

OET Writing Week

- 1. Review the case notes**
- 2. Introduction paragraphs: grading & discussion**
- 3. Give homework: write paragraph 2**

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 & management.
 R/V 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: 145/95 (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:

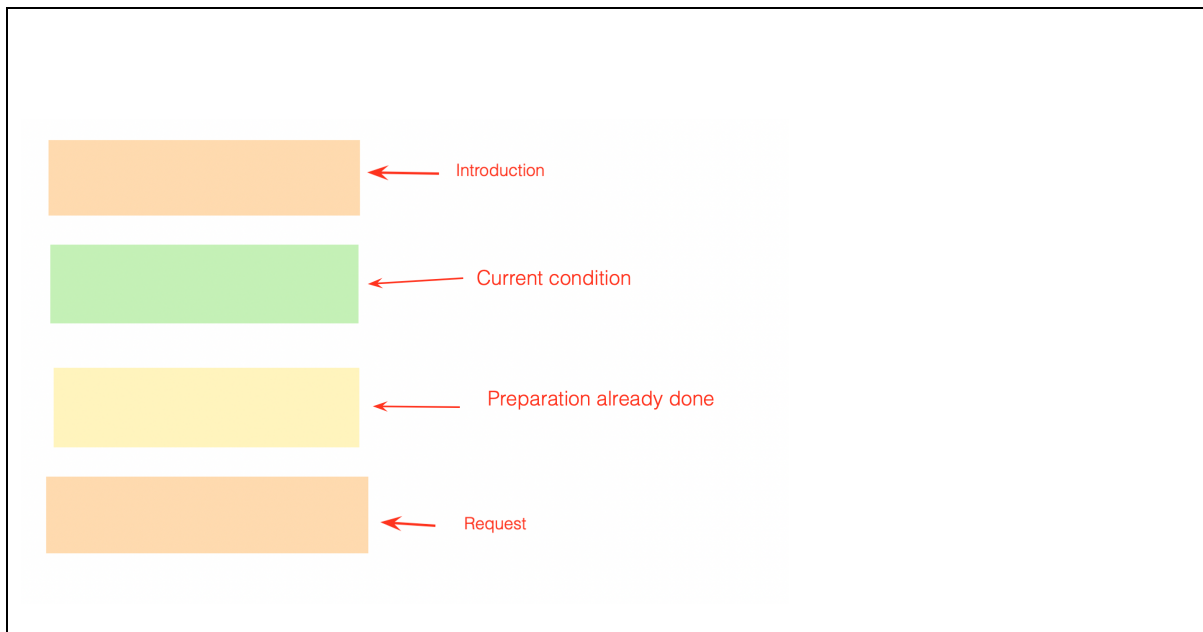
Using the information given in the case notes, write a letter to the Day Surgery Nurse at Surgicentre, 100 Plain Road, Lakeside, outlining the patient's relevant history and current circumstances, including your pre-procedure assessment and management.

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:



DETAILED PLAN:

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

What makes a good Introduction paragraph? What are we looking for?

- Purpose must be clear (Purpose = care and support, monitoring, continued care, investigations, assessment, treatment, etc.)
- Paragraph must be concise / short
- Alain recommends: 2 sentence.
Sentence 1: who, where, why? **Sentence 2:** letter type & purpose

Original	Improved
<p>Re: Mr Adam White, DOB 25th July 1958</p> <p>Dear Day Surgery Nurse,</p> <p>I am writing to introduce Mr. White, who has a positive screening test on bowel cancer and is scheduled to undergo a Colonoscopy in your facility next week. Pre-procedural assessment has been made but he needs further pre-procedural management.</p> <p>I am writing regarding Mr White who has been scheduled for colonoscopy in your day surgery. And he now requires your further pre-assessment management.</p>	<p>Re: Mr Adam White, DOB 25th July 1958</p> <p>Dear Day Surgery Nurse,</p> <p>I am writing to introduce Mr White, who has a positive screening test for <i>bowel cancer</i> and is scheduled to undergo a colonoscopy in your facility next week. Pre-procedural assessment has been made but he needs further pre-procedural management.</p> <p>Is the purpose clear? I understand this.</p> <p>We don't capitalise: procedures or conditions</p> <p>We only capitalise <u>names</u>?</p> <p>People: Han, Badr Place: London, Australia Organisation: <u>A</u>didas (Brand)</p> <p>I am writing regarding Mr White, who <u>has been</u> scheduled for a colonoscopy in your day surgery. He now requires your further pre-procedure management.</p> <p>Error with purpose!</p> <p>Purpose: 2/3</p>

I am writing regarding Mr White, who has recently visited our clinic due to a positive result of his bowel cancer screening test. he is being referred to your day surgery in one week for a colonoscopy resulting in him being required further pre-procedure assessment and management.

I am writing regarding Mr white, who has a positive bowel cancer screen test. He is due to have a colonoscopy procedure next week in your facility and now requires your further pre-procedure assessment and management.

Day Surgery Nurse at Surgicentre
100 Plain Road
Lakeside

1st August 2018

Re: Mr Adam White: DOB 25th July 1958

Dear Nurse

I am writing regarding Mr White, who visited our facility due to a positive bowel cancer screen test. He is being referred to you for further pre-procedure colonoscopy and management.

I am writing regarding Mr White, who has recently visited our clinic due to a positive result from his bowel cancer screening test. He is being referred to your day surgery in one week and he now requires further pre-procedure assessment and management.

...for a colonoscopy resulting in him requiring further pre-procedure assessment and management.

I am writing regarding Mr White, who has a positive bowel cancer screen test **result**. He is due to have a colonoscopy procedure next week in your facility and now requires your further pre-procedure assessment and management.

Day Surgery Nurse
Surgicentre
100 Plain Road
Lakeside

1st August 2018

Re: Mr Adam White; DOB 25th July 1958

space

Dear Nurse

space

I am writing regarding Mr White, who visited our facility due to a positive bowel cancer screen test **result**. He is being referred to you for further pre-colonoscopy management.

I am writing regarding Mr White, who has recently been diagnosed with bowel cancer. He is scheduled for a colonoscopy at your hospital, in a week's time, and will require pre-procedure assessment, as well as management.

The Day Surgery Nurse at Surgicentre
100 Plain Road
Lakeside

01 August 2018

Dear Sir/Madam

Re: Mr Adam White DOB 25 July 1958

I am writing regarding, Mr Adam White who presented to our clinic regarding pre-procedure assessment and management. He is being prepared for a day colonoscopy procedure in your hospital next week.

Regards

I am writing regarding Mr White, who presented to our clinic for preparation of his colonoscopy procedure in your hospital next week. He is scheduled to be transferred to your facility and now requires continued assessment and management.

I am writing regarding Mr White, who has recently been diagnosed with bowel cancer (**This is perhaps too strong at this stage? Wont the colonoscopy confirm it?**). He is scheduled for a colonoscopy at your hospital, in a week's time, and will require pre-procedure assessment, as well as management.

The Day Surgery Nurse at Surgicentre
100 Plain Road
Lakeside

01 August 2018

Dear Sir/Madam

Re: Mr Adam White DOB 25 July 1958

I am writing regarding, Mr Adam White who presented to our clinic regarding pre-procedure assessment and management (**Did he?**). He is being prepared for a day colonoscopy procedure in your hospital next week.

Why 'is being'? Is it happening at the same time the person writes the letter?

I am writing regarding Mr White, who presented to our clinic for preparation of his colonoscopy procedure in your hospital next week. He is scheduled to be transferred to your facility and now requires continued assessment and management.

Good

I am writing regarding Mr White, who presented to our practice recently, concerned about a possible bowel cancer. He is being referred to your facility, and now requires a colonoscopy and further assessment.

I am writing to introduce you to Mr White, who was visited our practice for colonoscopy preparation and assessment following his bowel cancer test result. He is being referred to you and now requires your further pre-procedure management.

I am writing regarding Mr White, who has been prepared for a colonoscopy procedure due to abnormal bowel changes and positive bowel cancer screen test. He is being referred to you for further preparation and management.

I am writing regarding Mr.White who is being referred to you for the pre-preparation assessment and management for a colonoscopy in one week.

I am writing regarding Mr White, who presented to our practice recently, concerned about a possible bowel cancer. He is being referred to your facility, and now requires a colonoscopy and further assessment.

We discussed this in class. You are not requesting a colonoscopy.

I am writing to introduce you to Mr White, who ~~was~~ visited our practice for colonoscopy preparation and assessment following his bowel cancer test result. He is being referred to you and now requires your further pre-procedure management.

Great! ✓

I am writing regarding Mr White, who has been prepared for a colonoscopy procedure due to abnormal bowel changes and a positive bowel cancer screen test. He is being referred to you for further preparation and management.

Good ✓

I am writing regarding Mr.White, who is being referred to you for ~~the~~ pre-preparation assessment and management for a colonoscopy in one week.

Concise – one sentence. The purpose is also clear. Well done – don't forget the comma

I am writing regarding Mr White ,who is scheduled to attend a colonoscopy next week ,owing to a positive bowel cancer screening. Pre-procedure assessment and preparation has been done , and he is being transferred to you for further pre-procedure management.

I am writing regarding Mr White, a new patient at our clinic, who is being referred to you for the pre-procedure management and assistance of his colonoscopy, which is due to be performed in one week at your facility.

Mr. Adam wihite presented to our clinic with a positive screeinj for.cancer. He is being referred to your facility for arrange colonoscopy following the initial assessment in our clinic.

I am writing regarding Mr White ,who is scheduled to attend a colonoscopy next week ,owing to a positive bowel cancer screening. Pre-procedure assessment and preparation has been done , and he is being transferred to you for further pre-procedure management.

Good



I am writing regarding Mr White, a ~~new patient at our clinic~~, who is being referred to you for the pre-procedure management and assistance of his **regarding his scheduled** colonoscopy, which is due to be performed in **one week** at your facility.

Mr. Adam wihite presented to our clinic with a positive screeinj for.cancer. He is being referred to your facility for ~~arrange colonoscopy~~ following the initial assessment in our clinic.

Some spelling errors and you haven't got the purpose clear here. See out discussions in class.

DETAILED PLAN:

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

REAL LETTER: What do you think?

Mr White presented to our clinic today due to bowel changes and an abnormal bowel screening test. (Is this repeating the Introduction? If so, do not do it like this) He is worried about his condition owing to his family history. Following this, bowel preparation was prescribed, and pathology ordered. In terms of his medical condition, observations revealed that his vital signs were all within the normal range, except his blood pressure, for which the doctor has been notified.

Homework: write paragraph 2 and email it to: alain@set-english.com