


1 Review

2 Introduction Paragraphs

3 Next para: new assignment

How many steps are there in planning?

1 Understand – 5 questions

 2 Choose relevant case notes

3 Organise paras

Planning...

STEP 1: Understand key points	STEP 2: Selecting case notes	STEP 3: Organise paras		
<p>Comprehension questions:</p> <p>1 Who is reader? Task? 2 Patient knows reader? 3 Who is writer? Task? 4 Is it urgent? 5 Why am writing today?</p> <p>Extra: Where are we? Where does patient live?</p>	<p>How do I choose?</p> <table border="1" data-bbox="608 645 895 987"> <thead> <tr> <th data-bbox="608 645 895 719">Content</th> </tr> </thead> <tbody> <tr> <td data-bbox="608 719 895 987">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</td> </tr> </tbody> </table> <p>OET say that 'relevant' means:</p> <ul style="list-style-type: none"> • appropriate: (not essential but) useful, helpful, etc. - SOME • needed: essential - ALL <p>This helps us in the exam because we can RELAX about relevance.</p>	Content	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	<p>In general, how do I organise...</p> <p>Introduction para: Task (evaluate, manage, etc.)</p> <p>2 – Injury & hospital</p> <p>3 - Current Condition (2 days)</p> <p>Requests: tell the reader the Task & any extra details</p> <p>Do not confuse reader</p>
Content				
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				

TIME ALLOWED: **READING TIME:** 5 MINUTES
WRITING TIME: 40 MINUTES

Read the case notes and complete the writing task which follows.

Notes:

Assume that today's date is 10 July 2020.

You are a family doctor at Hightown Medical Clinic where a mother has brought in her young child to see you.

PATIENT DETAILS:

Name: Molly Smith (Miss)
DOB: 23 June 2017 (3 y.o.)
Address: 1001 Hightown Way, Hightown
Medical history: All vaccines up to date
 Eczema: flexor surfaces, arms & legs (occasional, treatment = topical corticosteroid cream)
Family History: Nil significant
Social Background: Mother = homemaker
 Father = plumber
 2 older sisters (5 y.o. & 7 y.o.)
 Cared for by maternal grandmother 2x/wk (mother needs support)
Allergies: No known allergies

Hospital Treatment Record:

Presentation at ED:

3 July 2020 Mother reported: pt pulled tablecloth, pot w hot water fell & scolded her
Diagnosis:
 2nd degree partial thickness burns, 18% of TBSA (total body surface area): face, hands, arms & trunk
Treatment:
 Admssion to ICU
 IV fluid & pain relief
 Move to burns unit (further management)

Burns Unit:

5 July 2020 **Progress:** pain level reported = 8/10
 FBC: sepsis ruled out
Treatment: surgical debridement & grafting to ↓mortality
8 July 2020 Healing well
 Pain level reported = 4/10
 Pt ready for discharge
 Requires pressure garments, sponge bath, no swimming
 Paracetamol 5 ml oral suspension 4x/day
 Note: outpatient clinic appt 13 July (dressing change)

Presentation at Hightown Medical Clinic:

9 July 2020 Pt & mother attend: mother reports pt's general lethargy & some distress
 Pain reported as 5/10
 Mother compliant w. discharge plan (pressure garments, sponge bath, medication)
 Asked to return if symptoms persist
10 July 2020 Subjective: ↑pain (6/10), itchiness at burns site
 Mother reports: worsening overnight, disorientation, unsteadiness on feet (trip hazards)
 pt fell over dog →bleeding at burns site
Objective: temp 38.5°C, burns site red & warm to touch
 Topical antiseptic applied, burns site redressed
 Antibiotics prescribed
 ?infection
 ?sepsis
Plan: Urgent referral to hospital burns unit

Writing Task:

Using the information in the case notes, write a letter of referral to Dr Mayfield, Plastic Surgeon, outlining your concerns about the patient and requesting urgent investigation, definitive diagnosis and further management. Address the letter to Dr Scarlett Mayfield, Plastic Surgeon, Outpatient Burns Unit, Hightown Hospital, 123 High Street, Hightown.

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.

Choose case... We must choose relevant case notes

Introduction	<ul style="list-style-type: none"> Investigation, diagnosis, management
Current Visits	<p>Today...(10th)</p> <ul style="list-style-type: none"> Increased pain (6/10) – due to – recent injury Itchy at site Disorientation Bleed from site after dog accident Antibiotics <p>Objective: temp 38.5°C, burns site red & warm to touch Topical antiseptic applied, burns site redressed</p> <p>Worsened since yesterday (9th):</p> <ul style="list-style-type: none"> Pain 5/10 <p>Pt & mother attend: mother reports pt's general lethargy & some distress Pain reported as 5/10 Mother compliant w. discharge plan (pressure garments, sponge bath, medication) Asked to return if symptoms persist</p> <p>NEXT ASSIGNMENT:</p> <p>alain@set-english.com</p>
Timeline	<p>Initially...</p> <p>Presentation at ED:</p> <p>3 July 2020 Mother reported: pt pulled tablecloth, pot w hot water fell & scolded her Diagnosis: 2nd degree partial thickness burns, 18% of TBSA (total body surface area): face, hands, arms & trunk Treatment: Admission to ICU IV fluid & pain relief Move to burns unit (further management)</p> <p>Burns Unit:</p> <p>5 July 2020 Progress: pain level reported = 8/10 FBC: sepsis ruled out Treatment: surgical debridement & grafting to ↓mortality</p> <p>8 July 2020 Healing well Pain level reported = 4/10 Pt ready for discharge Requires pressure garments, sponge bath, no swimming Paracetamol 5 ml oral suspension 4x/day Note: outpatient clinic appt 13 July (dressing change)</p> <p>Practicing <u>summarising</u></p>

Requests	<ul style="list-style-type: none">• Investigation, diagnosis, management

Original	Corrections & comments						
<p>Dr Scarlett Mayfield Plastic surgeon Outpatient Burn Unite Hightown Hospital 123High Street, Hightown,</p> <p>10th July 2020</p> <p>Dear Dr Mayfield</p> <p>Re: Miss Molly Smith, aged 3 -year - old</p> <p>I am writing to refer Molly Smith, who has suspected sepsis, requires urgent definitive diagnosis, investigation and further management of her condition .</p>	<p>Dr Scarlett Mayfield Plastic surgeon Outpatient Burn Unit Hightown Hospital 123 High Street Hightown</p> <p>10th July 2020</p> <p>Dear Dr Mayfield</p> <p>Re: Miss Molly Smith; 3-year-old</p> <p>I am writing to refer Molly Smith, who has suspected sepsis, requires urgent definitive diagnosis, investigation, and further management of her condition.</p> <table border="1" data-bbox="826 1238 1086 1753"> <thead> <tr> <th>Band</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3 ?</td> <td>Purpose of document is <u>immediately apparent and sufficiently expanded</u> as required</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Purpose of document is apparent but not sufficiently highlighted or expanded</td> </tr> </tbody> </table> <p>A 1 sentence Introduction is <u>risky</u>. Much more chance of errors.</p>	Band	Purpose	3 ?	Purpose of document is <u>immediately apparent and sufficiently expanded</u> as required	2	Purpose of document is apparent but not sufficiently highlighted or expanded
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3 ?	Purpose of document is <u>immediately apparent and sufficiently expanded</u> as required						
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I am writing regarding Miss Molly Smith, who had second degree burns and was treated accordingly. Now she is exhibiting signs and symptoms suggestive of sepsis and an infection at the burns site. She requires urgent investigation, definitive diagnosis and further management.

Dr Scarlett Mayfield
Plastic Surgeon
Outpatient Burns Unit
Hightown, Hospital

Date: 10th July 2020

Dear Dr. Mayfield,

Re: Miss Molly Smith, DOB: 23rd June 2017

I am writing to refer Miss Smith, who may possibly have an infection and sepsis due to second degree partial burns. Now she requires urgent investigations to confirm the diagnosis and further management.

Style: More formal

I am writing regarding Miss Molly Smith, who had second degree burns and was treated **accordingly**. She is **now** exhibiting signs and symptoms suggestive of sepsis and an infection at the burns site. She requires urgent **investigation**, a definitive **diagnosis** and further **management**.

In the usual way – this is a way **summarising**

Dr Scarlett Mayfield
Plastic Surgeon
Outpatient Burns Unit
Hightown, Hospital

10th July 2020

Dear Dr Mayfield,

Re: Miss Molly Smith, DOB: 23rd June 2017

I am writing to refer Miss Smith, who *may* **have** an infection and sepsis due to second degree partial burns. **She now** requires urgent investigations to confirm the diagnosis and further management.

She may eat

Dr Scarlett Mayfield
Plastic surgeon
Outpatient Burn Unite Hightown Hospital
123High Street, Hightown

10th July 2020

Dear Dr Mayfield

Re: Miss Molly Smith, aged 3 -year - old

I am writing to refer Molly Smith, who has suspected sepsis due to a burn. She now requires an urgent definitive diagnosis, investigation and further management.

alain@set-english.com

Dr Scarlett Mayfield
Plastic surgeon
Outpatient Burn Unit Hightown Hospital
123 High Street
Hightown

10th July 2020

Dear Dr Mayfield

Re: Miss Molly Smith, aged 3

I am writing to refer Molly Smith, who has *suspected* sepsis due to burns. She now requires an urgent definitive diagnosis, investigation, and further management.

Listing: Oxford is actually optional

Robert Burns = famous poet