

## 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?

-----  
-----

### 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 style="text-align: right;">summarise</p>
Assessment	<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>
Background	<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 s and send through to [laurence@set-english.com](mailto:laurence@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>	



I am writing regarding Mrs Martha Brown who was admitted to our hospital recently due to ~~deep wound near the thenar muscles her right hand following~~ a dog bite. She is due to be discharged today and now requires your further care and support.

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 ~~a~~ her right hand. She is ready to be discharged today and requires your follow-up care.

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

A lot of information here! Is it direct and does it give a brief summary?

<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>	

## Presentation & Treatment Paragraph

### 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~~

summarise

- 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~~) ✓

Student	Teacher
<p>Today, Mrs Brown has been admitted to our Emergency Department <b>having/with</b> deep wounds on her R hand near the thenar muscles, after a dog bite incident. During her <b>short</b> stay the necessary <b>ily</b> tests <b>were have been</b> performed and she has been treated accordingly.</p> <p>Despite her stable condition, her L thumb mobility is limited, urinalysis has shown positive evident of UTI for which, Mrs Brown was prescribed Co-amoxiclav and she agreed to increase her fluid intake. Currently her pain has <b>been</b> decreased and she is ready to be discharged.</p>	<p>Past simple would be better at the beginning.</p> <p>Present perfect would be better with 'during her stay'</p> <p>A little mixed up but still makes sense.</p> <p>Think about the exam – you're under pressure – look for simple organisational solutions</p>
<p>Mrs Brown presented with deeper wounds on her right hand after being bitten by a dog. Upon assessment, she <b>has</b> had a low-grade fever, <b>which she has been experiencing for the past 3 days</b>. Her laboratory examinations were in normal ranges. However, her urinalysis revealed <b>a</b> UTI.</p>	

<p>Mrs Brown's wounds were cleaned and dressed, along with tetanus prophylaxis injection. She was prescribed paracetamol and amoxiclav 500mg to be taken three times a day for 7 days. Additionally, she was advised to increase her fluid intake. <b>After the management provided for her, Mrs Brown's vital signs are all in the normal range.</b></p>	<p>Mrs Brown's wounds were cleaned and dressed, <b>along with</b> tetanus prophylaxis injection <u>being injected</u>.</p> <p>Mrs Brown's wounds were cleaned and dressed, <b>and</b> tetanus prophylaxis injection <u>was administered</u>.</p> <p><b>It's understandable to combine the assessment – but don't oversummarise</b></p>
<p><del>On 20 October 2019</del> <b>Today, she</b> Mrs Brown had a wound on her right hand, which was approximately 2 mm <b>deep</b> and <b>she</b> was unable to move her hand. <b>In addition, she had a low-grade fever. Urinalysis was performed. Protein was positive and UTI was evident, and as well as some pain on micturition,</b> for which she was commenced Co-amoxiclav for 7 days, which was 500 mgs three times a day and was on paracetamol.</p> <p>Mrs Brown's wound was cleaned with saline and iodine dressing was applied. Additionally, her wound was covered with padding and bandaging. <b>Tetanus prophylaxis was administered.</b></p>	<p><b>In new para – re-introduce patient name</b></p> <p>We don't need protein / micturition</p> <p>fever urinalysis UTI evident</p> <p><b>In addition, she had a low grade fever, and as a result, urinalysis was performed, which revealed a UTI. Paracetamol PRN and co-amoxiclav were commenced, for 7 days, 500mg three times a day.</b></p> <ul style="list-style-type: none"> <li>- addition</li> <li>- result</li> <li>- relative clause</li> </ul>
<p>On 20th October 2019, Mrs Brown presented to our ED <b>after having with</b> a dog bite, resulting in her having four puncture wounds on her right hand. The wounds were <del>kept</del> cleaned and dressed with iodine-based dressings. <b>During her stay, she developed low grade fever and experienced moderate pain</b> from the wounds, for which she was given paracetamol. Additionally, she <b>was tested for a UTI, and as a result of this, Co-amoxiclav, 500mg, 3 times a day for one week has commenced.</b> <del>As a precautionary measure,</del> tetanus vaccine was also given. <del>Mrs Brown has been taking metformin, 500mg, three times a day but her sugar levels are still high.</del></p>	<p>On 20th October 2019, Mrs Brown presented to our ED <b>after being bitten by a dog.</b></p> <p><b>This is not accurate</b></p> <p><b>If we have a number – 6/10 – use the number</b></p> <p><b>did she have a UTI?</b></p> <p><b>Urinalysis revealed a UTI, for which co-amoxiclav, 500mg, 3 times a day was commenced for seven days.</b></p> <p><b>A number of issues that the examiner would pick up – that affect 5 criteria</b></p>

<p>Mrs Brown was admitted to emergency department after a dog bite. She has 4 puncture deep wounds near <b>the</b> thenar muscles on <b>her</b> right hand and she was unable to move her hand. Mrs Brown's <del>blood test and X ray result is investigations were</del> unremarkable but her urine test <del>has been showed a</del> urine tract infection <b>evident.</b></p> <p>Mrs Brown's wound was cleaned with saline, <del>and</del> iodine dressing was applied <del>in addition and it was</del> covered with padding and bandaging. Tetanus injection was also applied and paracetamol was prescribed. <del>Because of dog bite and UTI evident has been found,</del> Please note, co-amoxiclov 500 mgs 3x/day for 7 days has been commenced <del>by doctor.</del> <i>Currently Mrs Brown is stabilised and she has limited movement on her hand. She is ready to go home.</i></p>	<p>If you use 'show' you don't need to say it is also evident</p> <p>an x, y and z list is fine here</p> <p>We don't need to say the doctor here – we already know</p> <p>This last section is too summarised for me – and should be in a separate assessment para</p>
<p>Mrs Brown <del>was</del> presented to our clinic with four puncture wounds on her right hand and one of them is approximately 2 mm depth and near <b>the</b> thenar muscles. The wounds were cleaned and dressed appropriately and a tetanus vaccine was given. She reported that she has been having a low grade fever for the last 3 days. Her test results were normal except urinalysis, <del>which revealed a UTI. It was found that she has been having a UTI. Following this</del> <b>Consequently,</b> co-amoxiclov and paracetamol were commenced.</p> <p>Currently, Mrs Brown's vital signs within normal limits and she is ready to be discharged. Please note that her thumb, index and middle fingers' movement has been limited due to slight pain.</p>	<p>Even though neighbours brought her we still don't say 'was presented'</p> <p>A relative clause makes this much neater</p> <p>Consequently more concise and shows cause/result</p> <p>Would dosage of antibiotic be useful for community nurse?</p> <p>Pain score would be useful?</p>
<p>On examination, Mrs Brown was unable to move her hand. She reported that she had a fever for 3-day duration. Test results showed no abnormalities on her hand, but urinalysis revealed a urinary tract infection. Subsequently, her wound was cleaned with saline, an iodine dressing was applied, and covered with bandaging. Tetanus prophylaxis and paracetamol were administered. In addition, Co-</p>	<p>This seems a little strange – where is the detail about the wound – location, number of punctures, depth etc? In contrast, why do we need to know fever duration?</p>

<p>amoxiclav <b>has been</b> commenced 500 mg, three times a day, for 7 days. <i>On assessment, she has made good progress, but her movement on her right hand was limited due to pain.</i></p>	<p>Pain score?</p>
<p><del>On 20<sup>th</sup> October 2019</del> Today, Mrs Brown had 4 puncture wounds on her right hand and a deep wound near <b>the</b> thenar muscles. Tests were normal but urinalysis revealed UTI and she has been commenced <b>on</b> co-amoxclav 500 mg for 7 days. In addition, her wounds have been cleaned and covered with padding <b>as well as and</b> tetanus prophylaxis was given. <i>Currently, her vital signs are normal and she is ready to be discharged.</i></p>	<p>Be careful with 'as well as'!</p> <p>This is over-summarised for the assessment section</p>
<p>Today, Mrs Brown was brought to our Emergency Department with pain and inability to move her right hand, due to deep wounds near the thenar muscles. On examination, her urinalysis was positive, resulting in her being diagnosed with UTI. However, her other tests are normal. Consequently, she has been treated accordingly, including the administration of tetanus prophylaxis. Additionally, she has been prescribed co-amoxiclav 500mg, 3 per day for 7 days and paracetamol 1g, 4 per day, when required.</p> <p>Currently, Mrs Brown's status remains stable and her pain has decreased, although her movements are limited in her left thumb, index and middle finger.</p>	<p>Fantastic!</p> <p>Pain score?</p>
<p>Mrs Brown presented with 4 puncture wounds on <b>her</b> right hand including <b>an approximately</b> 2mm deep wound near thenar muscle as a result of a dog bite. <b>Afternoon admitted</b>, UTI was evidenced by urine analysis. <b>Her wound</b> was cleaned with saline, <b>applied</b> an iodine dressing <b>was applied, and it was</b> covered with padding and bandaging. In addition, tetanus prophylaxis was given. Co-Amoxiclav, 500mg, 3 times per day for 7 days for UTI and wound has been commenced and paracetamol has also been prescribed.</p>	<p>Does it matter if it's approximate?</p> <p>- not sure what this means?</p> <p>Unfortunately, a wound cannot be applied – only a dressing can.</p>
<p>Today, Mrs Brown was admitted to the Emergency Department due to a dog bite. She had 4 deep puncture wounds on her right hand. In addition, she was in pain and unable to move her hand. Her investigations were normal</p>	<p>Great writing!</p>

except for her urine test, which confirmed a UTI. She has been commenced on Co-amoxiclav 500mg, 3 times per day for 7 days and Paracetamol 1g.

Additionally, her wound has been cleaned with saline and iodine dressing has been applied, ~~as well as~~ and tetanus prophylaxis has been administered.

*Currently, Mrs Brown is stable and ready for discharge, despite having a slight pain and limited movement on her right hand.*

Be careful with 'as well as'!

- possibly over-summarised – pain score and specifics on movement limitations could be useful for community nurse