

## OET Writing Week

1. Review the case notes
2. Current Situation paragraphs: **grading** & discussion
3. Give homework: write paragraph 4

## 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:

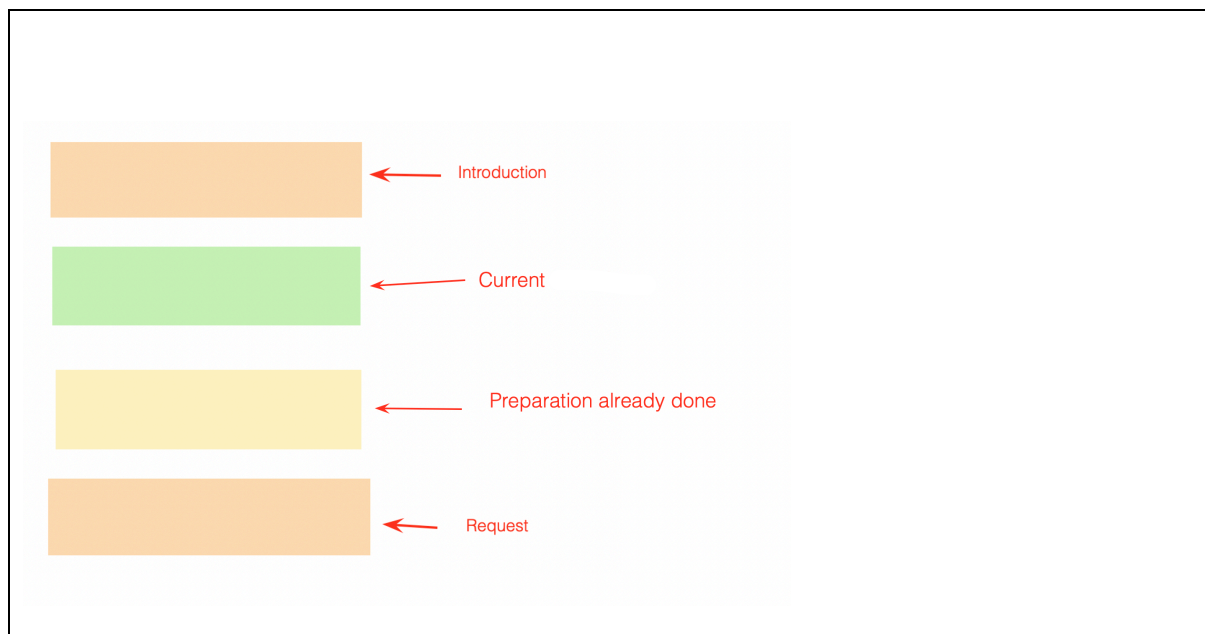
Using the information given in the case notes, write a letter to the Day Surgery Nurse at Surgicentre, 100 Plain Road, Lakeside, outlining the patient's relevant history and current circumstances, including your pre-procedure assessment and management.

#### 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"> <li>• <u>Situation</u>: you have just done assessment and prep</li> <li>• Purpose of the letter: <b>further prep procedure management</b></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> <li>• Vitals normal</li> </ul>
'Preparation Paragraph	<ul style="list-style-type: none"> <li>• Cessation of smoking &amp; reduction of alcohol advised</li> <li>• Consent form sign</li> <li>• Sensitive to codeine (alert sticker?)</li> <li>• Pre and Post procedure expectation explained</li> <li>• <b>Booklet</b> was given: procedure, bleeding, etc.</li> <li>• Admission <b>booklet</b></li> <li>• Hospital pick up?</li> <li>• Diet and exercise <u>discussed</u></li> <li>• <b>Fasting</b> and pre procedure diet discussed</li> </ul>
Requests	<p>Repeat the purpose: further pre procedure management</p> <p><b>Please note that she has a hospital pickup...</b></p>

Band	Purpose	Band	Content	Conciseness & Clarity	Genre & Style	Organisation & Layout	Language
Introduction	<ul style="list-style-type: none"> <li>• <u>Situation</u>: you have just done assessment and prep</li> <li>• Purpose of the letter: <b>further prep procedure management</b></li> </ul>	3	Content is appropriate to intended reader and addresses what is needed to continue care (key information is included; no important details missing); content from case notes is accurately represented	Length of document is appropriate to case and reader (no irrelevant information included); information is summarised effectively and presented clearly	Writing is clinical/factual and appropriate to genre and reader (discipline and knowledge); technical language, abbreviations and polite language are used appropriately for document and recipient	Organisation and paragraphing are appropriate, logical and clear; key information is highlighted and sub-sections are well organised; document is well laid out	Language features (spelling/punctuation/vocabulary/grammar/sentence structure) are accurate and do not interfere with meaning
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>	6	Performance shares features of bands 5 and 7				
'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>• Pre 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 discussed</li> <li>• Fasting and pre procedure diet discussed</li> </ul>	2	Content is appropriate to intended reader and mostly addresses what is needed to continue care; content from case notes is generally accurately represented	Length of document is mostly appropriate to case and reader; information is mostly summarised effectively and presented clearly	Writing is clinical/factual and appropriate to genre and reader with occasional, minor inappropriacies; technical language, abbreviations and polite language are used appropriately with minor inconsistencies	Organisation and paragraphing are generally appropriate, logical and clear; occasional lapses of organisation in sub-sections and/or highlighting of key information; layout is generally good	Minor slips in language generally do not interfere with meaning
Requests	Repeat the purpose: further pre procedure management	4	Performance shares features of bands 3 and 5				
		1	Content is mostly appropriate to intended reader; some key information (about case or to continue care) may be missing; there may be some inaccuracies in content	Inclusion of some irrelevant information distracts from overall clarity of document; attempt to summarise only partially successful	Writing is at times inappropriate to the document or target reader; over-reliance on technical language and abbreviations may distract reader	Organisation and paragraphing are not always logical, creating strain for the reader; key information may not be highlighted; layout is mostly appropriate with some lapses	Inaccuracies in language, in particular in complex structures, cause minor strain for the reader but do not interfere with meaning
		0	Performance shares features of bands 1 and 3				
		0	Content does not provide intended reader sufficient information about the case and what is needed to continue care; key information is missing or inaccurate	Clarity of document is obscured by the inclusion of many unnecessary details; attempt to summarise not successful	The writing shows inadequate understanding of the genre and target reader; mis- or over-use of technical language and abbreviations cause strain for the reader	Organisation not logical, putting strain on the reader; or heavy reliance on case note structure; key information is not well highlighted and the layout may not be appropriate	Inaccuracies in language cause considerable strain for the reader and may interfere with meaning
		0	Performance below Band 1				

Original	New
<p>Following the consultation, Mr White has been advised to cease smoking immediately, along with reducing his alcohol intake, and educated about the importance of having a healthy diet accompanied by exercise. Concomitant with this, he has been instructed regarding the steps that need to be done a day before the procedure, including light breakfast followed by clear fluids only and fast midnight. Despite having no issues with his previous anaesthetics, he is sensitive to codeine, due to which an alert sticker was attached to his paperwork. It is important to be aware that pre-procedure and admission booklets were provided, and, additionally, he signed the colonoscopy consent form. Please note that the hospital pickup has been also arranged.</p> <p>During his preparation, Mr White vitals were within the normal ranges except his BP and doctors are aware of it. Subsequently, he was explained about pre procedure instructions and post procedure complication for which booklet was given. He has signed the consent form and blood test has been requested. Additionally, he was advised to have a healthy diet and to reduce alcohol intake, as well as to stop smoking. Please note that, he is sensitive to codeine and alert sticker is attached to his paperwork.</p>	<p><b>Vitals in para 2</b></p> <p>Following the consultation, <i>Mr White has been advised to cease smoking immediately, along with reducing his alcohol intake, and <b>he has been educated</b> about the importance of having a healthy diet accompanied by exercise. <b>Concomitant with this</b>, he has been instructed regarding the steps that need to be <b>taken</b> a day before the procedure, including <b>a</b> light breakfast followed by clear fluids only and <b>fasting</b> from midnight onwards. <b>Despite</b> having no issues with his previous anaesthetics, he is sensitive to codeine, due to which an alert sticker <b>has been</b> attached to his paperwork. It is important to be aware that pre-procedure and admission booklets were provided, and, additionally, he signed the colonoscopy consent form. Please note that <b>a</b> hospital pickup has been also arranged.</i></p> <p style="text-align: center;">   <b>The nurse explained the procedure to Mr White</b>   </p> <p>During his preparation, Mr White's vitals were within the normal ranges except his blood pressure, about which the doctor has been notified/informed/made aware. Subsequently, <b>he was explained</b> about pre procedure instructions</p> <p>The procedure and the instructions were explained to him</p> <p>and post procedure complications, and <b>a booklet</b> was given. He has signed the consent form and <b>a</b> blood test has been requested. Additionally, he was advised to have a healthy diet and to reduce <b>his</b> alcohol intake, as well as to stop smoking. Please note that, he is sensitive to codeine and <b>an</b> alert sticker is attached to his paperwork.</p> <p><b>Content: 3</b></p>



detailing risks, pain and he has been completed the consent form relating to his procedure. Additionally, hospital transport is arranged to pick him up after the procedure because he lives alone.

In terms of Mr White's preparation, all his vital signs are normal but his blood pressure is higher such that the doctor has been notified. Although, Mr White weighs 80 Kg and 190 cm height. It is important to note that he is sensitive to codeine.

In addition, the pre and post expectations have been explained to Mr White, as well as, the booklet with all information has been given to him. Mr White has informed about his bowel preparations at midnight before the procedure and in the day before only drinks clear fluids. Please note that Mr White has already signed the consent form.

Please be aware of the fact that Mr White has advised cessation of smoking and reduction of his alcohol intake, and also, has discussed the importance of a healthy diet and exercise for him.

*Regarding his pre-procedure preparations, Mr White has been advised to stop smoking and reduce his alcohol consumption in addition to that, his pre and post-operation expectations have been explained to him and he was also given a booklet detailing procedure risks along with an admission booklet. Please note that, Mr White is sensitive to codeine and the alert sticker was attached to the paperwork. Additionally, he has signed a colonoscopy consent form and he has also been instructed regarding his diet and fasting day before the procedure as well as*

Although he has smoking and drinking habits, he was ~~explained~~ **advised** to reduce them. Following the documentation, he was educated detailing risks, pain and he has been completed the consent form

Again, you need passive:

### **The consent form has been completed**

relating to his procedure. Additionally, hospital transport **is has been** arranged to pick him up after the procedure because he lives alone.

In terms of Mr White's preparation, all his vital signs are normal but his blood pressure is higher such that the doctor has been notified. Although, Mr White weighs 80 Kg and 190 cm height, it is important to note that he is sensitive to codeine. In addition, the pre and post expectations have been explained to Mr White, **as well as, {no subject and verb after 'as well as'}** and the booklet with all information has been given to him. Mr White has **been** informed about his bowel preparations **at from** midnight before the procedure and in the day before **that he can** only drinks clear fluids. Please note that Mr White has already signed the consent form. Please be aware of the fact that Mr White has advised cessation of smoking and reduction of his alcohol intake, and also, has discussed the importance of a healthy diet and exercise for him.

*Regarding his pre-procedure preparations, Mr White has been advised to stop smoking and reduce his alcohol consumption in addition to that, his pre and post-operation expectations have been explained to him and he was also given a booklet detailing procedure risks along with an admission booklet. Please note that, Mr White is sensitive to codeine and ~~the~~ **an** alert sticker was attached to the paperwork. Additionally, he has signed a colonoscopy consent form and he has also been instructed regarding his diet and fasting day before the*

*discussing the importance of a healthy diet and exercise.*

In terms of nursing management, Mr White has been observed for vital signs which is within normal range except BP (145/95) and informed to the doctor. Please note that pathology test results will be received before the pre-op procedures.. Cessation of smoking and reduction of alcohol intake is recommended in addition to discussing the importance of a healthy diet and exercise, providing procedure booklet and explaining admission booklet., and as well as pre and post operative objectives. Additionally, he was instructed to be fasting since midnight, having a light breakfast previous day and restricting the liquid diet. Despite not having previous issues of anaesthesia, heavy sedation will be used. Consent form was signed resulting in him being educated about the procedure. IAs mentioned in all documents, please be aware that he is sensitive to codeine.

In terms of Mr White's preparation, his vital signs were checked and blood pressure was a little high. The procedure has been explained including the pre and post expectations as well as , has signed the consent form for the colonoscopy.Please be aware, we have provided booklet for him, which mentions all the necessary details including post-procedure complications and risk. Being a heavy drinker and a smoker, he has been advised to reduce alcohol consumption along with cessation of smoking. It is important to note that he is sensitive to codeine and an alert sticker has been attached.Additionally,he was recommended to have a light breakfast clear fluids only a day before the procedure, fast from midnight and explained the importance of healthy diets together with exercise.He has been explained about the admission book and hospital pickup also arranged for him.

*procedure as well as discussing the importance of a healthy diet and exercise. (this needs to be in passive)*

In terms of nursing management, Mr White has been observed for vital signs which is **are** within normal range except **for his BP (145/95) and informed to the about which the doctor has been informed.** Please note that pathology test results will be received before the pre-op procedures. Cessation of smoking and reduction of alcohol intake is recommended in addition to discussing the importance of a healthy diet and exercise, providing procedure booklet and explaining admission booklet.~~and~~ , as well as pre and post operative objectives. Additionally, he was instructed to be fasting since midnight, having a light breakfast **the** previous day and restricting the liquid diet. Despite not having previous issues ~~of~~ **with** anaesthesia, heavy sedation will be used. **His** consent form was signed resulting in him being educated about the procedure **– why is it a result?** As mentioned in all documents, please be aware that he is sensitive to codeine. **What do you mean all documents?**

In terms of Mr White's preparation, his vital signs were checked and **his** blood pressure was a little high [informal: just say 'was slightly high'].The procedure has been explained including the pre and post expectations as well as ~~,has signed the consent form for the colonoscopy~~

After 'as well as' you cannot have a Subject and verb. You don't have a 'Subject' but the clause doesn't make sense without it

.Please be aware, **that** we have provided **a** booklet for him, which mentions all the necessary details including post-procedure complications and risks. Being a heavy drinker and a smoker, he has been advised to reduce alcohol consumption along with cessation of smoking. It is important to note that he is sensitive to codeine and an alert sticker has been attached. Additionally, he was ~~recommended~~ advised to have a light breakfast **and** clear fluids only a day before the procedure, fast from midnight and explained the importance of healthy diets together with

PRE-PROCEDURE

In terms of Mr White's expectation, pre and post procedure was explained to him. He presented with all his vital signs within the normal range. It is important to note that he has been advised to have a light breakfast on the day before the exam and only clear fluids should be taken. Additionally, he must be fasting from midnight before the procedure. Being encouraged to cease smoking, as well as decreasing alcohol intake, along with that the importance of having a healthy diet and exercising was explained to him. Be aware that although he has no issues with previous anesthetics, he is sensitive to codeine. He has signed the consent form for his procedure and a booklet was given in order to explain all risks such as pain, bleeding, as well as admission information. However, there is an arrangement with the hospital to pick him up.

In terms of Mr White's preparation, pre and post operative procedure expectations have been explained and a booklet was provided detailing risks, pain, bleeding and related issues. After this, smoking cessation and alcohol reducing advice has been given prior to signing the colonoscopy informed consent form. His vital signs remain in normal range except slightly increased blood pressure which was notified by the doctor. Pre-procedure dietary modifications and fasting hours have been discussed. Please note that, codeine has been sensitized to Mr White due to which an alert sticker has been attached to his documents. In addition, he was informed about hospital pickup.

exercise. He has been explained about the admission booklet and hospital pickup also arranged for him.

PRE-PROCEDURE

In terms of Mr White's preparation, pre and post procedure expectations was explained to him. He presented with all his vital signs within the normal range. It is important to note that he has been advised to have a light breakfast on the day before the exam and only clear fluids should be taken. Additionally, he must be fasting from midnight before the procedure. Being encouraged to cease smoking, as well as decreasing his alcohol intake, along with that the importance of having a healthy diet and exercising was explained to him. Be aware that although he has no issues with previous anesthetics, he is sensitive to codeine. He has signed the consent form for his procedure and a booklet was given in order to explain all risks such as pain, bleeding, as well as admission information. However, Why however? there is an arrangement with the hospital to pick him up.

In terms of Mr White's preparation, pre and post operative procedure expectations have been explained and a booklet was provided detailing risks, pain, bleeding and related issues. After this, smoking cessation and alcohol reducing advice has been given prior to signing the colonoscopy informed consent form. His vital signs remain in normal range except slightly increased blood pressure, which was notified by the doctor. (This is an active sentence and you need a passive sentence). Pre-procedure dietary modifications and fasting hours have been discussed. Please note that Mr White is sensitive to codeine due to which an alert sticker has been attached to his documents. In addition, a hospital pickup has been arranged.



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**This is not a timeline, therefore, what linkers do I use?**

~~Following this, After this, Subsequently~~

~~As result of~~

**ADDITION:**

Additionally,

In addition,

In addition that,

Please also note...

It is also important to be aware...

Concomitant

As well as this,

Along with this,

**Moreover**

Original	New
<p>Having been complained of bowel changes, Mr. White underwent a bowel cancer screening test. Subsequently, a colonoscopy was suggested in one week due to abnormal bowel test results. Following a consultation, he was directed to pre-procedure assessment and management along with pathology tests. Additionally, he is concerned regarding the family history of bowel cancer.</p> <p>Today, Mr White presented our clinic due to bowel changes and he reported that he had a positive bowel cancer screen test. He was worried very much owing to his family history of bowel cancer, and, as a result, a colonoscopy will be performed next week. His bowel preparation was prescribed and his pathology test was ordered.</p>	<p><b>Participle clauses</b></p> <p>Having <del>been complained</del> of the <b>forementioned changes</b>, <b>Mr White</b> underwent a bowel cancer screening test. <b>Subsequently</b>, a colonoscopy was suggested in one week due to abnormal bowel test results. <b>Following a consultation</b>, he was directed to pre-procedure assessment and management along with pathology tests. <b>Additionally</b>, he is concerned regarding <del>the</del> <b>his</b> family history of bowel cancer.</p> <p>.</p> <p>Today, Mr White presented <b>to</b> our clinic due to bowel changes and reported that he had a positive bowel cancer screen test. He was worried owing to his family history of <b>bowel cancer, and, as a result</b>, a colonoscopy <b>is scheduled to be</b> performed next week. His bowel preparation was prescribed and his pathology test was ordered.</p> <p><b>As a result (result)</b></p> <p>He was worried owing to his family history of bowel cancer, <b>and</b>, as a result, a colonoscopy <b>is scheduled to be</b> performed next week</p> <p>He was worried owing to his family history of bowel cancer, <b>and</b> as a result a colonoscopy <b>is scheduled to be</b> performed next week</p> <p><del>He was worried owing to his family history of bowel cancer, as a result a colonoscopy is scheduled to be performed next week</del></p> <p>I bought a fish <b>and</b> as a result I ate the fish</p> <p><b>As a result of (cause)</b></p> <p>I bought a fish as a result of <u>eating fish</u></p> <p>I am a fish as a result of <u>buying fish</u></p>

On 1st August 2018, Mr White visited our clinic with the above-mentioned test result. and requested a colonoscopy. He has worried about the test result as a result of his family history and abnormal bowel changes. Following this, he has explained the colonoscopy procedure and he is prescribed prep bowel and pathology ordered by a doctor. In addition to that, he has given a letter to the day surgery nurse at the clinic where the procedure will take place.

In terms of Mr White's current situation , earlier today ,he stated to the doctor about his bowel change and abnormal bowel test . He is much worried about his condition because of his family history. As a result, bowel preparation was prescribed and pathology has been ordered.

On 1st August 2018, Mr White presented with the complaint of bowel changes in addition to an abnormal bowel screening test and his worries concerning his family history. Following this , bowel prep has been prescribed and pathology test was ordered. However his vital signs were within normal limits except his blood pressure as a result of which the doctor has been notified.

On 1st August 2018, Mr White visited our clinic with the **above-mentioned** test result and requested a colonoscopy. He **is worried** about the test **result**, due to his family history and abnormal bowel changes. **Following this**, the colonoscopy procedure has been explained and **also** bowel **preparation as well as** pathology have been prescribed. **In addition to that, he has given a letter to the day surgery nurse at the clinic where the procedure will take place.???? Confusing. Isn't this the writer?**

Causative passive:

He **has had** the procedure explained to him  
**I have had my hair cut**

**No 'be verb'**

In terms of Mr White's current situation, earlier today, he stated to the doctor about his bowel changes and abnormal bowel test. He is ~~much~~ **very** worried about his condition because of his family history. As a result, bowel preparation was prescribed and pathology has been ordered.

Good

On 1st August 2018, Mr White presented with the complaint of bowel changes in addition to an abnormal bowel screening test and his worries concerning his family history. Following this, bowel prep has been prescribed and pathology test was ordered. However, his vital signs were within normal limits except his blood pressure, as a result of which the doctor has been notified.

Okay I like this! You have put the vitals in this para but that's not a problem.

Having a positive bowel cancer screening test and being concerned about a family history of cancer, Mr white presented to our clinic on 1<sup>st</sup> August and requested to be referred for further investigation and a colonoscopy. Consequently, a colonoscopy has been scheduled, bowel preparation was prescribed and pathology was ordered, which will be ready prior to the procedure.

#### Current condition

Mr. White has been complaining of bowel changes, along with that he has had an abnormal bowel test notification. A colonoscopy has been ordered for him within a week, as well as pathology.

#### Current Situation

On 1<sup>st</sup> August, first visit, Mr White has complained of bowel changes and the results of bowel tests were abnormal. Mr White reported to us, he was worried about his situation and he mentioned, he had relatives with a cancer colon history. Following this, the pathology has been ordered, such as, explanation of the procedure and bowel preparation was provided to Mr White.

Today, Mr White attended our clinic, having obtained a positive bowel cancer screen test, which resulted in him considering a colonoscopy. Due to having changes in bowel habits and being concerned about his family history of bowel cancer, bowel preparation was prescribed for his scheduled procedure. Although his vital signs were within the normal range, his blood pressure was slightly elevated, about which the doctor was informed. Additionally, pathology tests were conducted and the results will be received before the procedure.

Having a positive bowel cancer screening test and being concerned about a family history of cancer, Mr **White** presented to our clinic on 1<sup>st</sup> August and requested to be referred for further investigation and a colonoscopy. Consequently, a colonoscopy has been scheduled, bowel preparation was prescribed and pathology was ordered, which will be ready prior to the procedure.

**Brilliant! I love this**

#### Current condition

Mr. White has been complaining of bowel changes, **and**, along with that, he has had an abnormal bowel test notification. A colonoscopy has been ordered for him within a week, as well as pathology.

#### Current Situation

On 1<sup>st</sup> August, first visit, Mr White ~~has~~ complained of bowel changes and the results of **his** bowel tests were abnormal. Mr White reported to us **that** he was worried about his situation and **was also concerned about his family history of cancer**. Following this, ~~the pathology has been ordered, such as, explanation of the procedure and bowel preparation was provided to Mr White.~~

**Why explanation of the procedure? That is para 3**

Today, Mr White attended our clinic, having obtained a positive bowel cancer screen test, which resulted in him considering a colonoscopy. Due to having changes in bowel habits and being concerned about his family history of bowel cancer, bowel preparation was prescribed for his scheduled procedure. Although his vital signs were within the normal range, his blood pressure was slightly elevated, about which the doctor was informed. Additionally, pathology tests were conducted and the results will be received before the procedure. **Great!**

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**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: <b><u>further prep procedure management</u></b></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

<p>'Prep already done'</p>	<ul style="list-style-type: none"> <li>• radiology ordered</li> <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 <u>given</u>: procedure, bleeding, etc.</li> <li>• Admission booklet</li> <li>• Hospital <u>pick</u> up?</li> <li>• Diet and exercise <u>discussed</u></li> <li>• Fasting and pre procedure diet discussed</li> </ul>
<p>Requests</p>	<p>Repeat the purpose: further pre procedure management</p>

**Example:**

In terms of Mr White's preparation, all his vital signs are normal with the exception of his BP, which is slightly high (about which the doctor has been notified). Pre and post procedure expectations have been explained to him and booklet was given detailing risks, pain, bleeding and related issues. He has been advised to quit smoking and reduce his alcohol intake.

- 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.

Original	Improved
<p>Re: Mr Adam White, DOB 25<sup>th</sup> 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>Re: Mr Adam White, DOB 25<sup>th</sup> July 1958</p> <p>Dear Day Surgery Nurse,</p> <p>I am writing to introduce Mr White, who has a positive screening test <del>on</del> 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>

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.

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

1<sup>st</sup> August 2018

We don't capitalise: procedures or conditions

We only capitalise names?

People: Han, Badr

Place: London, Australia

Organisation: Adidas (Brand)

I am writing regarding Mr White, who has been scheduled for a colonoscopy in your day surgery. He now requires your further pre-procedure management.

Error with purpose!

Purpose: 2/3

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



Re: Mr Adam White: DOB 25<sup>th</sup> 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 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

1<sup>st</sup> August 2018

Re: Mr Adam White; DOB 25<sup>th</sup> 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 (**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

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 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.*

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.

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 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 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 screeinij 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 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.

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 colonoscopy, which is due to be performed in one week at your facility.

Mr. Adam wihite presented to our clinic with a positive screeinij 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"> <li>• <u>Situation</u>: you have just done assessment and prep</li> <li>• Purpose of the letter: further prep procedure management</li> </ul>
Current <u>situation</u>	<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> <li>• Vital signs (if you want)</li> </ul>
'Prep already done'	<ul style="list-style-type: none"> <li>• Vitals normal (or here)</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

**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](mailto:alain@set-english.com)