss patient education appropriate for a testicular examination.</b></p> <ul style="list-style-type: none"> <li>A. Inform patients that testicular cancer is commonly found between the ages of 15 and 34.</li> <li>B. Testicular cancer accounts for only about 1% of all malignancies, but it involves an extremely high metastatic and mortality rate.</li> <li>C. This cancer is highly treatable if found early.</li> <li>D. Testicular self-examination (TSE) is the best method of early detection and should be performed on a monthly basis by all men.</li> <li>E. Any abnormality during TSE should be examined by Physician immediately.</li> </ul>	<ul style="list-style-type: none"> <li>A. Lecture/Discussion</li> <li>B. Assigned Readings</li> </ul>
<p><b>Objective 12</b>  <b>Instruct a patient in self-examination procedures for testicular abnormalities.</b></p> <ul style="list-style-type: none"> <li>A. Testicular self-examination (TSE) <ul style="list-style-type: none"> <li>1. TSE should be performed following a warm shower or bath when the scrotum is relaxed.</li> <li>2. The patient should be instructed to observe the testes for any changes in appearance, such as swelling.</li> <li>3. Manually examine each testicle by gently rolling it between the thumb and fingers while applying very slight pressure and feeling for hard painless lumps.</li> <li>4. Locate the area of the epididymis and spermatic cord. <ul style="list-style-type: none"> <li>a. Felt as a cord-like structure originating at the top back of each testicle.</li> <li>b. Examine the cord behind each testicle.</li> <li>c. Gently follow the tube that runs up the epididymis <ul style="list-style-type: none"> <li>1) May be tender.</li> <li>2) Location of most non-cancerous conditions.</li> <li>3) Tube is normally smooth, firm and movable.</li> </ul> </li> </ul> </li> </ul> </li> <li>B. Any abnormality during TSE should be examined by Physician immediately.</li> </ul>	<ul style="list-style-type: none"> <li>A. Lecture/Discussion</li> <li>B. Assigned Readings</li> <li>C. Distribute pamphlets from the American Cancer Society.</li> <li>D. Have students verbally explain the TSE to fellow peers.</li> </ul>
<p><b>Objective 13</b>  <b>Explain how to prepare a male patient for a digital rectal examination and demonstrate the proper way to assist with a rectal examination.</b></p> <ul style="list-style-type: none"> <li>A. In men over 40, the physician will check the prostate gland by digital insertion into the rectum. (Screening tool for BPH prostate cancer, occult blood and colorectal cancer.)</li> <li>B. Wash hands.</li> </ul>	<ul style="list-style-type: none"> <li>A. Lecture/Discussion</li> <li>B. Assigned Readings</li> <li>C. Distribute pamphlets from the American Cancer Society.</li> </ul>

- C. Assemble instruments and supplies
  - 1. Non sterile gloves.
  - 2. Water-soluble lubricant.
  - 3. Tissues.
  - 4. Proper specimen containers or tubes.
  - 5. Fecal occult blood testing supplies.
  - 6. Completed laboratory slips.
- D. Greet and identify the patient.
- E. Escort patient to the examination room and ask if he needs to empty his bladder (obtain specimen if ordered by physician.)
- F. Explain the procedure thoroughly. Never assume the patient already knows about the procedure.
- G. Help patient feel comfortable and at ease to help them relax for the exam.
- H. Have the patient undress from the waist down and inform where to place belongings.
- I. Instruct the patient how to put on gown and drape sheet; politely offer your assistance.
- J. Allow the patient privacy to change.
- K. Ask the patient to sit on the edge of the exam table with the drape until the physician arrives.
- L. When the physician is ready to perform the exam, assist the patient into the Sims' or prone position. Or if the patient prefers to stand, they may lean over the exam table. Do not place the patient in position until ready to perform the exam.
- M. Assist the Physician as needed
  - 1. Squeeze water soluble lubricant on to Physician's gloved finger.
  - 2. Pass gauze.
- N. The Physician will insert their index finger into the patients rectum to feel for masses, lesions and an increase in prostate size
- O. After the Physician performs the exam, stool found on the glove may be tested for the presence of occult blood.
- P. After the exam, offer the patient tissues to clean the anal area.
- Q. Dispose of gloves and soiled materials.
- R. Inform patient when to expect to receive the results if needed, either by receiving a call from the office or them calling the office.
- S. Allow the patient to get dressed.
- T. Assist as necessary or provide privacy.
- U. Release the patient.
- V. Put on clean gloves.
- W. Clean exam room and equipment per OSHA standards.
- X. Complete laboratory requisition slip and place it and the specimen in the proper place for transport to the laboratory, if needed.
- Y. Remove gloves and wash your hands.

<p><b>Objective 14</b>  <b>Describe legal and ethical implication when assisting with female and male exams.</b></p> <ul style="list-style-type: none"> <li>A. Careful explanation of the benefits and risks associated with all treatments should be explained by the Physician.</li> <li>B. The patient has a right to privacy during the examination process <ul style="list-style-type: none"> <li>1. Close doors.</li> <li>2. Drape appropriately.</li> <li>3. Provide for patient safety.</li> </ul> </li> <li>C. If a male provider is examining a female patient, or vice versa, the Medical Assistant should stay in the room during the exam to protect the patient, the health care provider and the hospital or clinic.</li> <li>D. The Medical Assistant would be in a good position to recognize and provide assistance to women who are victims of abuse.</li> <li>E. Apply Health Insurance Portability and Accountability Act (HIPAA) guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>A. Lecture/Discussion</li> <li>B. Assigned Readings</li> </ul>
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