



OSCE Checklist: Vaginal Swabs

Introduction		
1	Introduce yourself to the patient including your name and role	
2	Confirm the patient's name and date of birth	
3	Explain what the procedure will involve using patient-friendly language	
4	Explain the need for a chaperone	
5	Gain consent to proceed with taking vaginal swabs	
6	Ask the patient if they have any pain before taking vaginal swabs	
7	Ask the patient to remove their underwear for the procedure and provide them with privacy whilst they get undressed	
8	Wash your hands	
9	Gather equipment	
Vulval inspection		
10	Don gloves and position the patient in the modified lithotomy position	
Inserting the speculum		
11	Re-check that the patient is happy to continue with the procedure	
12	Use your left hand (index finger and thumb) to separate the labia	
13	Gently insert the speculum sideways (blades closed, angled downwards and backwards)	
14	Once inserted, rotate the speculum back 90° (so that the handle is facing upwards)	
15	Open the speculum blades until an optimal view of the cervix is achieved	
16	Tighten the locking nut to fix the position of the blades	
Visualising the cervix		
17	Inspect the cervix	
Taking the vaginal swabs		
18	Pick up the swab's sample tube using your dominant hand and pass it to your non-dominant hand	
19	Remove the lid of the sample tube using your dominant hand and place in the tray	
20	Pick up the swab itself with your dominant hand and take the relevant samples	
21	Place the used swab back into its tube, which should still be in your non-dominant hand and tighten the lid	
22	Place the completed swab into the tray	
Removing the speculum		
23	Loosen the locking nut on the speculum and partially close the blades	
24	Rotate the speculum 90°, back to its original insertion orientation	

25	Gently remove the speculum, inspecting the walls of the vagina as you do so	
26	Re-cover the patient and explain the examination is complete	
27	Dispose of the used equipment into a clinical waste bin	
28	Wash your hands	
To complete the procedure...		
29	Label the samples with the relevant details	
30	Thank the patient for their time	
31	Advise the patient that they'll be contacted with results via their preferred method (e.g. face to face or text message)	
32	Document the procedure in the medical notes including the details of the chaperone	
33	Send the vaginal swabs to the lab for processing	
34	Suggest further assessments and investigations (e.g. urinalysis, abdominal examination, bimanual vaginal examination)	

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