

OET Nursing Writing Week

Charlotte Price

The task is: *Write a letter to a healthcare professional requesting **continuation of care** for a patient.*

Planning

10 - 15 minutes:

- Find the **purpose**
- Identify the **case notes** you will use
- Organise the case notes into **logical paragraphs**

What is the situation after the above steps?

I can **focus on writing** = Perfect circumstances in which to write a letter

General Paragraph Purposes

Introduction	<ul style="list-style-type: none"> • Patient name • General medical context • General purpose
Timeline 1	<ul style="list-style-type: none"> • Story from beginning to end – admission – today / 1st presentation - today
Timeline 2	<ul style="list-style-type: none"> • Current situation – vital signs/ progress/capabilities
Background – Medical	<ul style="list-style-type: none"> • relevant / significant medical information – conditions, current medication / family history
Background - Social	<ul style="list-style-type: none"> • lifestyle – routines, job, social
Request	<ul style="list-style-type: none"> • Expanding on the purpose – specific request details

Identifying Purpose & Choosing Case Notes:

Ask yourself these questions about Charlotte Price case notes:

1. Who am I writing to?	Community Nurse
2. What do they already know?	Don't know the patient / All nursing terms – medication, instructions, abbreviations
3. What do they need to know in order to continue care?	<ul style="list-style-type: none"> • Admission details/Diagnosis – summarise, • medication • medical / social background • requests
4. Why am I writing today?	Patient is being discharged – acute care is over
5. Is it urgent?	no

You are a registered nurse in the hospital where Mrs Charlotte Price has been staying. She is now ready to be discharged with home visits from a community nurse.

Patient: Mrs Charlotte Price

Date of birth: 04/08/1932

Age: 86

Admission date: 2 December 2018

Discharge date: 4 December 2018

Diagnosis: Mild concussion (following fall at home)

Infected right toe (discovered during hospital stay)

Social background:

Lives alone – reluctant to receive visitors
 Retired 19 years (postal worker)
 2 children, both medical doctors, one lives overseas
 Husband deceased – lung cancer 14 years ago
 Owns dog – neighbour walks it occasionally
 Lives in 3-bedroom house (owned by daughter)
 Wants to live independently / refuses meal delivery service
 Reluctant to visit GP
 At risk of falls (walking stick, scoliosis, infected toe)

Medical history:

Severely infected right toe since approximately 9/18 (result of untreated ingrown toenail)
 Conjunctivitis (02/02/18, 18/03/18 & 08/08/18) & Gastroenteritis (13/05/18) – both possibly associated with poor hygiene
 Skin cancerous moles (x3) removed 2000
 Knee replacement 1998
 Whiplash injury in 1987

Medical background:

Hypertension (25 years)
 Occasional drinker (whisky)
 Heavy smoker (cigarettes x 40 /day)
 Urinary incontinence
 Mild scoliosis
 Walks with stick

Medication:

Ramipril 10 mg (hypertension)
 Ibuprofen (as required for scoliosis)
 Amoxicillin 500 mg x 3 daily x 2 weeks (for toe infection)
 (concerns re. compliance)

Nursing management and progress:

Concussion tests: Initial questioning (satisfactory), Finger-Nose-Finger test (satisfactory), CT scan (satisfactory)
 48 hours precautionary admission, monitoring and rest – now ready to be discharged home
 Right toe cleaned and dressed, antibiotics prescribed

Discharge plan:

- Home visits by community nurse twice a week
- Provide assistance with showering, dressing
- Provide advice re. hand and food hygiene
- Oversee treatment of right toe – (clean, change dressings twice a week, encourage adequate rest)
- Monitor medication compliance (Amoxicillin and Ramipril)

Writing task

Using the information in the case notes, write a referral letter to Ms Leyla Ward, Community Nurse, Ashton Health Centre, Somerville, outlining the patient's current condition and needs for ongoing care.

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.

Letter Plan

Introduction	<ul style="list-style-type: none"> • Charlotte Price • Admission reason – mild concussion • request: ongoing care - home visits
Timeline	<ul style="list-style-type: none"> • Admission date – 2nd December • Concussion – fall • Nursing management – concussion tests – satisfactory • Kept in 48 hours - Discovered infected toe • Toe – cleaned, dressed, antibiotics – dosage/instructions • optional – ready for discharge (could be in request)
Background – Medical / social	<ul style="list-style-type: none"> • hypertension – ramipril (compliance issues – could be in request) • scoliosis – mobility issues/walking stick • lives alone – reluctant to find help / receive visitors • poor hygiene – conjunctivitis / gastroenteritis
Request	<ul style="list-style-type: none"> • Home visits by community nurse twice a week • Provide assistance with showering, dressing • Provide advice re. hand and food hygiene • Oversee treatment of right toe – (clean, change dressings twice a week, encourage adequate rest) • Monitor medication compliance (Amoxicillin and Ramipril)

Write introduction: send to paul@set-english.com

Introductions

- **language:** spelling, punctuation, sentence structure
- **content:** inaccurate- her/his/Mr/Mrs , wrong purpose/diagnosis
- **purpose:** no purpose included / wrong purpose
- **conciseness:** too much information
- **organisation:** information from timeline in intro

Immediately introduce accurate purpose in the introduction and expand 'later' in the letter, normally in a request paragraph.

Student	Teacher
<p>Ms Leyla Ward Community Nurse Ashton Health Centre Somerville</p> <p>4th December</p> <p>Dear Ms Ward,</p> <p>Re: Charlotte Price , DOB: 4/08/1932</p> <p>I am writing regarding Mrs Price who has been recovering from a mild concussion is being discharged today . She requires a home visit for assistance and ongoing care.</p>	<p>I am writing regarding Mrs Price, who has been recovering from a mild concussion and is being discharged today. She requires home visits for ongoing care.</p>
<p>I am writing to refer Mrs Price, who was admitted to our hospital due to a mild concussion. She is being discharged with home visits from a community nurse and now she requires ongoing care and support.</p>	<p>I am writing to refer Mrs Price, who was admitted to our hospital due to a mild concussion. She is being discharged and requires home visits for ongoing care and support.</p>

<p>Community Nurse</p> <p>04 December 2018</p> <p>Dear Nurse,</p> <p>Re: Charlotte Price, DOB 04.08.1932</p> <p>Mrs Charlotte Price was admitted on 2nd December 2018 having mild concussion. She is now ready for discharge back to her home requesting ongoing care from the community nurse.</p>	<p>Don't neglect the address! Just in case you forgot.</p> <p>Mrs Charlotte Price was admitted on 2nd December 2018 having mild concussion. She is now ready for discharge back to her home, and requires ongoing care.</p>
<p>Thank you for taking over the care of Mrs Price, who is recuperating from a concussion and an infected toe, and is being referred to you for home visits and the continuation of care, following her discharge.</p>	
<p>Community Health Nurse</p> <p>04/12/2018</p> <p>Dear Nurse,</p> <p>Re: Mrs Charlotte Price DOB: 04/08/1932</p> <p>I am writing regarding Mrs Price, who was admitted to our hospital with mild concussion after fell, also noticed she is experiencing an infected right toe. Mr Price is due to be discharge today and requires further care and support.</p>	<p>I am writing regarding Mrs Price, who was admitted to our hospital with mild concussion after a fall / falling. Additionally, an infection in her right toe was found. She is due to be discharged today and requires further care and support.</p> <p>Home visits?</p>
<p>12/07/2022</p> <p>Community Nurse</p> <p>Re: Mrs Charlotte Price, D.O.B: 2/12/1932</p>	

<p>Dear Nurse,</p> <p>I am writing to introduce Mrs Price, who has been staying at our hospital for the last 2 days due to having experienced a mild concussion following a fall at her home. Additionally, an infection in her right toe was found. Now she is ready to be discharged and requires ongoing care from your facility.</p>	<p>Home visits?</p>
<p>I am writing to request home visits for Mrs Price, who was admitted to our hospital due to a mild concussion. She requires your ongoing care and monitoring after being discharged today.</p>	
<p>I am writing regarding to Mrs Charlotte Price , who was admitted to our hospital due to mild concussion following a fall. She is due to be discharged today and now requires ongoing care at home.</p>	<p>I am writing regarding I am writing with regard/s to I am writing in regard/s to</p> <p>It seems like 24 hour care is necessary!</p>
<p>Ms Leyla Ward Community Nurse Ashton Health Centre Somerville</p> <p>11th July 2022</p> <p>Dear Ms Ward Re: Mrs Charlotte Price, DOB 4th September 1932</p> <p>I am writing to refer Mrs Charlotte Price, who was admitted to our hospital with a severely infected right toe. She is being discharged today and now requires home visits and ongoing care from your facility.</p>	<p>She wasn't admitted for toe infection , it was discussed later</p>
<p>I am writing regarding Mrs. Charlotte Price, who was admitted to our hospital due to mild concussion following a fall. Now she is ready to</p>	<p>Home visits would make it clearer.</p>

<p>be discharged and requires your further care and support.</p>	
<p>I am writing regarding Mrs Charlotte Price, who had a mild concussion after a fall. She is ready for discharge today and requires your home visits, as well as ongoing care.</p>	
<p>I am writing to refer Mrs Charlotte Price, who was admitted two days ago and diagnosed with mild concussion, due to a fall at home. She requires your ongoing care and home visits after her discharge today.</p>	
<p>Community Nurse Address 4 December 2018 Re: Mrs Charlotte Price (DOB: 4 August 2018) Dear Nurse, I am writing regarding Mrs Price, who was admitted to our hospital due to concussion following a fall. She is due to be discharged today and now requires your continued care and monitoring.</p>	
<p>Ms. Leyla Ward Community Nurse Ashton Health Centre, Somerville December 4,2018 Re: Mrs. Charlotte Price, Age: 86 years old Dear Ms. Ward, I am writing regarding Mrs. Charlotte Price, who was recently admitted to our hospital due to mild concussion after a fall at home. She is due to be discharged and now</p>	

<p>requires further home care monitoring and support.</p>	
<p>I am writing to introduce Mrs Price, who was admitted to our hospital due to a mild concussion following a fall. She is being discharged today, and will require home visits for her ongoing care.</p>	
<p>I am writing regarding Mrs Price, who was admitted to our hospital due to mild concussion following a fall. She is scheduled be discharged today and now requires your ongoing care and support.</p>	

Send your timeline paragraphs to alain@set-english.com