

- 1 Review
- 2 Look at your work
- 3 Next assignment


Betty Weston

CTS

55

Referral to OT

### 3 Stages of Planning

Understand	Choose	Organise				
<p><i>How?</i></p> <p>Ask <u>critical</u> questions </p> <p>important / <i>assessment</i></p> <p>Example:</p> <p>1. Reader? Task?</p> <p>Etc.</p>	<p><i>How?</i></p> <p>We need relevant case notes...</p> <ul style="list-style-type: none"><li>• <u>Needed</u>: directly connected / essential <b>ALL</b></li><li>• <u>Appropriate</u>: useful, helpful (maybe), indirectly connected (usually) Not essential <b>SOME</b></li></ul>	<p><i>How?</i></p> <p>You cannot have 3 pattern that fits all cases</p> <p>We need a flexibly structure</p> <table border="1" data-bbox="1013 1093 1385 1373"><tr><td>Introduction</td></tr><tr><td>????</td></tr><tr><td>?????</td></tr><tr><td>Requests</td></tr></table>	Introduction	????	?????	Requests
Introduction						
????						
?????						
Requests						

## INTRODUCTION

S1: WHO / WHERE / WHY

I am writing regarding Mr Smith, who was admitted to our hospital due to a car accident who visited our clinic. for a check up

Not planned  
planned

S2: LETTER TYPE / PURPOSE

He is scheduled for + noun , and now (might) require \_\_\_\_ ? \_\_\_\_  
He is scheduled to be + verb , and now (may) require \_\_\_\_ ? \_\_\_\_

Discharge / discharged  
Transfer / Transferred  
Referral / referred

Management / treatment / Etc.

You writing to UPDATE a GP

No reader TASK! Say 'might' and give very general suggestion

A follow up = informal

A follow up appointment = formal

WRITING SUB-TEST: MEDICINE  
 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 17 June 2018

You are a doctor in the Outpatients Clinic of Northwood Hospital. You see a patient who is complaining of a painful hand.

**PATIENT DETAILS:**

Name: Betty Weston  
 Marital status: Divorced  
 Residence: 59 Atlantic Avenue, Northwood  
 DOB: 12 Feb 1964 (55 years)  
 Next of kin: Mother (80 years)

**Social background:**

Occupation: supermarket manager (job: 'y tiring'; pt. aware that obesity is aggravating factor), long hours, 'on feet all day'  
 Lives with mother (is caregiver) & 2 of 3 children (sons aged 23 & 25), daughter: married, lives nearby  
 Diet: high-fat, high-calorie, irregular meals (often binges)  
 Leisure: TV, reading - no sports/physical activity

**Past medical history:**

Type 2 diabetes mellitus (2012), hypothyroidism (2015)  
 Obesity  
 Arthritis  
 Surgeries: 1999 - appendectomy  
 2014 - cholecystectomy (cholecystitis diag. late 2013)  
 Obstetric history: G3P3A0L3  
 Allergies: none  
 Non smoker  
 No alcohol

Outpatient clinic: 10 Jun 2018

**Presenting problem:**

Numbness/tingling in thumb, index & middle finger of R hand (3 wks' duration), sleep disturbed by pain (relieved by moving fingers)  
 Difficulty unscrewing jar tops and gripping glass/cup, objects slip from fingers  
 Pt. denies trauma to R hand or pain in other joints

**Physical examination:**

VS: BP: 132/84 mmHg, P: 78 beats/minute,  
 T: 36°C, RR: 32 breaths/minute  
 Body Mass Index (BMI): 32 kg/m2  
 Cardiovascular: normal heart sounds, no murmurs  
 R hand: no swelling, ↓grip strength  
 Phalen's manoeuvre & Tinel's sign: both positive

**Diagnosis:**

Carpal tunnel syndrome

**Medications:**

Metformin 1500mg/day PO divided q8hr with meal (diabetes mellitus)  
 Enalapril 20mg PO qDay (diabetes mellitus)  
 Levothyroxine 25mcg PO qDay (hypothyroidism)  
 Paracetamol 500mg PO, prn

17 Jun 2018

**Review of symptoms:**

Fatigue, cold intolerance, constipation

**Discharge plan:**

Conservative management: night-time wrist splinting (for >3 weeks)  
 Electromyography (EMG), nerve conduction study (NCS) → stabilise severity/exclude other neurologic diagnosis  
 ↓BMI  
 Refer to physical therapy for aerobic fitness & weight-loss program (avoid exercises that cause wrist strain)  
 Continue baseline medication  
 Thyroid Stimulating Hormone (TSH) blood levels: assess need to ↑Levothyroxine  
 Refer to occupational therapy for wrist splint (custom- made, in neutral position) & ergonomics assessment

**Writing Task:**

Using the information given in the case notes, write a referral letter to Ms Goody, a community occupational therapist, for further management of Betty's condition. Address the letter to Ms Alison Goody, Occupational Therapist, Northwood Community Health Centre, Northwood.

**In your answer:**

- Expand the relevant notes into complete sentences
- Do not use note form
- Use letter format

<p><b>Introduction</b></p>	<ul style="list-style-type: none"> <li><b>Management</b></li> </ul> <p>Write this paragraph only: <a href="mailto:alain@set-english.com">alain@set-english.com</a></p>
<p><b>Social / Medical background</b></p>	<p><b>Social background:</b>        Occupation: supermarket manager (job: 'y tiring'; pt. aware that obesity is aggravating factor), long hours, 'on feet all day'        Lives with mother (is caregiver)</p> <p>Diet: high-fat, high-calorie, irregular meals (often binges)        no sports/physical activity</p> <p><b>Past medical history:</b>        Type 2 diabetes mellitus    hypothyroidism        Arthritis</p>
<p><b>Visit Paragraph</b></p>	<ul style="list-style-type: none"> <li><b>10<sup>th</sup> June</b></li> </ul> <p><b>Presenting problem:</b>        Numbness/tingling in thumb, index &amp; middle finger of R hand (3 wks' duration), sleep disturbed by pain (relieved by moving fingers)        Difficulty unscrewing jar tops and gripping glass/cup, objects slip from fingers        Pt. denies trauma to R hand or pain in other joints</p> <p><i>almost no summary</i>        R hand: no swelling, ↓grip strength        Phalen's manoeuvre &amp; Tinel's sign: both positive</p> <p><b>Medication: only things directly related (paracetamol)</b>  <b>Flexible: list names without dosage (short)</b></p>
<p><b>Todays</b></p>	<p>17 Jun 2018  <b>Review of symptoms:</b>        Fatigue, cold intolerance, constipation</p>

Requests	<ul style="list-style-type: none"><li>• Management</li><li>↳ <b>Expand:</b><ul style="list-style-type: none"><li>Ergonomic assessment / wrist splint</li></ul></li><li>• Please note: Physio appointment</li></ul>
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Original	Corrections
<p>Ms Alison Goody Occupational Therapist Northwood Community Health Centre Northwood</p> <p>17 June 2018</p> <p>Dear Ms Goody</p> <p>Re: Betty Weston DOB: 12 February 1964</p> <p>I am writing regarding Ms Weston, who has carpal tunnel syndrome and is being referred to you for further assessment and management.</p> <p>I am writing regarding Ms Betty Weston, who was diagnosed with carpal tunnel syndrome. She requires your further management.</p>	<p>Ms Alison Goody Occupational Therapist Northwood Community Health Centre Northwood</p> <p>17<sup>th</sup> June 2018</p> <p>Dear Ms Goody</p> <p><b>Re:</b> Betty Weston, DOB: 12<sup>th</sup> February 1964</p> <p>I am writing regarding Ms Weston, <u>who has carpal tunnel syndrome and is being referred to you for further assessment and management.</u></p> <p>This is all one relative clause? 2 ideas? Actually we can do this.</p> <p>I am writing regarding Ms Betty Weston, who was diagnosed with carpal tunnel syndrome. She is scheduled to be <u>referred to you</u> and requires your further management.</p> <p>Do I need to mention the letter type?</p> <p>It is <u>suggesting</u> the OET Writing guide that this is good</p> <p>Implied Indirectly hinted Clues</p>

I am writing regarding Ms Weston , who visited our clinic for carpal tunnel syndrome.He is being referred to your facility and now requires further management .  
Sent from my iPhone

Ms Alison Goody  
Occupational Therapist  
Northwood Community Health Centre  
Northwood

17th June 2018

Dear Ms Goody,

RE: Ms Betty Weston, DOB: 12/2/1964

I am writing regarding Ms Weston, who has carpal tunnel syndrome. She now requires your further management.

Socially, Ms Weston works as a supermarket manager and lives with her elderly mother for whom she provides care. Regarding her medical background, she is sedentary and has type 2 diabetes Mellitus, hypothyroidism and arthrosis. Additionally, Ms Weston has a BMI of 32 .

I am writing regarding Ms Weston, who visited our clinic **due to having** carpal tunnel syndrome. He is being referred to your facility and now requires further management.  
Sent from my iPhone

For = planned things  
Due to = unplanned

Retrospective = when you look back to a previous time and you know something that you did not

Ms Alison Goody  
Occupational Therapist  
Northwood Community Health Centre  
Northwood

17th June 2018

Dear Ms Goody

RE: Ms Betty Weston, DOB: 12/2/1964

I am writing regarding Ms Weston, who has carpal tunnel syndrome. She is being referred to you, and now requires your further management.

OET suggest 'letter type' is a good thing

You = small clinic / practice

Your facility = care home / hospital / any large building

Ms Alison Goody

Occupational Therapist

Northwood Community Health Centre

Northwood

17<sup>th</sup> June 2018

Dear Ms Goody,

Re: Betty Weston, DOB:12<sup>th</sup> February 1964

I am writing regarding Betty Weston, who has carpal tunnel syndrome. She is being referred to you for further management of her condition.

Ms Alison Goody

Occupational Therapist

Northwood Community Health Centre

Northwood

17<sup>th</sup> June 2018

Dear Ms Goody,

Re: Ms Betty Weston, DOB:12<sup>th</sup> February 1964

I am writing regarding Ms Weston, who has carpal tunnel syndrome. She is being referred to you for your further management of her condition.

I like the simplicity

If we don't know the title:

Formal:

**Ms** = unknown if married or not / not important

**Betty Weston** = formal and polite



<p>Ms Alison Goody, Occupational therapist, Northwood Community Health Centre, Northwood,</p> <p>17th June 2018.</p> <p>Re: Mrs Betty Weston, DOB:12th February 1964.</p> <p>I'm writing regarding Mrs Betty Weston, who visited our outpatients clinic, and reported painful right hand. She's now being referred to you for your further management.</p>	<p>Ms Alison Goody, Occupational therapist, Northwood Community Health Centre, Northwood,</p> <p>17th June 2018.</p> <p>Re: Mrs Betty Weston, DOB:12th February 1964.</p> <p>I am writing regarding Mrs Betty Weston, who visited our out-patients clinic, and reported a painful right hand. She's She is now being referred to you for your further management.</p> <p><b>Do not use contractions in Writing</b></p>
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<p><b>Introduction</b></p>	<ul style="list-style-type: none"> <li><b>Management</b></li> </ul>
<p>Social / Medical background</p> <p>1 min – read and think</p>	<p><b>Social background:</b> Occupation: supermarket manager (job: 'v tiring'; pt. aware that obesity is aggravating factor), long hours, 'on feet all day' Lives with mother (is caregiver)</p> <p>Diet: high-fat, high-calorie, irregular meals (often binges) no sports/physical activity</p> <p><b>Past medical history:</b> Type 2 diabetes mellitus      hypothyroidism Arthrosis</p> <p>Write this paragraph only: <a href="mailto:alain@set-english.com">alain@set-english.com</a></p>