

## OET Writing Week

1. Read the case notes together & plan paragraphs
2. Select relevant case notes: decide on how much detail needed (groups)
3. Create a detailed plan of the letter

Homework: Write Introduction Paragraph



### OCCUPATIONAL ENGLISH TEST

**WRITING SUB-TEST: NURSING**

**TIME ALLOWED: READING TIME: 5 MINUTES  
WRITING TIME: 40 MINUTES**

Read the case notes below and complete the writing task which follows.

#### Notes:

You are a practice nurse for a general practitioner and you are preparing a patient for a day colonoscopy procedure in hospital next week. Your practice is seeing the patient for the first time.

**Patient:** Mr Adam White (DOB: 25 July, 1958)  
**Address:** 20 Leonard St, Lakeside  
**Social Background:** Single. Lives alone. IT consultant. Eats out a lot; entertains; heavy drinker (alcohol); rarely smokes

**1 August 2018**

#### Reason for presenting:

Results of bowel cancer screen test – positive. Pt wants a colonoscopy.

**Medications:** Occasional paracetamol, rare ibuprofen (for pain in L leg).

**Allergies:** No known allergies (NKA), sensitive to codeine.

**Medical History:** **2014** Bowel issues – constipation ?due to poor diet.

**2015** PSA, FBE – all ✓, discussed diet, not overweight, Pt sees no reason to worry.

**2016** Very bad cold, ?flu. Viral – given usual flu advice, no antibiotics.

**Family History:** Grandfather (paternal): ?cancer bowel, ?had colostomy.  
 Father: Cancer colon (1997), recent resection, anastomosis, no problems since.

**Dr Consultation:** Pt complaining of bowel changes & notification of bowel tests – abnormal. Very worried due to family history. Colonoscopy in 1 wk. Explained procedure. Bowel prep prescribed. Pathology ordered. Recommended – discussions with nurse re pre-procedure assessment &



- Nursing Management:**
- Observations – T: 37°C, P: 88, BP: 145/95 (notified Dr), R: 16
  - Pathology – FBE, U&Es, LFTs (will receive results pre-procedure)
  - Wt: 80kg, Ht: 190cm
  - Immediate cessation of smoking and reduction of alcohol intake advised
  - Previous anaesthetics – no issues → Explained will be heavily sedated, not full anaesthetic
  - NKA. Sensitive to codeine. Alert sticker attached to paperwork → Advised to notify all staff, but unlikely to need that amount of analgesic
  - Explained procedure – pre & post expectations to patient
  - Pt signed endoscopy (colonoscopy) consent form
  - Booklet given – procedure, risks, pain, bleeding, etc.
  - Pre-procedure: Day before – light breakfast then clear fluids only  
 Bowel prep instructions – fast midnight before procedure
  - Admission booklet explained → Pt arranged hospital pickup
  - Discussed importance of healthy diet & exercise

#### Plan:

- R/V 1 wk post-procedure Dr & Nurse
- R/V progress, further counselling, other options if necessary. Results of colonoscopy will determine course of action.

#### Writing Task:

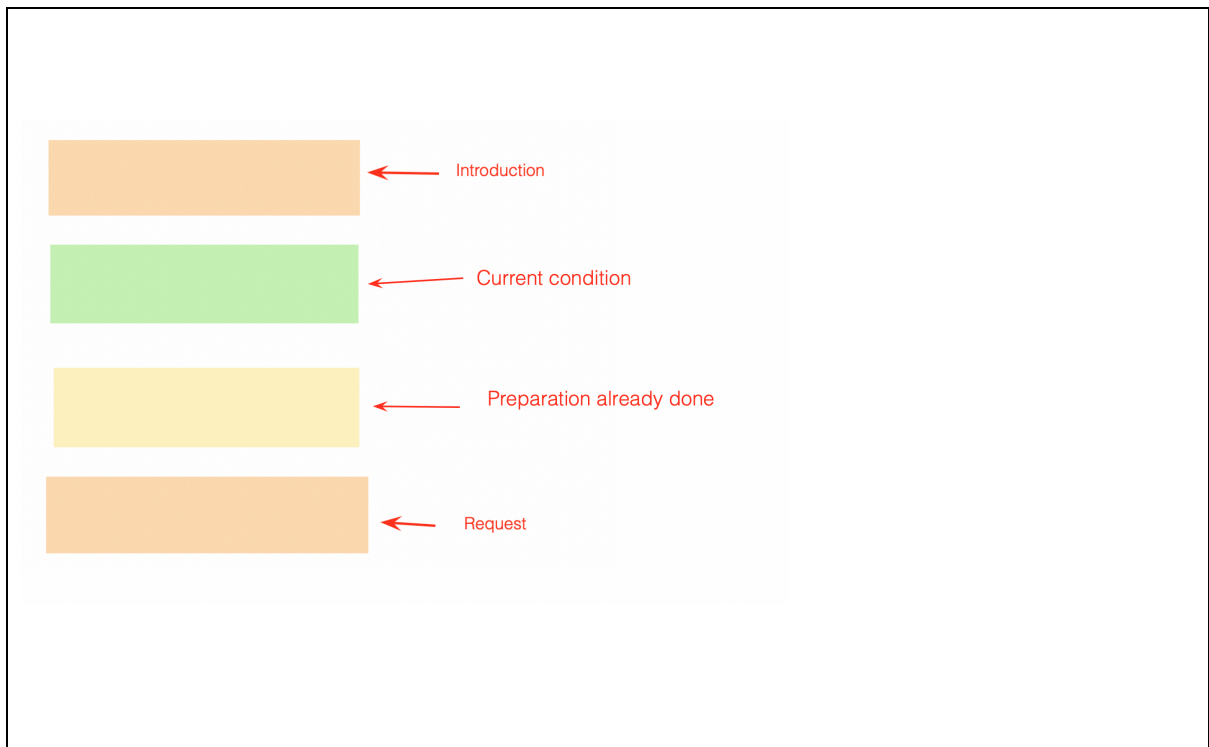
Using the information given in the case notes, write a letter to the Day Surgery Nurse at Surgicentre, 100 Plain Road, Lakeside, outlining the patient's relevant history and current circumstances, including your pre-procedure assessment and management.

#### In your answer:

- Expand the relevant notes into complete sentences
- Do **not** use note form
- Use letter format

The body of the letter should be approximately 180–200 words.

PARAGRAPH PLAN:



**In groups:**

Discuss with your colleague EXACTLY which case notes we need and which case notes we are irrelevant

Also discuss summarising (reducing down: ‘all vitals are normal’) and also detail.

## DETAILED PLAN:

Introduction	<ul style="list-style-type: none"> <li>• <u>Situation</u>: you have just done assessment and prep</li> <li>• Purpose of the letter: further prep procedure management</li> </ul>
Current situation	<ul style="list-style-type: none"> <li>• Bowel changes</li> <li>• Bowel test abnormal</li> <li>• Worried due to family history (summarise)</li> <li>• bowel prep prescribed</li> <li>• Pathology ordered</li> </ul>
'Prep already done'	<ul style="list-style-type: none"> <li>• Vitals normal</li> <li>• Cessation of smoking &amp; reduction of alcohol advised</li> <li>• Consent form sign</li> <li>• Sensitive to codeine (alert sticker?)</li> <li>• Prep and Post procedure expectation explained</li> <li>• Booklet was given: procedure, bleeding, etc.</li> <li>• Admission booklet</li> <li>• Hospital pick up?</li> <li>• Diet and exercise <u>discussed</u></li> <li>• Fasting and pre procedure diet discussed</li> </ul>
Requests	Repeat the purpose: further pre procedure management

## Homework:

Write the introduction paragraph and email it to [alain@set-english.com](mailto:alain@set-english.com)

Remember: you are not scheduling a colonoscopy

## HERE:

### OCCUPATIONAL ENGLISH TEST

#### WRITING SUB-TEST: NURSING

TIME ALLOWED: READING TIME: 5 MINUTES  
WRITING TIME: 40 MINUTES

Read the case notes below and complete the writing task which follows.

#### Notes:

You are a practice nurse for a general practitioner and you are preparing a patient for a day colonoscopy procedure in hospital next week. Your practice is seeing the patient for the first time.

**Patient:** Mr Adam White (DOB: 25 July, 1958)

**Address:** 20 Leonard St, Lakeside

**Social Background:** Single. Lives alone. IT consultant. Eats out a lot; entertains; heavy drinker (alcohol); rarely smokes

**1 August 2018**

#### Reason for presenting:

Results of bowel cancer screen test – positive. Pt wants a colonoscopy.

**Medications:** Occasional paracetamol, rare ibuprofen (for pain in L leg).

**Allergies:** No known allergies (NKA), sensitive to codeine.

**Medical History:** 2014 Bowel issues – constipation / rise to poor diet.

2015 PSA, FBE – all w/ discussed diet, not overweight, Pt sees no reason to worry.

2016 Very bad cold, 7flu. Viral – given usual flu advice, no antibiotics.

**Family History:** Grandfather (paternal): 'tancer bowel', 'had colonoscopy'.

Father: Cancer colon (1987), recent resection, anatomists, no problems since.

**Dr Consultation:** Pt complaining of bowel changes & notification of bowel tests – abnormal.

Very worried due to family history.

Colonoscopy in 1 wk. Explained procedure. Bowel prep prescribed.

Pathology ordered.

Recommended – discussions with nurse re pre-procedure assessment & management.

RIV Dr & Nurse 1 wk post-procedure.

**Nurse Discussions:** Explained pre-procedure assessment and management.

Letter to day surgery nurse at clinic where procedure will take place.

#### Nursing Management:

- Observations – T: 37°C, P: 88, BP: 145/85 (notified Dr), R: 16
  - Pathology – FBE, U&Es, LFTs (will receive results pre-procedure)
  - Wt: 80kg, Ht: 190cm
  - Immediate cessation of smoking and reduction of alcohol intake advised
  - Previous anaesthetics – no issues → Explained will be heavily sedated, not full anaesthetic
  - NKA, Sensitive to codeine. Alert sticker attached to paperwork → Advised to notify all staff, but unlikely to need that amount of analgesic
  - Explained procedure – pre & post expectations to patient
  - Pt signed endoscopy (colonoscopy) consent form
  - Booklet given – procedure, risks, pain, bleeding, etc.
  - Pre-procedure: Day before – light breakfast then clear fluids only
  - Bowel prep instructions – last midnight before procedure
  - Admission booklet explained → Pt arranged hospital pickup
  - Discussed importance of healthy diet & exercise
- Plan:**
- RIV 1 wk post-procedure Dr & Nurse
  - RIV progress, further counselling, other options if necessary. Results of colonoscopy will determine course of action.

#### Writing Task:

Using the information given in the case notes, write a letter to the Day Surgery Nurse at Surgicentre, 100 Plain Road, Lakeside, outlining the patient's relevant history and current circumstances, including your pre-procedure assessment and management.

#### In your answer:

- Expand the relevant notes into complete sentences
- Do not use note form
- Use letter format

The body of the letter should be approximately 180–200 words.

Need the case notes?  
[alain@set-english.com](mailto:alain@set-english.com)

