

1. **3 Logical Stages of Planning**
2. **Groups: discuss case notes**
3. **Create class plan**

Assignment: Write Introduction Paragraph

Time:

45 mins in Total...

5 mins to Read

35 mins to Write

Planning: 10 mins (approx.)

5 mins at end to check

PLAN:

3 logical steps...

Understand	Choose	Organise
<p>Critical questions:</p> <ol style="list-style-type: none"> 1. <u>Reader? Task?</u> 2. Reader knows Pt.? 3. <u>Writer? Task?</u> 4. Urgent 5. Why am I writing today? <p>General question making you think about situation again (substitute for 'letter type')</p>	<p>Select relevant case notes...</p> <ul style="list-style-type: none"> • Needed for READER • Appropriate to READER 	<p>Paragraphs...</p>

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Notes:

Assume that today's date is 4 July 2020.

You are a hospital doctor on a geriatric ward and an elderly patient is now ready for discharge.

PATIENT DETAILS

Name: Mr John Beattie
DOB: 23 March 1930 (90 y.o.)
Address: 20 New Street, Newtown

Social Background: Labourer (retired)
 Widowed (wife died 2 yrs ago), now lives alone
 2 sons: Bob, 46 y.o. – lives 500 km away, w 2 children
 Sean, 42 y.o. – divorced, lives 10 km away, has M.S.
 (walks w cane – wheelchair used sometimes)
 Care-giver visits 3x/wk (help w ADLs)
 Cleaner visits 1x/wk
 Interests: watching sport on TV (partic. football)

Allergies: Peanuts

Family History: Nil

Past medical history: 1982: hypertension
 2008: osteoarthritis R hip
 2010: osteoarthritis both knees
 2015: coronary artery disease (CAD)

Current medications: Enalapril 1x/day (hypertension)
 Paracetamol 2x/day (osteoarthritis)
 ACE inhibitor (benazepril) 30 mg/day (CAD)

Hospital treatment record:

1 July 2020 Admission to ED
Subjective: pain (7/10) L side, (fall in kitchen, found on floor by care-giver)
Objective: BP normal (120/80), pulse 78 bpm, BMP (basic metabolic panel) normal
 Height: 163cm, Weight: 75kg, BMI: 28 (healthy)
Diagnosis: minor trauma (bruising) L hip & L arm, laceration above L eye
 Hip/arm fractures ruled out – plain X-rays
 No sutures required, current meds continued

2 July 2020 Transfer to geriatric ward
 Recovering well
Discussion w pt: wishes to live w either son (lost confidence living alone)

3 July 2020 Discussion w sons:
 Father = ↑fall risk → ?care home
 Bob: cannot care for father (distance & children), suggests local care home for immediate care (long-term residential solution to be arranged later)
 Sean: wants to care – prevented by MS, eventually agrees to care home

4 July 2020 Pt agrees to care home
Immediate care plan:
 Monitor medication compliance
 Wash laceration w soap & water only (to stop infection)
 Hospital physiotherapist to visit 2x/wk (provide exercises ↑ROM L hip & arm)
Note: geriatric ward outpatient clinic appt. 15 July, transport to be arranged by care home staff

Plan: Write to manager of care home

Writing Task:

Using the information in the case notes, write a transfer letter to Ms Keller, Care Home Manager, outlining Mr Beattie's relevant medical history, hospital treatment and ongoing care needs. Address the letter to Ms Barbara Keller, Manager, Green Acres Care Home, 200 Green Street, Newtown.

- 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"> ● Purpose: care and support <p>Write this paragraph: alain@set-english.com</p>
Timeline: Story	<p>Hospital treatment record:</p> <p>1 July 2020 Admission to ED Subjective: pain (7/10) L side, (fall in kitchen, found on floor by care-giver) Objective: BP normal (120/80), pulse 78 bpm, BMP (basic metabolic panel) normal Height: 163cm, Weight: 75kg, BMI: 28 (healthy) Diagnosis: minor trauma (bruising) L hip & L arm, laceration above L eye Hip/arm fractures ruled out – plain X-rays No sutures required, current meds continued</p> <p>2 July 2020 Transfer to geriatric ward Recovering well Discussion w pt: wishes to live w either son (lost confidence living alone)</p> <p>3 July 2020 Discussion w sons: Father = 7 fall risk → ?care home Bob: cannot care for father (distance & children), suggests local care home for immediate care (long-term residential solution to be arranged later) Sean: wants to care – prevented by MS, eventually agrees to care home</p> <p style="text-align: right;">SUMMARISE / REMOVE</p>
Background:	<p>Social Background: Labourer (retired) Widowed (wife died 2 yrs ago), now lives alone 2 sons: Bob, 46 y.o. – lives 500 km away, w 2 children Sean, 42 y.o. – divorced, lives 10 km away, has M.S. (walks w cane – wheelchair used sometimes)</p> <p>Interests: watching sport on TV (partic. football)</p> <p>Allergies: Peanuts</p> <p>Family History: Nil</p> <p>Past medical history: 1982: hypertension 2008: osteoarthritis R hip 2010: osteoarthritis both knees 2015: coronary artery disease (CAD)</p> <p>Current medications: Enalapril 1x/day (hypertension) Paracetamol 2x/day (osteoarthritis) ACE inhibitor (benazepril) 30 mg/day (CAD)</p> <p style="text-align: right;">SUMMARISE / REMOVE</p>
Requests: Tell reader details of what they need to do	<ul style="list-style-type: none"> ● Purpose: care and support <p>4 July 2020 Pt agrees to care home</p> <p><u>Immediate care plan:</u> Monitor medication compliance Wash laceration w soap & water only (to stop infection) Hospital physiotherapist to visit 2x/wk (provide exercises ↑ROM L hip & arm) Note: geriatric ward outpatient clinic appt. 15 July, transport to be arranged by care home staff</p> <p>Plan: Write to manager of care home</p>