


1 Review

2 Paragraphs

3 Composite letter

STEP 1: Understand	STEP 2: Choosing case notes	STEP 3: Organise		
<p>1 Who is reader? Task?</p> <p>2 <u>Patient</u> knows reader?</p> <p>3 Who is writer? Task?</p> <p>4 Is it urgent?</p> <p>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="611 981 895 1323"> <thead> <tr> <th data-bbox="611 981 895 1048">Content</th> </tr> </thead> <tbody> <tr> <td data-bbox="611 1048 895 1323">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>Relevant means...</p> <ul style="list-style-type: none"> • Needed to continue care • Appropriate = useful, helpful, might be good, etc. FLEXIBLE 	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>OET Sandwich:</p> <p>Introduction: context / purpose</p> <p>Requests: purpose & extend</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.

Introduction	<ul style="list-style-type: none"> Investigation, diagnosis, management
<p>Current Visits</p>	<p>Today... (10th)</p> <ul style="list-style-type: none"> Increased pain (6/10) – due to – recent injury Itchy at site Disorientation Bleed after fall 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>Timeline</p>	<p>Initially...</p> <p><u>Presentation at ED:</u> 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: 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 summarising... What is that?</p> <ul style="list-style-type: none"> The aforementioned symptoms
<p>Requests</p>	<ul style="list-style-type: none"> Investigation, diagnosis, management

Original	Corrections
<p>I would appreciate if you could confirm the diagnosis and provide Molly Smith with further management. Do not hesitate to contact me for any question you may have.</p> <p>Yours sincerely,</p> <p>Doctor</p>	<p>I would appreciate It would be appreciated if you could confirm the diagnosis and provide Molly Smith with further management. Do not hesitate to contact me for any questions you may have.</p> <p>Expanding purpose?</p> <p>What things can we say?</p> <ul style="list-style-type: none"> • Please note: Appointment • Provisional diagnosis • Adjectives <p>Yours sincerely,</p> <p>Doctor</p> <p>Word count is guide only...</p>
<p>It would be appreciated if you could provide an urgent investigation for Miss Smith, who has scald burn . Following her condition deteriorated , urgently referred to you ,to confirm her diagnosis with sepsis, and manage her critical condition. If you have any quires please do not hesitate to contact me your sincerely Doctor</p>	<p>It would be appreciated if you could provide an urgent investigation for Miss Smith. Following the deterioration of her condition, she is being referred to you to confirm her diagnosis of sepsis, and manage her critical state. If you have any queries please do not hesitate to contact me.</p> <p>Yours sincerely</p> <p>Doctor</p> <p style="text-align: center;">For referrals we often Present Continuous in Passive</p> <p>Expanded? A little bit.</p> <p>Example:</p>

It would be greatly appreciated if you could promptly arrange urgent investigations, provide definitive diagnoses, and implement appropriate further management for Molly. Please feel free to contact me if you have any queries or need further clarification.

Yours sincerely,

Dr...

In view of the above, it would be appreciated if you could provide an urgent investigation, definitive diagnosis and further management for her condition. Please if you have any questions, do not hesitate to contact me.

Yours Sincerely,
Dr. Adnan Al Emad

I would be grateful if you could see Miss Molly at your earliest convenience for a definitive diagnosis to rule out Sepsis or Infection. Please contact me should you require any further information.
Yours Sincerely

Stitches removal

The removal of her stitches

It would be greatly appreciated if you could promptly arrange urgent **investigations**, provide definitive **diagnoses**, and implement appropriate further **management** for Molly. Please feel free to contact me if you have any queries or need further clarification. Please note that sepsis is suspected as well as infection complications.

Yours sincerely,

Dr...

In view of the above, it would be appreciated if you could provide an urgent investigation, definitive diagnosis and further **management** for her condition.

Please if you have any questions, do not hesitate to contact me.

Yours Sincerely,

Expand more?

I would be grateful if you could see Miss Molly at your earliest convenience for a definitive diagnosis to rule out Sepsis or Infection.

Please contact me should you require any further information.

Joy

In view of the above signs and symptoms, I believe Molly needs immediate investigation and further management. I would appreciate your urgent attention to her condition. If you have any questions, please do not hesitate to contact me.

Yours sincerely,
Dr

Yours Sincerely

Again – expand more?

In view of the above signs and symptoms, I believe Molly needs immediate investigation and further management. I would appreciate your urgent attention to her condition. If you have any questions, please do not hesitate to contact me.

Yours sincerely,

Good but again maybe expand a bit more?

FRANKENSTEIN LETTER...

10 July 2020

Dr: Scarlett Mayfield
Plastic Surgeon
Hightown Hospital
123 High Street ,Hightown.

Re: Miss Molly Smith, DOB:23 June 2017

I am writing regarding Molly Smith, who visited our clinic due to her pains following burns. She is now being referred to you, and requires urgent **investigation, definitive diagnosis and management**.

Today, Molly Smith was brought by her mother, **who reported about worsening of her pain**, itchiness at burns site, and disorientation. In addition, her burns sites were bleeding after a recent fall. On examination, fever was noted (38,5 oC), hyperaemia and hyperthermia of burns site. Therefore, I redressed burns site, applied topical antiseptic, and prescribed antibiotics. On yesterday's visit, Mrs Smith reported that Molly had moderate pain and had been exhibiting general lethargy and distress, and I recommended that they return if symptoms persist.

On July 3rd, 2020, Molly Smith **was admitted** Emergency Department, where her mother reported that she had pulled a tablecloth, causing a pot of hot water to fall on her. As a result, she had second-degree partial thickness burns covering 18% of her total body surface area. Molly was subsequently admitted to the Intensive Care Unit, where she received intravenous fluids and pain relief medication before being transferred to the burns unit. By July 5th, 2020, Molly reported her pain level as 8 out of 10, and appropriate treatment was administered. Over the course of three days, Molly showed significant improvement, with her pain level decreasing to 4 out of 10, indicating her readiness for discharge.

It would be greatly appreciated if you could carry out an urgent assessment of Ms Smith, **who has suspected sepsis**, with further investigations and provide a definitive diagnosis and treatment.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Doctor

