



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-NSD-DR-SOP011
Revision Number:	0
Effective Date:	11-13-2020
Document Type:	Standard Operating Procedure
Page Number:	1
Department/Section:	Delivery Room
Document Title:	ASSISTING IN PELVIC EXAMINATION AND PAP SMEAR

PURPOSE:

To assess and evaluate reproductive organs for pregnant and non-pregnant women especially if having symptoms such as unusual vaginal discharge and bleeding or pelvic pain. This is to check woman's vulva, vagina, cervix, ovaries, uterus, rectum and pelvis for any abnormalities.

OBJECTIVE:

To be able to deliver nursing care management according to the quality standard procedure of performing Pelvic Examination and Pap Smear.

RESPONSIBLE PERSON:

Attending Physician – OB/Gyne Consultant, OB/Gyne Resident, Registered Nurse, Registered Midwife

GENERAL GUIDELINES:

1. Should have a written doctor's order
2. Universal precaution should be applied
3. Can be done as in patient or out patient
4. Pelvic Room in the Triage area will be used for out patient and patients from the ward. Delivery room 3 can be used for inpatients who are admitted in the labor room.



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APPROVAL:

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EQUIPMENT NEEDED:

1. Vaginal Speculum
2. Sterile Gloves
3. Lubricating Jelly
4. Cotton Tipped Applicator
5. Glass slides
6. Pap Smear Solution
7. Flushing Tray
8. Gauze sponge 4x4
9. Ovum Forcep
10. Gauze ball (optional)
11. Droplight
12. Sterile Water

PROCEDURE:

1. Nurse on duty receives endorsement from the room if in-patient or from OB resident if outpatient
2. Nurse on duty checks written doctor's order
3. Nurse on duty identifies the patient correctly.
4. Nurse on duty instructs patient to void prior to the procedure.
5. Nurse on duty gathers materials and instruments at the pelvic room.
6. Members of the health care team introduce themselves to the patient.
7. Resident on duty and PGI makes an initial interview and history taking.
8. Resident on duty explains the procedure to the patient.
9. Nurse on duty provides privacy and maintains good lighting.
10. Nurse on duty positions patient in lithotomy position on the pelvic table.
11. Nurse on duty assists physician by serving gloves, KY jelly and other materials and instruments.



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12. Nurse on duty instructs patient to do deep breathing and relaxation techniques that can be helpful while speculum is being inserted and while the procedure is being done.
13. Nurse on duty assists the physician in collecting specimen while observing aseptic technique. For Pap Smear: Specimen is smeared in 2 glass slides and soaked in Pap smear solution, properly labeled, then the Resident on duty fills up laboratory request form (Blue form).
For Vaginal discharge culture and sensitivity: Laboratory personnel is asked to secure specimen.
Vaginal discharge gram stain: Specimen is smeared on 2 glass slides and secured in a plastic making sure that the specimen remains untouched. Specimen should be properly labeled with name of patient, requesting doctor and the name of diagnostic test.
14. Specimen is sent to lab by attendant for diagnostics done as in patients. Folks or patient will bring collected specimen to laboratory if done as out patient with lab request.
15. Nurse on duty does after care and prepares patient for transfer back to room after proper endorsement to ward if in patient or bill patient for discharge if out patient
16. Nurse on duty does universal precaution and performs hand washing before and after procedure
17. Nurse on duty encodes procedure performed, materials and instruments used in the computer. For outpatient, folks will settle in the cashier and official receipt will be presented to the nurse prior to discharge.
18. Document procedure performed properly and correctly (Nurses remarks form for in patient and DR OPD record for out patients)

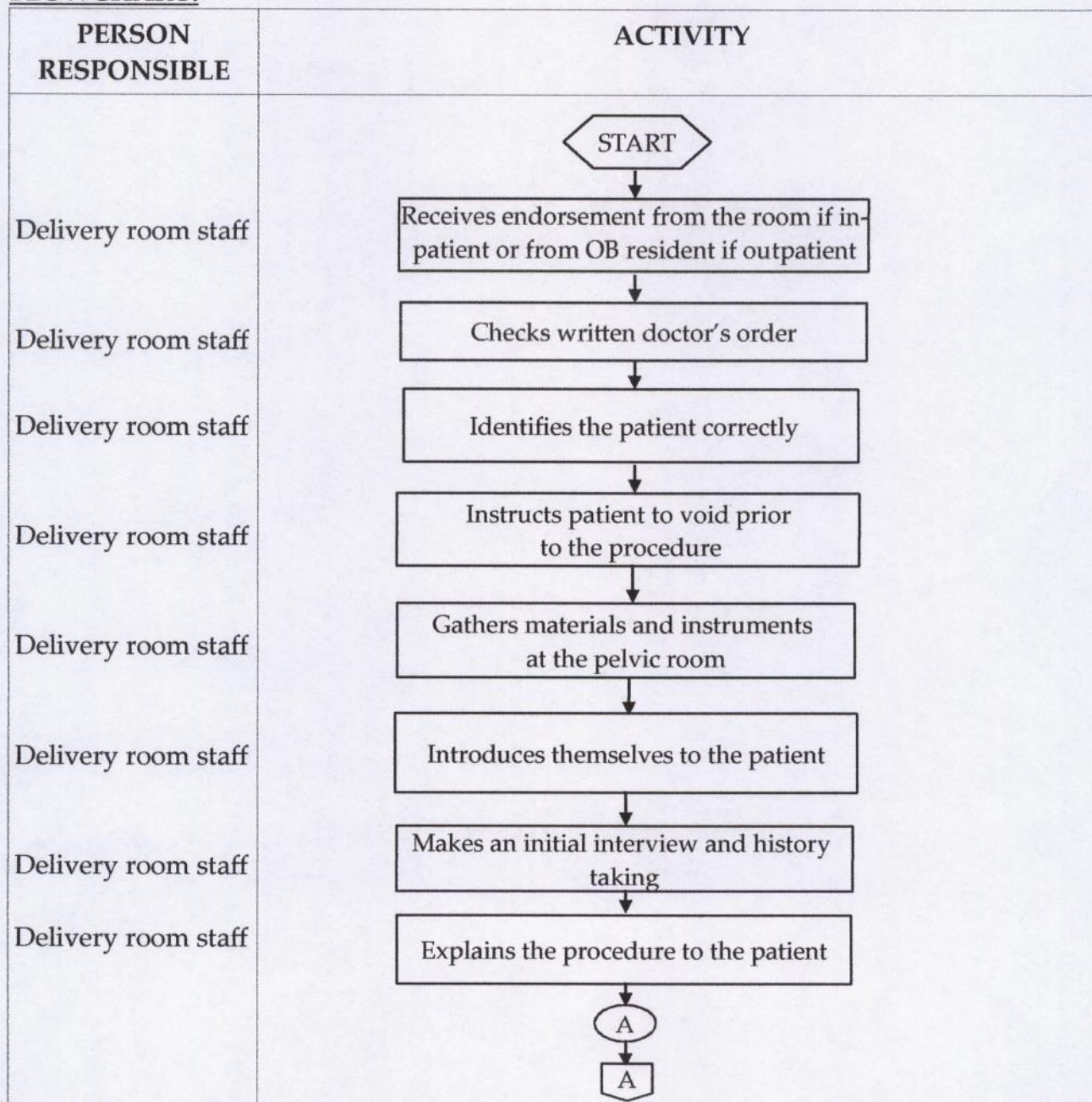


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FLOWCHART:





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