1. WASH HANDS.

2. Describe general appearance.

3. Inspect & palpate fingers (nails, joints) hands (palms), wrists, elbows, and arms (muscles, joints, and skin).

4. Test ROM in fingers, wrists, and elbows and test muscle strength in hand/fingers, wrists, forearms and arms.

5. Palpate radial pulses.

6. Check blood pressure in both arms (palpation 1 arm, auscultation both arms).

7. Inspect head and neck (configuration, scalp, and skin).

8. Inspect eyelids, conjunctivae and sclerae.

9. Test visual Acuity (II) with pocket screener and test visual fields (II).

10. Check extra-ocular muscles by examining for 6 cardinal positions of gaze (III, IV, VI) and accommodation.

11. Test pupillary reaction to light (direct and consensual - II, III).

12. Perform funduscopic examinations (right and left).

13. Test light touch of face (V).

14. Ask patient to wrinkle forehead or raise both eyebrows and then to smile and show teeth (VII).

15. Test hearing (VIII).

16. Inspect mouth (teeth, gums, tongue, mucosa, ducts, tonsillar fossa, pharynx), ask patient to say “aah” and cough (X), and finally protrude his/her tongue (XII).

17. Ask patient to shrug shoulders against resistance (checking trapezius muscles) and laterally rotate his/her head against resistance (checking sternocleidomastoid muscles) XI.

18. Inspect external ears (right and left).

19. Perform otoscopic examinations (right and left).

20. Inspect nose and nasal cavities (mucosa, septum, turbinates).

21. Inspect, palpate, and test shoulder ROM.

22. Check full ROM of neck including flexion, extension, lateral rotation, and head tilt.

MOVE TO POSITION BEHIND PATIENT

23. Palpate the salivary glands and the head and neck lymph nodes.

24. Palpate trachea in the sternal notch.

25. While patient swallows, palpate for the thyroid gland.

26. Inspect the chest wall and skin. During patient's deep breathing, observe chest posteriorly for symmetry and check for respiratory excursion.

27. Inspect spine; percuss spine and costovertebral angle.

28. Percuss and palpate the posterior lung fields. Always begin at the apices and alternate bilaterally comparing right and left sides.

29. Auscultate the lung. Always begin at the apices and alternate bilaterally comparing right and left sides.

MOVE TO FRONT OF PATIENT

30. (Female patient) Inspect breasts and nipples while patient's:
   • arms are relaxed at sides
   • arms are above head
   • hands are pressed against hips
   • hands are pressed against hips and patient is leaning forward

31. Palpate axillary nodes (against chest, laterally, anterior and posterior).

ASK PATIENT TO LIE FLAT

32. Standing at patient's right, palpate both breasts, using vertical stripe method.

33. Identify and inspect internal and external jugular neck veins. Estimate Central Venous Pressure (CVP) by measuring for the maximum height of the internal jugular vein from the sternal angle.