

## OET Medicine Writing Week

### Adam Knowles

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

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#### Identifying Purpose & Choosing Case Notes:

Ask yourself these questions about Adam Knowles case notes:

1. Who am I writing to?	gastroenterologist
2. What do they already know?	1) Do they know the patient? <b>No</b> 2) Specialist knowledge about digestion / stomach & general medical knowledge
3. What do they need to know in order to <u>continue care</u> ?	<ul style="list-style-type: none"> <li>• medical history</li> <li>• social background</li> <li>• investigation results</li> <li>• current medications</li> <li>• current symptoms</li> </ul>
4. Why am I writing today?	We've received reports which indicate pancreatic cancer
5. Is it urgent?	Yes

## Case Notes

Assume that today's date is 30 August 2019.

You are a doctor in a city clinic. Mr Knowles is a new patient in your surgery.

### PATIENT DETAILS:

**Name:** Mr Adam Knowles  
**DOB:** 22 Aug 1951 (age 68)

### Social background:

Married, two grown-up children  
Recently retired management consultant  
Physically active, plays tennis/walks dog  
Non-smoker for past 10 years  
Social drinker

**Family history:** Nil significant

### Medical background:

Severe childhood eczema  
2008: gall bladder removed due to gallstones  
History of depression past 4 years

**Medication:** 2016: started SSRI (fluoxetine)

### 02 Aug 2019

**Discussion:** Heartburn/indigestion – OTC antacids – ineffective  
Pt concerned ?hernia

**Objective exam:** Full exam performed: NAD  
Wt: 94kg  
Omeprazole PPI 20 mg 2x/day for 8wks  
Ordered FBC and liver function test  
Review 4 wks

**30 Aug 2019** No improvement in reflux symptoms  
Pt's main concern is now back pain  
New symptoms: diarrhoea, pale stools, abdominal pain on eating, fatigue  
Wt ↓2kg since last appointment (now 92kg)  
Abdomen tender on palpation, slightly swollen  
Yellow discolouration skin and eyes

### Pathology report:

Bilirubin 9mg/dL (high)  
Amylase 400 u/L (high)  
ALT 60 u/L (slightly high)  
Albumin 6 g/dL (high)  
Alkaline phosphatase 120 u/L (slightly high)

**Discussion:** Discussion of examination findings and blood results with Pt

**Plan:** Urgent referral to gastroenterologist for assessment and endoscopy  
?Pancreatic malignancy – patient aware of possibility

### Writing Task:

Using the information given in the case notes, write a letter of referral to Dr Desai, a gastroenterologist at City Hospital, for assessment of Mr Knowles. Address the letter to Dr Dev Desai, Gastroenterologist, City Hospital, Easton.

## Paragraph Plan

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

<b>Introduction</b>	<ul style="list-style-type: none"> <li>• Patient name – Adam Knowles</li> <li>• core medical context – suspect pancreatic cancer</li> <li>• general medical request – urgent assessment</li> </ul>
<b>Timeline</b>	<p>2<sup>nd</sup> August</p> <p>02 Aug 2019</p> <p><b>Discussion:</b> Heartburn/indigestion – OTC antacids – ineffective ✓  <del>Pt concerned ?hemia</del></p> <p><b>Objective exam:</b> Full exam performed: NAD ✓  <del>Wt: 94kg</del>  Omeprazole PPI 20 mg 2x/day for 8wks ✓  Ordered FBC and liver function test ✓  <del>Review 4 wks</del></p>
<b>Current</b>	<p>30<sup>th</sup> August</p> <p>30 Aug 2019</p> <p>No improvement in reflux symptoms ✓  Pt's main concern is now back pain ✓  New symptoms: diarrhoea, pale stools, abdominal pain on eating, fatigue ✓  Wt ↓2kg since last appointment (now 92kg) ✓  Abdomen tender on palpation, slightly swollen ✓  Yellow discolouration skin and eyes ✓</p> <p><b>Pathology report:</b></p> <p>Bilirubin 9mg/dL (high) ✓  Amylase 400 u/L (high) ✓  ALT 60 u/L (slightly high) ✓  Albumin 6 g/dL (high) ✓  Alkaline phosphatase 120 u/L (slightly high) ✓</p>
<b>Background</b>	<p><b>Social background:</b></p> <p><del>Married, two grown-up children</del>  <del>Recently retired management consultant</del>  ✓ Physically active, plays tennis/walks dog ✓  Non-smoker for past 10 years ✓  Social drinker ✓</p> <p><b>Family history:</b> Nil significant ✓</p> <p><b>Medical background:</b></p> <p>Severe childhood eczema  2008: gall bladder removed due to gallstones  History of depression past 4 years</p> <p><b>Medication:</b> 2016: started SSRI (fluoxetine) ✓ &gt;</p>
<b>Request</b>	<p><b>Discussion:</b> Discussion of examination findings and blood results with Pt</p> <p><b>Plan:</b> Urgent referral to gastroenterologist for assessment and endoscopy  ?Pancreatic malignancy – patient aware of possibility</p>

*Homework: Write your introduction paragraphs and send to [paul@set-english.com](mailto:paul@set-english.com)*

## Introductions

### Common errors:

- Too much information in introduction – remember we ‘expand on the purpose’ later in the text = would affect your score in conciseness / organisation

Eg assessment is enough for the ‘general request’

- Missing purpose – don’t say why they are writing
- Inaccurate purpose – ‘treatment’ would be incorrect in this later
- Language errors – punctuation, passive, tense, spelling, sentence structure.

Student	Teacher
<p>Dr. Dev Desai Gastroenterologist City Hospital Easton</p> <p>I am writing regarding Mr. Adam Knowles, who has symptoms suggestive of pancreatic malignancy, for urgent assessment and endoscopy.</p>	
<p>I am writing regards Mr Adam Knowles, who requires your urgent assessment with suspected pancreatic cancer.</p>	<p>I am writing <b>regarding</b> Mr Adam Knowles, who requires your urgent assessment <b>for</b> suspected pancreatic cancer.</p>
<p>I am writing to urgently refer Mr Knowles, a 68-year-old, whose symptoms and signs are indicative of pancreatic cancer. He requires further assessment and management.</p>	
<p>Dr Desai Gastroenterologist City Hospital, Easton</p> <p>30<sup>th</sup> Aug 2019</p> <p><b>RE: Mr Adam Knowles, DOB...</b></p> <p>Dear Dr. Desai,</p> <p>I am writing regarding Mr. Knowles, who has Signs and symptoms suggestive of pancreatic cancer. He is being referred to you for an urgent assessment of his medical condition.</p>	<p>I am writing regarding Mr. Knowles, who has <b>signs</b> and symptoms suggestive of pancreatic cancer. He is being referred to you for an urgent assessment.</p>
<p>I am writing to refer Mr Adam Knowles, whose symptoms suggestive of pancreatic malignancy, for urgent assessment and endoscopy.</p>	<p>I am writing to refer Mr Adam Knowles, whose symptoms <b>are</b> suggestive of pancreatic malignancy, for urgent assessment and endoscopy.</p>

<p>I am writing to refer Mr knowles, who has complained of signs and symptoms suggestive of pancreatic cancer. He now requires your urgent assesemnt.</p>	<p>I am writing to refer Mr <b>Knowles</b>, who has signs and symptoms suggestive of pancreatic cancer. He now requires your urgent <b>assessment</b>.</p>
<p>Dr Dev Desai Gastroenterologist City Hospital Easton</p> <p>30th August 2019</p> <p>Re: Mr Adam Knowles, D.O.B 22-08-1951</p> <p>Dear Dr Desai,</p> <p>I am writing to refer to 68 year old, Mr Adam Knowles whose reflux symptoms are not controlled with current medication. Her pathology reports are abnormal and are suspective of a pancreatic malignancy. She needs early assessment and further investigations.</p>	<p>I am writing to refer Mr Adam Knowles, whose pathology reports are abnormal and are <b>suggestive</b> of a pancreatic malignancy. He <b>requires urgent</b> assessment.</p> <ul style="list-style-type: none"> <li>- <b>Focus on the primary purpose in your introduction</b></li> <li>- <b>Don't mix up timeline details with introduction</b></li> <li>- <b>A couple of pointers about genre and style above</b></li> </ul>
<p>I am writing regarding Mr Knowles, a 68-year-old pateint, who visitid to our clinic due to heartburn and indigestion problems. He is being referred to you today and now requires your further assessment and investigation.</p>	<p>I am writing regarding Mr Knowles, a 68-year-old <b>patient</b>, who <b>has signs and symptoms suggestive of pancreatic malignancy</b>. He is being referred to you today and now requires your further assessment.</p> <ul style="list-style-type: none"> <li>- <b>Why are we really writing? – Pancreatic malignancy!</b></li> </ul>
<p>Dr.Dev Desai City Hospital Easton</p> <p>Re: Mr. Adam Knowles (DOB: 22/9/1951)</p> <p>Dear Dr. Desai,</p> <p>I am writing to urgently refer Mr.Adam , who has symptoms and Laboratory results suggestive of possible pancreatic malignancy. He requires your further investigation and management.</p>	<p>I am writing to urgently refer Mr.<b>Knowles</b>, who has symptoms and laboratory results suggestive of possible pancreatic malignancy. He requires your further investigation.</p>
<p>Dear Dr Desai,</p> <p>Re: Mr Adam Knowles</p> <p>DOB: 22/08/1951</p>	

<p>Thank you for seeing Mr Adam Knowles, who has signs and symptoms suggestive of pancreatic malignancy and requires your urgent assessment.</p>	
<p>19/12/2022</p> <p>Dr Dev Desai Gastroenterologist City Hospital Easton</p> <p>Dear Dr. Desai</p> <p>Re: Mr Adam Knowles, aged 68</p> <p>Thank you for seeing Mr Adam Knowles who has suspected of pancreatic cancer requires your urgent assessment.</p>	<p>Thank you for seeing Mr Adam Knowles, who has suspected pancreatic cancer and requires your urgent assessment.</p>
<p>Dr Dev Desai Gastroenterologist City Hospital Easton</p> <p>Dear Dr Desai</p> <p>Re: Mr Adam Knowles DOB 22 Aug 1951 (68 y.o)</p> <p>I am writing to refer Mr Adam, who has signs, symptoms and pathologic reports which suspected for pancreatic cancer to provide him urgent assessment.</p>	<p>I am writing to refer Mr Knowles , who has signs, symptoms and pathology reports which suggest pancreatic cancer. He requires urgent assessment.</p>
<p>I am writing to refer Mr. Knowles, who has symptoms and test results suggestive of pancreatic cancer, and he requires urgent assessment.</p>	
<p>Dr Dev Desai, Gastroenterologist City Hospital Easton 30th August 2021 Re: Mr Adam Knowles, DOB: 22nd August 1951</p> <p>Dear Dr Desai,</p> <p>I am writing regarding Mr Knowles, who was diagnosed with a pancreatic malignancy. He is ready to be discharged and now requires to your assessment and endoscopy.</p>	<p>I am writing regarding Mr Knowles, who was diagnosed with a pancreatic malignancy. He is ready to be discharged and now requires to your assessment and endoscopy.</p> <ul style="list-style-type: none"> <li>- We haven't diagnosed – that's what we're asking for</li> <li>- He hasn't been admitted – so he can't be discharged</li> </ul>

<p>I am writing regarding Mr Knowles, who has signs and symptoms suggestive of pancreatic malignancy, for urgent assessment of his condition.</p>	
<p>Dr Dev Desai Gastroenterologist City Hospital Easton</p> <p>30<sup>th</sup> August 2019</p> <p>Dear Dr Desai,</p> <p>Re: Mr Adam Knowles, DOB: 22<sup>nd</sup> August 1951</p> <p>I am writing about Mr Knowles, who visited our surgery with gastrointestinal symptoms. His test results are suggestive of pancreatic cancer, and he requires urgent assessment and endoscopic examination to confirm diagnosis.</p>	<p>A very 'long style' – very formal. Compare with the above, which achieves the same aims but it is much simpler to write!</p>
<p>I am writing to refer Mr. Adam Knowles, who is suspected of pancreatic malignancy, and he requires urgent assessment.</p>	<p>I am writing to refer Mr. Adam Knowles, <b>who has suspected</b> pancreatic malignancy, and requires urgent assessment.</p>
<p>I am writing regarding Mr Adam Knowles, whose symptoms and investigation result show suspected pancreatic carcinoma. He is being referred to you now ,for urgent assessment and endoscopy .</p>	<p>Why take the risk of paraphrasing – carcinoma?</p>
<p>I am writing to refer Mr Adam Knowles, who has possible of pancreatic malignancy, for urgent assessment and endoscopy.</p>	<p>I am writing to refer Mr Adam Knowles, who has possible pancreatic malignancy, for urgent assessment and endoscopy.</p>
<p>Dr.Dev Desai Gastroenterologist City Hospital Easton</p> <p>30.08.19</p> <p>RE: Adam Knowler DOB:22/08/1951</p> <p>Dear Dr.Desai,</p> <p>I am writing to refer Mr.Knowles, whose symptoms and pathology report could be indicative of pancreatic malignancy to endoscopy. He requires further assessment and management.</p>	<p>I am writing to refer Mr.Knowles, whose symptoms and pathology report <b>are</b> indicative of pancreatic malignancy, <b>for assessment and endoscopy.</b></p>

**Homework:** Write your timeline & current paragraphs and send to [paul@set-english.com](mailto:paul@set-english.com)