

OET Nursing Writing Week

Olivia Hawthorne

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

Paragraph Functions

Introduction	<ul style="list-style-type: none"> • patient name • general medical context • general request/purpose
Timeline	<ul style="list-style-type: none"> • Say what happened from the beginning of this medical context • Go towards the present
Timeline - Current	<ul style="list-style-type: none"> • How the patient is now
Background - medical	<ul style="list-style-type: none"> • Unrelated but possibly useful information regarding health/medication
Background – social	<ul style="list-style-type: none"> • General lifestyle: Drinking/smoking , living situation, work etc
Request	<ul style="list-style-type: none"> • Specific detail about what we want - actions to continue care

Identifying Purpose & Choosing Case Notes:

Ask yourself these questions about Olivia Hawthorne case notes:

1. Who am I writing to?	Consultant obstetrician
2. What do they already know?	Gynae – expert / good general medical knowledge They don't know the patient
3. What do they need to know in order to continue care?	reason for referral medical history – gynae medical background social?
4. Why am I writing today?	today – appointment - problem
5. Is it urgent?	no

Notes:

Ms Olivia Hawthorne is a patient at your practice where you are a nurse. She has come to have her intrauterine device (IUD) removed.

PATIENT DETAILS:

Name: Olivia Hawthorne
DOB: 01.04.79 (40 years old)
Address: 31 Rawley Crescent, Lowtown

Social background:

Married; 2 sons (7 and 5 y.o.)
 Active lifestyle: yoga teacher (9 years); swims 3x/week
 Non-smoker; social drinker; vegan diet

Family history: Father – Parkinson's disease

Medical history: G3P2 (3 pregnancies, 2 live children)

2007: Proximal DVT – R leg (28 y.o.) while long hours in stressful office job (lots of air travel)
 2008: Iron deficiency anaemia
 2009: Menorrhagia & dysmenorrhea diagnosed
 2012: Third degree perineal tear
 2014: Elective C-section

Medications: Warfarin (ceased 2008)

Ferrous sulphate 200 mg/day mane

Reason for presenting:

Removal of IUD as currently ineffective for menorrhagia & dysmenorrhea

Treatment Record

16.04.07 Proximal DVT in R leg diagnosed; warfarin prescribed; treated successfully, no further issues
21.04.09 Menorrhagia and dysmenorrhea diagnosed – menstrual bleeding = 10 days; Cerazette (desogestrel) prescribed

- 22.04.11 Ceased Cerazette to conceive child 1
- 26.09.12 Menorrhagia and dysmenorrhea worse than pre-pregnancy
Combined pill Cilest prescribed
- 02.06.13 Ceased Cilest to conceive child 2
- 10.04.15 Menorrhagia returns with menstrual cycle
IUD Mirena coil inserted
- 21.04.18 Menorrhagia improved; no more dysmenorrhea – no menstrual bleeding since fitting
Vaginal thrush: Pt treated with Canestan x5 since last appt
- 02.04.19 Menstrual spotting = 3 months; experiencing menorrhagia and dysmenorrhea; ↑hairiness;
↑greasiness of skin
Canestan x5 in last year
Removal of IUD with nurse prescribed
- 06.04.19 Removal of IUD unsuccessful; attempted for 15 mins; unable to locate strings – Pt can't
recall last time strings located
Pregnancy test administered – negative
? IUD shifted/fallen out
Refer to OB/GYN for further investigation + ultrasound

Writing Task:

Using the information given in the case notes, write a letter of referral to Dr Shah, Consultant Obstetrician, for further investigation. Address the letter to Dr Miriam Shah, Consultant Obstetrician, Royal Hospital, Lowtown.

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

Make a paragraph plan using the planning and discussions in class, using any of the below paragraph functions:

Introduction	Olivia Hawthorne Refer - Locate IUD
Timeline 1	Summarise early conception/contraception/symptoms history
Timeline 2 – Current condition	Detail about current situation
Medical Background	obstetric
Request	? shifted /fallen out Locate IUD Ultrasound

Introductions

- Too much detail – a detailed request
- Irrelevant detail
- Include information from other paragraphs
- Spell patient name wrong
- Bad grammar – relative clause / passive / subject + verb
- Punctuation missing / Capitals we don't need
- No purpose / request
- Inaccurate request

Student	Teacher
<p>I am writing to introduce Ms Olivia Hawthorne who visited our clinic for IUD removal today due to experiencing menorrhagia and dysmenorrhea. However, it was not successful and therefore she is being referred to you and requires your further investigation and care.</p>	<p>I am writing to introduce Ms Olivia Hawthorne, who visited our clinic for IUD removal today. However, it was not successful and therefore she is being referred to you and requires your further investigation and care.</p> <p>don't include information from other paragraphs in introduction</p>
<p>Dr. Miriam Shah Royal Hospital Lowtown</p> <p>06/04/2019</p> <p>Dear Dr.Shah,</p> <p>Re: Ms Olivia Hawthorne, 40 years old.</p> <p>I am writing to refer Ms. Olivia Hawthorne, who required further investigation and Ultrasound in order to remove IUD.</p>	<p>I am writing to refer Ms. Olivia Hawthorne, who requires further investigation and ultrasound in order to remove an IUD.</p>
<p>I am writing regarding Ms Olivia Hawthorne, who had an unsuccessful IUD removal in our clinic. Now she is being referred to you and requests your further investigation.</p>	<p>I am writing regarding Ms Olivia Hawthorne, who had an unsuccessful IUD removal in our clinic. Now she is being referred to you and requires your further investigation.</p>
<p>Dr. Miriam Shah Consultant Obstetrician Royal Hospital Lowtown</p> <p>08.08.2022</p> <p>Dear Dr. Shah</p> <p>Re: Mrs. Olivia Howthome, DOB: 01.04.1979</p> <p>I am writing to refer to you for further investigation Mrs. Howthome, who presented to the practice requesting to have her intrauterine device removed.</p>	<p>This date doesn't make sense for this task but in the exam it will be today's date – which is ok!</p> <p>Re: Ms. Olivia Hawthorne, DOB: 01.04.1979</p> <p>I am writing to refer Mrs. Hawthorne, who presented to the practice requesting to have her intrauterine device removed, which was unsuccessful. She requires investigation.</p> <p>Did she present for this reason? To present is to show for the first time – in this case she didn't.</p> <p>The fact that it is unsuccessful is essential to the purpose of the task.</p>

<p>I am writing to refer Olivia Hawthorne to consultant obstetrician for further investigation related to located IUD.</p>	<p>I am writing to refer Olivia Hawthorne for further investigation relating to locating her IUD.</p>
<p>Dr Miriam Shah Consultant obstetrician Royal Hospital Lowtown</p> <p>Date: 6th of April 2019</p> <p>Re: Olivia Hawthorne, 40-year-old</p> <p>Dear Dr Shah,</p> <p>I am writing regarding Ms Hawthorne, who is suffering from Menorrhagia and Dysmenorrhea from last couple of years and for which she had IUD implantation. Unfortunately, it does not work for her, and she visited our clinic to remove but we were unsuccessful on removing the IUD. She is being referred to your facility today for further investigation and management.</p>	<p>Three problems in the address section – all of this detail is included in the task, so don't get it wrong!</p> <p>Is this the introduction or the timeline?</p> <p>No capitals for general conditions.</p> <p>Re-write and send to me!</p>
<p>Dr Miriam Shah Consultant Obstetrician Royal Hospital, Lowton</p> <p>06/04/19</p> <p>Dear Dr Shah,</p> <p>Re: Olivia Hawthorne, DOB:01/04/79.</p> <p>I am writing to refer Mrs Hawthorne into your care. Today, she presented to our practice requesting to have her intrauterine device removed. Subsequently, locating an IUD has been complicated therefore she requires further investigations and an ultrasound.</p>	<p>I am writing to refer Ms Hawthorne. Today, she presented to have her intrauterine device removed, which was unsuccessful. Subsequently, she requires further investigations.</p>
<p>Dr Miriam Shah Consultant Obstetrician Royal Hospital Lowtown.</p> <p>6th April 2019</p> <p>Dear Dr Shah,</p> <p>Re: Ms Olivia Hawthorne, DOB: 1st April 1979</p> <p>I am writing regarding Ms Olivia Hawthorne, who presented in our clinic today for removal of IUD as currently ineffective for menorrhagia and dysmenorrhea. She is being referred to you for IUD location, in addition to further investigation and ultrasound.</p>	<p>I am writing regarding Ms Olivia Hawthorne, who presented in our clinic today for removal of IUD, which was unsuccessful. She is being referred to you for IUD location.</p>
<p>I am writing regarding Ms Olivia Hawthorne, who had an unsuccessful attempt of an IUD removal. She is being referred to you for further investigations and intervention, as well as an ultrasound.</p>	<p>I am writing regarding Ms Olivia Hawthorne, who had an unsuccessful attempt of an IUD removal. She is being referred to you for further investigations and intervention, as well as an ultrasound.</p>

<p>8th of August 2022 Dr. Miriam Shah Consultant Obstetrician Royal Hospital Lowtown</p> <p>RE: mrs. Olivia Hawthorne, 40 years old.</p> <p>Dear dr. Shah</p> <p>I am writing concerning mrs. Olivia Hawthorne who came to our practice for (IUD) removal. This letter is to refer mrs. Hawthorne to you for further investigation.</p>	<p>This date doesn't make sense for this task but in the exam it will be today's date – which is ok!</p> <p>RE: Ms. Olivia Hawthorne, 40 years old.</p> <p>Dear Dr. Shah,</p> <p>I am writing to refer Ms Olivia Hawthorne who came to our practice for IUD removal, which was unsuccessful. She requires further investigation.</p>
<p>I am writing regarding Mrs Olivia Hawthorne, who presented to our clinic for removal of her intrauterine device. She is being referred to you and requires your further assessment and advice.</p>	<p>I am writing regarding Ms Olivia Hawthorne, who presented to our clinic for removal of her intrauterine device, which was unsuccessful. She is being referred to you and requires your further assessment and advice.</p>
<p>I am writing regarding Mrs Hawthorne, who attended our clinic today for IUD removal, which was unsuccessful. She requires your investigations and ultrasound if necessary.</p>	<p>attend – show up attend to – to fix</p> <p>Save the specific events / reasons for the timeline</p>
<p>Dr. Miriam Shah Consultant obstetrician Royal Hospital Lowtown</p> <p>Date:- 06/04/19</p> <p>Re- Ms. Olivia Hawthorne</p> <p>Dear Miriam Shah,</p> <p>I am writing to refer to Ms. Olivia Hawthorne who presented to remove her IUD needing further investigation after removal of IUD was unsuccessful.</p>	<p>I am writing to refer Ms. Olivia Hawthorne, who presented to our clinic for the removal of her IUD, which was unsuccessful, and needs further investigation.</p> <p>General advice – keep the number of ideas in a sentence to 3</p>
<p>I am writing regarding Ms Olivia Hawthorne, who has had an unsuccessful removal of her IUD recently. She is being referred to you and requires your further investigation.</p>	
<p>08/08/2022</p> <p>Dr Miriam Shah Consultant Obstetrician Royal Hospital Lowtown</p> <p>Re: Ms Olivia Hawthorne D.O.B: 40 years old</p> <p>Dear Dr Shah,</p> <p>I am writing to refer Ms Olivia Hawthorne, who has attended our clinic for a removal of her IUD device. However, it was unsuccessfully performed on and now she requires your expertise for further investigation.</p>	<p>This date doesn't make sense for this task but in the exam it will be today's date – which is ok!</p> <p>We don't need timeline information in the introduction. But good writing!</p>

<p>I am writing to refer Hawthorne who underwent an IUD removal procedure. She needs further investigation and ultrasound at your service.</p>	<p>I am writing to refer Ms Hawthorne, who underwent an IUD removal procedure, which was unsuccessful. She needs further investigation and ultrasound at your service.</p>
<p>I'm writing to refer Ms Olivia Hawthorne, who was admitted for IUD removal, she requires your further management and investigation. She is being discharged today.</p>	<p>I'm writing to refer Ms Olivia Hawthorne, who was admitted for IUD removal, which was successful. She requires your further management and investigation.</p> <p>She is being discharged today – from where?</p>
<p>I am writing regarding Ms Hawthorne, who visited our practice due to an unsuccessful removal of her IUD. She is being referred to you, and now requires further investigation and ultrasound.</p>	

Homework: Write early timeline and later timeline and send to paul@set-english.com