**Bimanual Rectovaginal Examination:**

- Reglove and apply lubricant to index and middle fingers
- Alert patient that the rectovaginal exam will begin
- Place middle finger on anus and ask patient to bear down
- Insert middle finger into rectum and index finger into vagina
- Repeat the palpation and characterization of the cervix, and other structures from this position
- Sweep posterior pelvic wall with rectal finger
- Palpate rectovaginal septum between fingers
- Remove fingers smoothly
- Help patient assume sitting position

**External Examination:**

- Inspect and palpate the mons pubis, labia majora and perineum
- Separate the labia and inspect:
  - labia minora
  - clitoris
  - urethral meatus
  - vaginal opening
  - Skene’s glands
  - Bartholin’s glands
- Inspect the anus
- Ask patient to bear down to assess for cystocele/rectocele if indicated

**Preparation:**

- Check all materials and equipment
- Wash hands in the presence of the patient
- Position patient:
  - offer pillow
  - raise table back
  - drape appropriately
  - place patient’s feet in foot rests
  - have patient move buttocks to end of table
- Adjust the light and drape
- Put on gloves
- Explain in advance each step of the examination and warn patient when you begin

**Pelvic Examination Checklist**

- [ ] Reglove and apply lubricant to index and middle fingers
- [ ] Alert patient that the rectovaginal exam will begin
- [ ] Place middle finger on anus and ask patient to bear down
- [ ] Insert middle finger into rectum and index finger into vagina
- [ ] Repeat the palpation and characterization of the cervix, and other structures from this position
- [ ] Sweep posterior pelvic wall with rectal finger
- [ ] Palpate rectovaginal septum between fingers
- [ ] Remove fingers smoothly
- [ ] Help patient assume sitting position
- [ ] Inspect all materials and equipment
- [ ] Wash hands in the presence of the patient
- [ ] Position patient:
  - offer pillow
  - raise table back
  - drape appropriately
  - place patient’s feet in foot rests
  - have patient move buttocks to end of table
- [ ] Adjust the light and drape
- [ ] Put on gloves
- [ ] Explain in advance each step of the examination and warn patient when you begin
- [ ] Inspect the anus
- [ ] Ask patient to bear down to assess for cystocele/rectocele if indicated
Speculum Examination and Pap Test:

- Alert patient that speculum examination is about to begin
- Warm and lubricate speculum with water
- Insert speculum:
  - Hold speculum at 45 degree angle
  - Open labia with opposite hand and introduce speculum into vagina avoiding urethral meatus
  - Insert blades gently and slowly into the vagina, pointing downward
  - Rotate at full insertion so that handle is vertical
  - Open speculum slowly, exposing cervix
  - Tighten screw to hold in open position
- Observe cervical size, color, outer os configuration, noting any erosion, cyst, polyp, tumor, eversion, etc.
- Obtain and fix cervical specimens according to manufacturer's recommendations for performing pap smears and handling specimens
- Hold blades open and release screw
- Withdraw speculum

Bimanual Pelvic Examination:

- Apply lubricant to index and middle fingers of gloved hand
- Alert patient that you are about to begin
- Introduce index and middle fingers into vagina
- Insert both fingers slightly into vagina and turn hand to palm up position
- Palpate vaginal rugae and cervix
- Starting at the umbilicus, press on outer abdomen with the pads of the fingers of the outside hand and move towards pubis
- Palpate uterus between vaginal and abdominal hands
- Move vaginal fingers into one lateral fornix
- With abdominal hand, attempt to palpate the ovary and parametrial tissues and check for pelvic masses
- Repeat on other side
- Remove fingers from vagina