

## OET Nursing Writing Week

Piotr Nowak

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

Criteria:

Purpose	Content	Conciseness & Clarity	Organisation & Layout	Genre & Style	Language
Identifying what needs to be done	Including all vital information to support the purpose	Direct and clear	Correct letter format	Appropriate language for the reader	Punctuation
express it accurately in two places:	Must be accurate	omitting irrelevant information	Use of paragraphs with clear function	Professional tone – use of abbreviations, technical terms etc	Complexity of sentence
introduction request		writing without repetition	Intra-paragraph organisation		Overall accuracy and legibility
		using good linkers	Clear timeline		Spelling

## Occupational English Test

**WRITING SUB-TEST: NURSING**  
**TIME ALLOWED: READING TIME: 5 MINUTES**  
**WRITING TIME: 40 MINUTES**

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

### Notes:

You are the nurse in charge in a nursing home. One of your patients, Mr Piotr Nowak, is moving to another nursing home to be nearer to family.

#### PATIENT DETAILS:

**Name:** Piotr Nowak  
**DOB:** 27.08.1931 (88 y.o.)  
**Address:** Raceville Nursing Home, 27 Flemington Street, Raceville

#### Social background:

Widower 15yrs  
Cousin 50km away (Mrs Maria Kowalski); no other family  
Migrated from Poland 1949  
Retired carpet layer  
Likes Polish folk music

#### Medical history:

**2011:** Dx alcohol-related dementia (ARD), hepatic cirrhosis  
**28.06.19:** Road traffic collision (RTC), fractured ribs & R humerus

**Medications:** Nil

#### Presenting complaint:

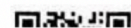
Pt with multiple health problems – requires constant nursing care

#### Treatment Record

**26.09.2019** Admitted from acute care  
Forgetful recent events  
Resistive behaviour (argues, yells/shouts, pulls away from staff when attempts to guide)  
Resistant to care from female nurses  
Refuses to walk/take meals dining room  
Insists bath weekly only

#### Management plan

Male nurses (same carers much as possible)  
Regular toileting (4hrly)  
Bed-bath/shower (as possible)  
Meals in room/encourage dining room (d/room)  
Psychological assessment  
Contact Polish Welfare League (support) & contact cousin



<b>13.10.2019</b>	<p>Psychologist review</p> <ul style="list-style-type: none"> <li>Record behaviour (chart)</li> <li>Consistent management (staff &amp; routine)</li> <li>Reinforce +ve behaviour (music, praise)</li> </ul>
<b>23.10.2019</b>	<p>Eating normally, still in room</p> <p>Staff contacted cousin: no contact 7yrs, says maybe visit</p> <p>Staff contacted Polish Welfare League (PWL) – some help available</p>
<b>05.12.2019</b>	<p>Still eats in room</p> <p>Cousin visits, Pt yells at her, she leaves upset</p> <p>Staff phone her later: she refuses visit again</p>
<b>02.01.2020</b>	<p>Behaviour: responds to firm requests, generally calmer (prefers male N)</p> <p>Showers most days (supervised), most meals in d/room, walks there</p> <p>Often listens to music (headphones)</p> <p>Smiled today</p> <p>Again contacted cousin – ‘will think about it’</p>
<b>10.01.2020</b>	<p>Cousin visited – went well, says would see more if closer</p>

**Writing Task:**

Using the information given in the case notes, write a letter for transfer of care to the patient's new nursing home. In your letter, briefly outline Mr Nowak's history and ongoing management. Address your letter to Ms Ena Panozzo, Senior Nurse, Brentwood Nursing Home, Brentwood.

1. Who is the reader?	Senior nurse at a nursing home
2. What is the reader's task?	Take over ongoing care
3. Does the reader know the patient?	No
4. Does the writer have any tasks?	No
5. Why am I writing <u>today</u> ?	Cousin said she would see more if patient lived closer
6. Is it urgent?	No

## Plan

<b>Introduction</b>	<ul style="list-style-type: none"> <li>• Patient name: Piotr Nowak</li> <li>• General situation: Multiple health issues / transferring to be close to family</li> <li>• General request: Ongoing care</li> </ul>
<b>Background</b>	<ul style="list-style-type: none"> <li>• Dementia &amp; hepatic cirrhosis</li> <li>• Lack of family</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>• 26/09 – admission – following accident treatment</li> <li>• Summarise resistive behaviour</li> <li>• Implementation of management plan</li> <li>• 13 /10 psychologist visit – suggestions</li> </ul>
<b>Mid timeline</b>	<ul style="list-style-type: none"> <li>• 23/10 – 5/12 Progress / Lack of progress / Steps</li> </ul>
<b>Current</b>	<ul style="list-style-type: none"> <li>• January – improvement &amp; cousin agrees to visit</li> </ul>
<b>Request</b>	<ul style="list-style-type: none"> <li>• Repeat request: Ongoing care</li> </ul>

Homework: submit **background & request** to [paul@set-english.com](mailto:paul@set-english.com)

## Introductions

Student	Teacher
<p>I am writing regarding Mr Piotr Nowak, who has <del>been suffering from</del> multiple health conditions. He is moving to your <del>place</del> facility today <del>due</del> to <del>be</del> near his family and he now requires ongoing care and support.</p>	<p><b>suffer – avoid</b></p> <p><b>Purpose is clear</b></p>
<p>I am writing regarding Mr. Piotr Nowak, who was presented our facility after road traffic collision due to he had being ribs fracture and R humerus fracture. He is moving to family home, and now requires your further ongoing care and monitoring.</p>	<p><b>He was admitted to the home after 3 months of acute care. The acute care came after the road accident.</b></p> <p><b>He is not moving to a family home</b></p> <p><b>Multiple content problems!</b></p>
<p>Ms Ena Panozza Senior Nurse Brentwood Nursing Home Brentwood</p> <p>10th January 2020 Re: Piotr Nowak, DoB: 27 August 1931 Dear Nurse,</p> <p>I am writing regarding Mr Nowak who was admitted to our Nursing Home on 26th Sep 2019 due to multiple health problems (<del>mostly</del>)</p>	

<p><del>cognitive</del>)-The patient is now scheduled to be transferred to you and he requires constant nursing care.</p>	<p>Avoid brackets</p> <p>The reason for transfer?</p>
<p>Ms Ena Panozzo Senior Nurse Brentwood Nursing Home Brentwood</p> <p>02 January 2020</p> <p>RE: Mr Piotr Nowak, age 88</p> <p>Dear Ms Panozzo,</p> <p>I am writing regarding Mr Piotr Nowak, who has been a resident at our nursing home. He is scheduled to be transferred to your facility in order to be nearer to his family, and requires ongoing care and management.</p>	
<p>10th January 2020</p> <p>Ms Ena Panozzo Senior Nurse Brentwood Nursing Home Brentwood</p> <p>Re: Mr Piotr Nowak, 88 years old</p> <p>Dear Ms Panozzo,</p> <p>I am writing regarding Mr Nowak, who is currently under psychological review due to behavioral changes. He is being transferred to your facility for continuation of care and further management.</p>	<p>Although it is accurate it doesn't really focus on the truth of the situation. What about the family?</p>
<p>Ms Ena Panozzo Senior Nurse Brentwood Nursing Home, Brentwood</p> <p>10th Jan 2020</p> <p>Dear Nurse Panozzo,</p> <p>Re: Mr Piotr Nowak, DOB: 27.08.1931</p>	

I am writing regarding Mr Nowak, who has been receiving care in this nursing home and is being transferred to your nursing home for ongoing care.	But why is he moving?
---	-----------------------

## Timeline

<u>Treatment Record</u>	
<b>26.09.2019</b>	Admitted from acute care Forgetful recent events Resistive behaviour (argues, yells/shouts, pulls away from staff when attempts to guide) Resistant to care from female nurses Refuses to walk/take meals dining room Insists bath weekly only
	<b>Management plan</b> Male nurses (same carers much as possible) Regular toileting (4hrly) Bed-bath/shower (as possible) Meals in room/encourage dining room (d/room) Psychological assessment Contact Polish Welfare League (support) & contact cousin
<b>13.10.2019</b>	Psychologist review Record behaviour (chart) Consistent management (staff & routine) Reinforce +ve behaviour (music, praise)

Student	Teacher
<p>On 26.09.2019 Mr Nowak was admitted from acute care due to resisting behaviour also following a road traffic collision.</p> <p>Based on his behaviour Mr Nowak presented with forgetful events and resistive care especially from female nurses. Furthermore, he refused to be guided by staff walking or going to dining room to take meals. Consequently, we manage to provide care for him with male nurses associated with toileting every 4 hours and bed bath or shower as well as encouraging him to take meals in the dining room.</p> <p>Additionally, Mr Nowak had a psychologist review on 13.10.2019 which resulting in recording his behaviour in chart and he is showing a good progress especially when he listen music.</p>	<p>He was admitted due to multiple health issues – dementia / cirrhosis</p> <p>Based on requires a following step caused by what we’ve discovered previously.</p> <p>Furthermore – considered ‘IELTS’ – too academic – use ‘additionally’</p> <p>We haven’t mentioned that we implemented a management plan</p> <p>A combination of a lack of accuracy, missing content and some low level language errors – gives a ‘C’ impression</p>

<p>On 26th September 2019, Mr Nowak was admitted from acute care, following <del>an</del> accident treatment. On his arrival, he was forgetful and had a resistive behaviour, especially towards to care from female nurses. As a result, a management plan was implemented, which includes <del>compliance with use of male staff</del>, regular toileting and showers, along with having his meals in the dining area. In addition to having a psychological assessment, support from the Polish Welfare League and contact with his cousin were introduced in the plan. Following his psychologist review on 13th October 2019, a behaviour chart, consistent management and the reinforcement of his behaviour with music and praise were suggested.</p>	<p>On his arrival, he was forgetful and resistive, especially towards female nurses.</p> <ul style="list-style-type: none"> <li>• Content: generally accurate &amp; vital information included</li> <li>• Very well summarised – good sentence architecture</li> <li>• Passive, linkers, clause work</li> <li>• Very few language errors – none changed meaning</li> </ul> <p>Fantastic work!</p>
<p>On 26 September 2019 Mr Nowak was admitted into our care. He displayed resistive behaviour and resistance <del>to care for</del> towards female nurses. In addition, he refused to walk or even to take his meals in the dining room and he insisted to take a bath once a week only. Consequently, a management plan and psychological assessment were initiated.</p>	<p>Where is the focus / detail?</p> <p>We've focused more on initial behaviour than on the management plan</p> <p>We need much more detail about the management plan – this is what the reader needs to know</p>
<p>Mr Nowak was admitted from acute care on 09/2019. On examination, it was observed that he normally forgets recent events and also pulls away when staffs tried to guide him. Apart from these, he refused care from female nurses and does not have his meals in the dining room. He also insisted on bathing once a week. However, he was encouraged to visit the toilet four hourly and have bed bath or shower when possible. He was also encouraged to eat in the dining room. <del>On 10/2019</del>In October, the psychologist reviewed him and suggested that staffs should be consistent with his routine management, record his behaviour and praise him for positive behaviour .</p>	<p>...in September 2019</p> <p>On examination, it <b>was observed</b> that he normally <i>forgets</i> recent events and also <i>pulls</i> away when staff <b>tried</b> to guide him.</p> <p>I could have avoided the above tense issues by summarising :</p> <p>On admission, it <b>was observed</b> that he was forgetful and <b>demonstrated</b> resistive towards female nurses.</p> <p>No mention of a management plan – that would help make things clearer.</p>

<p>Initially, Mr Nowak was <del>presented</del> admitted to our facility following <del>an accident</del> treatment. He was having difficulties with remembering recent events, and showing resistive attitudes. <del>, such as argument or pulling away from staff.</del> In terms of his management plan, due to being resistant to female nurses, as much as possible the same male nurse has been taking care of him. Additionally, the patient needs to be taken to toilet every 4 hours and requires a bed-bath once a week, as well as being encouraged to eat meals in the dining room. Psychological assessment and contacting his cousin are needed for the plan as well and please note, his psychologist has suggested us to record his behaviours and reinforce positive ones, as well as providing a certain management plan.</p>	<p>argument – event</p> <p>This is good for the reader because you are emphasising this is what is required for the nurse</p> <p>It sounds like we are saying it needs to be done in the future – but they’ve already been done – past simple with date would be clearer.</p> <p>It’s easier and clearer when we move in one direction regarding tense – the past simple was the easiest solution.</p>
<p>On 26.09.2019, Mr Nowak was admitted due to acute care need. He was forgetful about recent events and he had resistive behaviours, which <del>resulting in</del> included being resistant to care from female nurses ,refusing to walk and take meals in dining room. In addition, he insisted on bath weekly. <del>Regarding Mr Nowak’s management plan.</del> A management plan was implemented and Mr Nowak <del>he</del> was encouraged to eat in the dining room, regular toileting was planned, and as well as him being provided same carers and bed-bath shower as much as possible. He was prescribed psychological assessment and it was contacted with Polish Welfare League and cousin. Upon Mr Nowak’s psychologist review, his behaviours was recorded and he was reinforced for positive behaviour.</p>	<p>which <del>resulting in</del> included being resistant to care from female nurses ,refusing to walk and take meals in dining room. In addition, he insisted on bath weekly.</p> <p>was encouraged to eat in the dining room, and regular toileting was planned, <del>and</del> as well as him being provided the same carers and bed-bath showers as much as possible.</p> <p>Language:</p> <p>This was recommended, not done immediately</p>
<p>On 26th September, 2019, Mr Nowak was admitted from acute hospital for continuation of care for his multiple health issues. <del>, including a road traffic collision 3 months ago.</del> He presented with signs of forgetful recent events, and resistive behavior. <del>and refused to be care by female nurses and walk to the dining room.</del> Additionally, he insisted to bath weekly. As a result of these, he is under the care of male nurses and being assisted in 4 hourly toileting</p>	<p>Mention management plan?</p>



<p>and bed bath or shower. In addition, meals in his room has been arranged and he was instructed to use the dining room. <b>Due to his behavioral changes, he was reviewed by a psychologist on 13th October 2019.</b> Subsequently, his behavioral chart <del>has</del> was initiated, consistency in his routine was <del>has</del> managed and positive behavior has been reinforced. In addition, the Polish Welfare League and his cousin have also been contacted for support.</p>	<p>The psychologist assessment was part of management plan</p> <p>This section is mainly present perfect – is there a reason why? It doesn't really fit here because we are talking about things which are finished at a point in the past.</p>
<p>In July 2019, Mr Nowak was brought to our facilities from acute care after a car accident. <b>During his stay it was noticed</b> that he forgets recent events, he prefers male nurses and carers, he refuses to eat in the dining room and he likes to have a bath only once a week.</p> <p>Consequently, only males were providing him healthcare assistance, the meals were offered in his room and the toileting was on regular basis. <b>Approaching the Psychological assessment Polish Welfare League was contacted</b> and his cousin Maria was informed about Mr Nowak's condition. Additionally, he has been encouraged to have a bath more often and to eat in the dining.</p>	<p>This is a bit of a problem because it sounds like his stay has finished – which it hasn't – yet!</p> <p>'Subsequently' would be a better phrase here.</p> <p>Additionally, there isn't much about resistive behaviour? Or the implementation of a management plan.</p> <p>This section is a bit strange – why 'approaching'?</p>

Mid-Timeline / Current

- 23.10.2019 Eating normally, still in room  
Staff contacted cousin: no contact 7yrs, says maybe visit  
Staff contacted Polish Welfare League (PWL) – some help available
- 05.12.2019 Still eats in room  
Cousin visits, PT yells at her, she leaves upset  
Staff phone her later: she refuses visit again
- 02.01.2020 Behaviour: responds to firm requests, generally calmer (prefers male H)  
Shows most days (supervised), most meals in d/room, walks there  
Often listens to music (headphones)  
Smiled today  
Again contacted cousin – 'will think about it'
- 10.01.2020 Cousin visited – went well, says would see more if closer

Student	Teacher
<p>Over the months, he has improved quite well. He has been responding to firm requests and looks calmer. He showers most of the time under supervision and eats meals in the dining room. In addition, he walks around the home listening to music on headphones. Please note that he still prefers male nurses, and his cousin has agreed to visit him more often if he lives closer to him.</p>	<p>It is a nice bit of summarising – and the language is accurate – but only discusses now and very recent past. However, don't you think we need more detail about cousin relationship? This could be included in a mid-timeline section – past simple</p>
<p>Mr Nowak, who is 88 year old, a widower man and has a history of dementia and hepatic cirrhosis since 2011. Currently he has been presenting with multiple health problems. He has only one cousin as a family member who lives 50 km away.</p> <p>His cousin was contacted to visit Mr Nowak in care home. Although the first visit was not good well, Mr Nowak was supported appropriately and resulting in making a good progress in terms of his behaviours and last meeting went well and his cousin stated that she can make more visits if Mr Nowak is closer to her.</p>	<p>Background paragraph – is this the best place to put it? Put it before timeline or after timeline but in the middle of the timeline</p> <p>In timelines, we must say when – timestamps</p> <p>Sentence structure – a bit uncontrolled – too many ideas in one sentence. Try and stick to 3 ideas per sentence:</p> <p>Although the first visit was not good, Mr Nowak was supported appropriately, resulting in making good progress in terms of his behaviour. The last meeting with his cousin went well and his cousin stated that she can make more visits if Mr Nowak is closer to her.</p>

<p>Despite Mr Nowak's poor progress in December, his behavior has improved recently. In addition to <del>his good firm</del> responding to firm requests, Mr Nowak has showers <del>the</del> most of <del>the</del> days under supervision, eats in the dining and he spends time listening to music. Additionally, his cousin has visited him <del>two-time</del> twice. The first visit was difficult but the second visit went well.</p>	<p>Are we missing 'cousin will visit more.....' or is it being saved for the request paragraph?</p>
<p>Starting with 23 September until 5 December 2019 Mr Nowak behaviour <del>hasn't</del> did not improve. <del>d much</del>. He was unsettled in his <del>cousin's</del> company and she refused to visit him again. Kindly note that just in the last month his behaviour has improved. <del>ameliorate</del>. Mr Nowak is being more compliant with <del>the</del> his meals, <del>accepting to</del> dining in the dining room, and he is also more compliant with <del>the</del> personal care. Mr Nowak's cousin agreed to visit him more often, <del>as soon as he will be</del> if he is transferred closer to her home.</p>	<ul style="list-style-type: none"> <li>• Why go from before the timeline paragraph up to 5<sup>th</sup> December?</li> <li>• It's in the past, so past simple required.</li> <li>• Do not use contractions</li> </ul> <p>Quick review : articles / present perfect</p>
<p>On 23rd September, 2019, Mr Nowak had his meal in his room. As a result, his cousin and the Polish Welfare League were called for help. In December 2019, he ate in his room again and his cousin visited but she was upset when she left because he yelled at her. She was later called but she refused to visit him again.</p> <p>However, on 2nd January, 2020, Mr Nowak behaviour changed. He became calm and had his shower most of the days under supervision. He also ate most of his food in the dinning room . Additionally, he began to listen to music with his headphones. His cousin was called again, she was informed about his behaviour and she said she will think of visiting again. Today, she visited and said she will see him more if he lives closer to home.</p>	<p>Too granular – we don't specific dates of these behaviours – we need to summarise more. Be careful about 'jumping to conclusions'</p> <p>This is feeling like a traditional story and not a summary of vital information for a care handover.</p> <p>We're taking these dates too literally – the events didn't happen on these dates – they were just reported on those dates.</p>
<p>In the first month following the patient's admission, he <del>has</del> started to eat normally but still in his room. The PWL and his cousin have been contacted, and she told us a visit may be arranged. In December, his cousin visited, and as a result of him yelling at her, she <del>told</del> said she will not visit again.</p>	<p>We know a visit was done – this sounds like it will be done in the future?</p> <p>say + something tell + a person + about + something</p>

<p>Currently, Mr Nowak has a good progress, and responds to firm requests with a calmer way mostly, as well as showering with more frequency. Additionally, now he usually eats his meals in the dining room, listens to music, and he smiles. <del>Therefore</del> Consequently, his cousin accepted to have one more visit, and today, she came here, found the current state well and said she would see him more if he were closer.</p>	<p>Mr Nowak has made good progress and currently, responds in a generally calmer way....</p>
<p>On 23rd October, Mr Nowak's ate normally but his behaviour towards his cousin made her felt upset. The Welfare league was contacted and he received some help.</p> <p>On 2nd January, Mr Nowak <del>made</del> improvement in his behavior <del>was noted</del>. He was calmer and responded to firm requests. He showered most days and walked to the dining room for meals. He smiled and listened to music. His cousin visited on 10th January and they got on well. Additionally, his cousin said she would visit him more often after the transfer would have been done.</p>	<p>In October Mr Nowak was eating well but his behaviour towards his cousin made her feel upset.</p> <p>What help did he receive? All we know is that they were contacted</p> <p>It would be better to put this all as current</p>
<p>On 23.10.2019, The staff contacted with Mr Nowak's cousin, who <del>has had had</del> no contact for 7 years, and she said that she <del>maybe might</del> visit. Additionally, <del>the</del> Polish Welfare League was contacted by the staff. They were available to help for Mr Nowak.</p> <p>In 2019, Mr Nowak still ate in his room. In addition, his cousin visited him but he yelled at her. Consequently, she left upset and refused to visit him again when the staffed phoned her later.</p>	<p>This seems a strange date!</p> <p>No positive updates?</p>

## Background & Request

### Medical history:

2011: Dx alcohol-related dementia (ARD), hepatic cirrhosis ✓  
 28.06.19: Road traffic collision (RTC), fractured ribs & R humerus

Medications: Nil

### Social background:

Widower 15yrs  
 Cousin 50km away (Mrs Maria Kowalski); no other family  
 Migrated from Poland 1949  
 Retired carpet layer  
 • Likes Polish folk music

Teacher	Student
<p>Regarding Mr Nowak's medical background, he has dementia which is related to a previous alcohol addiction and hepatic cirrhosis. In terms of his social background, he likes Polish folk music and his cousin Maria is the only family that he has.</p> <p>Given the above, it will be appreciated if you could provide ongoing care and management for Mr Nowak. Please note that his cousin Maria, agreed to visit him more often if he will be transferred nearby.</p> <p>If you require any further information please do not hesitate to contact me.</p>	<p>Paraphrasing: Don't do it if it isn't more concise</p> <p>He has dementia which is related to a previous alcohol addiction, and hepatic cirrhosis.</p> <p>Please can you provide....</p> <p>Conditional sentences:          'If' never goes with 'will'          If he is transferred ...</p>
<p>Regarding social information, kindly Please note that Mr Nowak is a widower, and the only family member close to him is his cousin.</p> <p>In 2011 Mr Nowak was diagnosed with hepatic cirrhosis and dementia due to his alcohol addiction.</p> <p>In view of the above, it would be highly appreciated if you could assist Mr Nowak and continue with our management plan implemented.</p>	<p>Be careful with including your own conclusions – no mention of addiction</p> <p>See above for more direct request – don't be too polite</p>

<p>Mr. Nowak has a history of alcohol-related dementia and hepatic cirrhosis. He is a widower and <del>has no family</del>. his next of kin is his cousin, Mrs Maria Kowalski.</p> <p>It would be appreciated if you could provide <del>an</del> ongoing care and support <del>for to</del> Mr Nowak. Please do not hesitate to contact me if you require any further information.</p>	
<p>Mr Nowak, <del>who is 88 years old</del>, a widower <del>man</del> and has <del>had</del> a history of dementia and hepatic cirrhosis since 2011. He has only one cousin <del>as a family member</del> who lives 50 km away <del>and they have not contacted with each other for seven years</del>.</p> <p><del>In view of the above, if you could support and provide ongoing care to Mr Nowak, it will be appreciated.</del></p>	<p>He has only one family member, a cousin, who lives 50km away</p> <p>not factual</p>
<p>Mr Nowak has been a widower for 15 years and his cousin lives 50 km away. Additionally, he likes Polish folk music.</p> <p><del>In Mr Nowak's medical history</del>, He has hepatic cirrhosis and alcohol-related dementia. He is currently taking Nil.</p> <p>In light of <del>the</del> above, it would be better if you could provide ongoing management for Mr Nowak.</p>	<p>He is not currently taking medication.</p>
<p><del>Based on the patient's history, he</del> Mr Nowak is originally from Poland, and he <del>is has been</del> a widower for 15 years. His only known relative is his cousin, Mrs Maria Kowalski. Additionally, he was diagnosed with alcohol-related dementia and hepatic cirrhosis 19 years ago. <del>However</del>, he has not been taking any medication.</p> <p>In view of the above, it would be appreciated if you could sustain the patient's ongoing care and management plan following his transfer which is at the request of his cousin.</p> <p>Please do not hesitate to contact me for any queries.</p> <p>Yours Sincerely, Registered Nurse</p>	<p>Based on Mr Smith's test results, we have organised a trip to an endocrinologist.</p> <p>take over – probably more natural in this situation</p>

Mr Nowak loves Polish folk music and has a cousin, who lives 50km away. ~~from him.~~

In 2011, he was diagnosed with alcohol related dementia and liver cirrhosis. Additionally, he has multiple health issues. ~~In June 2019, he had a road traffic collision, resulting in him sustaining fractured ribs and right humerus.~~

In view of the above, I would appreciate it if you could provide continuation of care for Mr Nowak. ~~Please monitor his behavior changes as well as his cousin's visit.~~

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

Regards,  
RN

This is not mentioned!

### Model Letter

Ms Ena Panozzo  
Senior Nurse  
Brentwood Nursing Home  
Brentwood

02 January 2020

RE: Mr Piotr Nowak, age 88

Dear Ms Panozzo,

I am writing regarding Mr Piotr Nowak, who is a resident at our nursing home. He is scheduled to be transferred to your facility in order to be nearer to his family, and requires ongoing care.

Mr. Nowak has a history of alcohol-related dementia and hepatic cirrhosis. He is a widower and his next of kin is his cousin, Mrs Maria Kowalski, who lives 50km away.

On 26th September 2019, Mr Nowak was admitted from acute care, following accident treatment. On his arrival, he was forgetful and resistive, especially towards female nurses. As a result, a management plan was implemented, including the use of male staff, regular toileting and showers, along with having his meals in the dining area. Following his psychologist review on 13th October 2019, a behaviour chart, consistent management and the reinforcement of his positive behaviour were suggested.

Despite Mr Nowak's poor progress in December, his behaviour has improved recently. In addition to responding to firm requests, Mr Nowak showers most days under supervision, eats in the dining room and listens to music. Additionally, his cousin has visited him twice. The first visit was difficult but the second visit went well and she said she would visit more often if he lived closer.

It would be appreciated if you could provide ongoing care and support for Mr Nowak. Please do not hesitate to contact me if you require any further information

**Kind Regards,**

**Nurse**