

## OET Nursing Writing Week

Martha Brown

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

Any other type: You choose – do you want another paragraph for a specific issue?

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### Identifying Purpose & Choosing Case Notes:

Ask yourself these questions about Martha Brown case notes:

1. Who am I writing to?	Community nurse
2. What is the reader's task?	provide follow up care:
3. Do they know the patient?	No
4. Does the writer have any tasks?	appointment booked – 30 <sup>th</sup> November
5. Why am I writing today?	Patient is ready for discharge
6. Is it urgent?	No

[https://drive.google.com/file/d/1\\_nN-B9VCyajiUAGnYVKRJHVq7dblry\\_-/view?usp=sharing](https://drive.google.com/file/d/1_nN-B9VCyajiUAGnYVKRJHVq7dblry_-/view?usp=sharing)

**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 20 October 2019.

You are a nurse in a hospital emergency department where you have been treating an elderly patient.

**PATIENT DETAILS:**

**Name:** Mrs Martha Brown

**DOB:** 23 September 1941 (78 y.o.)

**Address:** 98 Huntingdon Close, Lamington

**Social background:** Retired social worker

Lives alone

Husband died 10 yrs ago

Primary caregiver = 40 y.o. daughter Stephanie (away on 6-wk vacation since 15 October 2019)

Interests: knitting, playing cards w friend, TV

**Past medical history:** 2004: Rheumatoid arthritis (RA)

2016: R lateral malleolus fracture after fall

2018: Diag. diabetes mellitus – HbA1c 6.5% (Metformin 500mg 2x/day)

2018: Smith's fracture (L hand) after fall

June 2019: ↑HbA1c (>7.5%), Metformin ↑ to 500mg 3x/day

**Admission to Emergency Dept. (ED):**

20 October 2019

**Presenting factors:** 4 puncture wounds on R hand, inc. deep wound near thenar muscles (2mm depth approx.) after dog bite (brought to ED by neighbour)

Unable to move hand – pain 6/10

Low-grade fever (37.3°C) – pt reported 3-day duration

**Tests:**

- FBCs, U&Es, X-ray (R hand) – NAD (no abnormalities detected)
- Urinalysis – positive to protein, leucocytes & nitrites; some pain on micturition, UTI evident
- Blood sugar (post-prandial) = 9.7mmols

- Nursing management:**
- Wound cleaned w saline & iodine dressing applied, covered w padding & bandaging
  - Tetanus prophylaxis
  - Analgesia – paracetamol 1g 4x/day (to continue prn)
  - Co-amoxiclav commenced 500mgs 3x/day for 7 days (UTI & wounds)

**Assessment:**

Pt. stabilised, ready for discharge  
Pain ↓ slightly (4/10)  
Limited movement of L thumb, index, middle finger (cause = pain)  
BP: 120/79, Pulse: 84 BPM, Temp: 37.2°C (normal)

- Discharge plan:**
- Pt. agreed to ↑fluid intake (usual intake: 2 glasses/day)  
Refer to community nurse:
- Provide wound & dressing care (change 2–3x/wk x 14 days w iodine-based dressing, padding & bandaging)
  - Monitor UTI symptoms
  - Encourage/monitor ↑fluid intake (>8 glasses/day)
  - Monitor progress & report any problems to family doctor (daughter away)
- Note: Pt's follow-up appt. w family doctor = 30 November

**Plan:** Write to community nurse

### **Writing Task:**

Using the information in the case notes, write a discharge letter to Ms Smith, the community nurse, summarising the patient's hospital treatment and outlining her ongoing care needs. Address your letter to Ms Naomi Smith, Community Nurse, Community Nursing Centre, Lamington.

**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:

## Letter Plan

Introduction	<p><b>Patient:</b>  <b>General Medical Context:</b>  <b>General Request:</b></p>
Presentation & management	<p><b>Admission to Emergency Dept. (ED):</b>  20 October 2019</p> <p><b>Presenting factors:</b> 4 puncture wounds on R hand, inc. deep wound near thenar muscles (2mm depth approx.) ✓  after dog bite (brought to ED by neighbour)  Unable to move hand – pain 6/10 ✓  ✓ Low-grade fever (37.3°C) – <del>pt. reported 3-day duration</del></p> <p><b>Tests:</b></p> <ul style="list-style-type: none"> <li>FBCs, U&amp;Es, X-ray (R hand) – NAD (no abnormalities detected) _____</li> <li>Urinalysis – positive to protein, leucocytes &amp; nitrites; some pain on micturition, UTI evident _____</li> <li><del>Blood sugar (post-prandial) – 0.7mmole</del> _____</li> </ul> <p><b>Nursing management:</b></p> <ul style="list-style-type: none"> <li>Wound cleaned w saline &amp; iodine dressing applied, covered w padding &amp; bandaging ✓</li> <li>Tetanus prophylaxis ✓</li> <li><del>Analgesic</del> paracetamol 1g 4x/day (to continue pm) ✓</li> <li>Co-amoxiclav commenced 500mgs 3x/day for 7 days (UTI &amp; wounds) ✓</li> </ul>
	<p><b>Assessment:</b></p> <p><del>Pt. stabilised</del>, ready for discharge ✓</p> <p>Pain <del>slightly</del> (4/10)</p> <p>Limited movement of L thumb, index, middle finger (cause = pain) ✓</p> <p>BP: 120/79, Pulse: 84 BPM, Temp: 37.2°C (normal) _____</p> <p style="text-align: right;">summarise</p>
	<p><del>Retired social worker.</del></p> <p>Lives alone</p> <p><del>Husband died 10 yrs ago</del></p> <p>Primary caregiver = 40-y.o. daughter Stephanie (away on 6-wk vacation <del>since 15 October 2019</del>)</p> <p>Interests: <del>knitting, playing cards w friend, TV</del></p> <p>2004: Rheumatoid arthritis (RA)</p> <p><del>2016: R lateral malleolus fracture after fall</del></p> <p>2018: Diag. diabetes mellitus – HbA1c 6.5% (Metformin 500mg 2x/day)</p> <p><del>2018: Smith's fracture (L hand) after fall</del></p> <p>June 2019: ↑HbA1c (&gt;7.5%), Metformin ↑ to 500mg 3x/day</p> <p style="text-align: right;">&gt; summarise</p>
Request	<p>Pt. agreed to ↑fluid intake (usual intake: 2 glasses/day) ✓</p> <p><del>Refer to community nurse:</del></p> <ul style="list-style-type: none"> <li>Provide wound &amp; dressing care (change 2–3x/wk x 14 days w iodine-based dressing, padding &amp; bandaging) ✓</li> <li>Monitor UTI symptoms ✓</li> <li>Encourage/monitor ↑fluid intake (&gt;8 glasses/day)</li> <li>Monitor progress &amp; report any problems to family doctor (<del>daughter away</del>) ✓</li> </ul> <p>Note: Pt's follow-up appt. w family doctor = 30 November ✓</p>

Homework:

Write presentation – management and send through to [paul@set-english.com](mailto:paul@set-english.com)

Introductions

Student	Teacher
<p>I am writing regarding Mrs Martha Brown, who <del>has was</del> admitted to our hospital <del>due to 4</del> <del>puncture wounds</del> following a dog bite. She is due to be discharged today and now requires your further care and monitoring.</p>	<p>Presentation content – not needed in intro</p>
<p>Ms Naomi Smith Community Nurse Community Nursing Centre Lamington</p> <p>20th October 2019</p> <p>Re: Mrs Martha Brown, DOB: 23rd September 1941</p> <p>Dear Ms Smith,</p> <p>I am writing regarding Mrs Brown, who is recovering from a dog bite and UTI. She is ready to be discharged today and requires your follow up care and monitoring.</p>	<p>Grammar: No errors!</p> <p>Format &amp; layout: Perfect!</p> <p>Nice summary of the situation: recovering</p>
<p>I am writing regarding Mrs Brown, who sustained puncture wounds following a dog bite. She <del>is</del> <del>has also been</del> diagnosed with urinary tract infection and now requires home <del>visits</del> for follow-up care upon discharge today.</p>	
<p>Ms Naomi Smith Community Nurse Community Nursing Centre Lamington</p> <p>20 October 2019</p> <p>Dear Ms Naomi Smith,</p> <p>Re: Mrs Martha Brown, DOB: 23 September 1941 (aged 78)</p>	

<p>I am writing regarding Mrs Martha Brown, who was admitted to hospital <del>with 4 puncture wounds on her right hand</del> following a dog bite. She is ready for discharge and requires your ongoing care.</p>	<p>Leave the specifics for the presentation</p>
<p>Community Nurse Community Nursing Centre Laminghton</p> <p>Dear Nurse,</p> <p>Re: Mrs Martha Brown, aged is 78</p> <p>I am writing regarding Mrs <b>Martha Brown</b>, who was admitted to the emergency department due to a deep wound near <b>the</b> thenar muscles after a dog bite. She <del>is stabilised and</del> is now ready for discharge and needs ongoing care.</p>	<p><b>Paul Craven</b></p> <p><b>Mr Craven</b></p> <p><b>In introduction it's ok to put full name and title:</b></p> <p><b>Mrs Martha Brown</b></p> <p><b>In remaining paras: Mrs Brown</b></p> <p><b>Why focus on muscles and not which hand?</b></p> <p><b>Did we have stabilise her?</b></p>
<p>20th October 2019</p> <p>Ms Naomi Smith Community nurse Community nursing centre Lamington</p> <p>Re: Martha Brown, 78 years old</p> <p>Dear Ms Smith,</p> <p>I am writing to you regarding Mrs Brown, who is ready to be discharged after dog bite wounds from our emergency department. She now requires your follow up care and support.</p>	<p><b>Be careful. These are better options:</b></p> <p>I am writing to you regarding Mrs Brown, who is ready to be discharged from our emergency department, after dog bite wounds.</p> <p>I am writing to you regarding Mrs Brown, who presented to our emergency department with a dog bite and is now ready to be discharged.</p>
<p>I am writing regarding Mrs Martha Brown, who is going to be discharged today with UTI symptoms and she requires your further care and support.</p>	<p><b>Strange focus – does she have symptoms now?</b></p> <p><b>The reader is supposed to monitor them – but that is, I think, only if they return. I think the focus here should be on what she is recovering from?</b></p>
<p>20th October 2019</p>	

<p>Ms Naomi Smith Community Nurse Community Nursing Centre, Lamington</p> <p>Re: Mrs Martha Brown, DOB 23rd September 1941</p> <p>Dear Ms Smith</p> <p>I am writing regarding Mrs Martha Brown, who was admitted to our emergency department due to a dog bite incident. She is scheduled to be discharged and now your ongoing care and monitoring is required.</p>	
<p>20<sup>th</sup> October 2019</p> <p>Ms Naomi Smith Community Nurse Community Nursing Centre, Lamington</p> <p>Dear Ms Smith,</p> <p>Re: Mrs Martha Brown DOB: 23<sup>rd</sup> September 1941</p> <p>I am writing regarding Mrs Martha Brown, <del>whose</del> <del>for whom</del> wounds care and treatments were provided following a dog bite. She is scheduled to be discharged today and now requires your follow up care.</p>	
<p>20th October 2019</p> <p>Ms Naomi Smith Community nurse Community Nursing center Lamington.</p> <p>Dear Ms Simth,</p> <p>RE: Mrs Martha Brown. DOB:23rd September 1941.Age 78.</p> <p>I am writing this letter regarding Mrs Martha Brown who has punctured <del>wounds</del> following a dog bite. She is been discharged today, and now <del>request</del> <del>requires</del> ongoing care.</p>	
<p>Dear Ms Naomi Smith,</p>	



<p>I am writing regarding Mrs Martha Brown who was admitted to our hospital recently due to <del>deep wound near the thenar muscles her right hand following</del> a dog bite. She is due to be discharged today and now requires your further care and support.</p>	
<p>Ms Naomi Smith          Community Nurse          Community Nursing Centre          Lamington            20<sup>th</sup> October 2019            Dear Ms Smith,            Re: Mrs Martha Brown, aged 78            I am writing regarding Mrs Martha Brown, who has been attended to due to wounds on <del>a her</del> right hand. She is ready to be discharged today and requires your follow-up care.</p>	
<p>Community Nurse          Community Nursing Center          Lamington            20 th October 2019            Dear Nurse,            Re: Mrs Martha Brown, DOB: 23, September            I am writing to refer Mrs Brown who was admitted to our Emergency Department where I have been treating elderly patient. After having a complete management for condition of bitten by a dog and UTI, patient is to be discharged on the same day. Please provide your follow-up care in assisting this patient especially by</p>	<p>A lot of information here! Is it direct and does it give a brief summary?</p>

<p>considering a appointment with family doctor on 30 th September.</p>	
<p>I am writing regarding Mrs Martha Brown, who was admitted our hospital due to <del>be deep wound near thennar muscles (-2mm deep aprox.) following bite by</del> a dog. She is due to be discharged today and now requieres your further care and monitoring.</p>	<p>Save wound description for presentation.</p>
<p>I am writing regarding Ms Smith, who is recovering from a dog bite. She is scheduled to be discharged today, and now requires ongoing care and monitoring.</p>	

