

## 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 <u>today</u> ?	Patient is ready for discharge
6. Is it urgent?	No

<https://drive.google.com/file/d/1-nN-B9VCyajUAGnYVKRJHVq7dblrY-/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>Analgesia</del> – paracetamol 1g 4x/day (to continue prn) ✓</li> <li>Co-amoxiclav commenced 500mgs 3x/day for 7 days (UTI &amp; wounds) ✓</li> </ul> <p style="text-align: right;">summarise</p>
Current	<p><b>Assessment:</b></p> <p>Pt. <del>stabilised</del>, ready for discharge ✓  Pain <del>slightly</del> (4/10)  Limited movement of L thumb, index, middle finger (cause = pain) ✓  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>  Lives alone  <del>Husband died 10 yrs ago</del>  Primary caregiver = 40-yr. daughter Stephanie (away on 6-wk vacation <del>since 15 October 2019</del>)  Interests: knitting, playing cards w friend, TV</p> <p>2004: Rheumatoid arthritis (RA)  <del>2016: R lateral malleolus fracture after fall</del>  2018: Diag. diabetes mellitus – HbA1c 6.5% (Metformin 500mg 2x/day)  <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) ✓  <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

Common errors:

- Too much content from other paragraphs
- Inaccurate purpose
- Grammar / Spelling errors
- Missing purpose
- Focus on unimportant aspects – summarise the situation

Student	Teacher
<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 due to be discharged from our hospital after a dog bite. She requires your ongoing care.</p>	<p><b>UTI?</b> <b>Home visits would be good to mention</b></p> <p>I am writing regarding Mrs Brown, who is recovering from a dog bite and a UTI. She will be discharged and requires home visits.</p>
<p>20 October 2019</p>	

<p>Ms Naomi Smith Community nurse Community Nursing Centre Lamington</p> <p>RE: Mrs Martha Brown, Age: 78 years old</p> <p>Dear Ms Smith,</p> <p>I am writing regarding Mrs Martha Brown, who is recovering from a dog bite and UTI. She was discharged today and requires ongoing care at home.</p>	<p><b>She has not been discharged yet!</b></p>
<p>Ms Naomi Smith Community Nurse Community Nurse Centre Lamington</p> <p>20th October 2019</p> <p>Dear Ms Smith,</p> <p>RE: Mrs Martha Brown, 78 years old.</p> <p>I am writing regarding Mrs Brown, who is recovering in our hospital due to <del>a wound in her right hand following</del> a dog bite, and a UTI <del>was diagnosed by routine test</del>. She is ready to be discharged today and requires your further ongoing care and needs.</p>	
<p>20 October 2019</p> <p><b>Naomi Smith</b> Community Nursing Centre Lamington</p> <p>Dear Ms. Naomi Smith,</p> <p>Re: Mrs. Martha Brown</p> <p>DOB: 23 September 1941</p> <p><b>I am writing regarding Mrs. Martha Brown, who presented to our hospital with puncture</b></p>	

<p><b>wounds due to a dog bite.</b> She has been scheduled to be discharged today and now requires your ongoing care.</p>	<p><b>What is included in the first line of a timeline paragraph?</b>  <b>Try not to just repeat the content!</b></p> <p><b>Introductions are summaries of the situation.</b></p>
<p>Ms Naomi Smith          Community Nurse          Community Nursing Centre          Lamington</p> <p>20th October 2019</p> <p>RE: Mrs Martha Brown, aged 78</p> <p>Dear Madam,</p> <p>I am writing regarding Mrs Brown, who was admitted to our emergency department with four punctured and deep wound near the arm muscle, due to a dog bite. She is being discharged today and needs ongoing care and management.</p>	<p><b>What are we going to put in the timeline?</b></p> <p><b>Where is the UTI?</b></p>
<p>Ms Naomi Smith          Community Nurse          Community Nursing Centre          Lamington          20 Oct 2019</p> <p>Dear Ms Smith,          Re: Mrs Martha Brown, DOB: 23 Sep 1941</p> <p>I am writing regarding with Martha Brown who was admitted to the emergency department due to four puncture wounds near the arm muscles on her right hand caused by a dog bite. She is ready to be discharged and requires ongoing care in terms of wound management.</p>	<p><b>What are we going to put in the timeline?</b>  <b>Don't put timeline detail in the introduction.</b></p> <p><b>Where is the UTI?</b></p> <p><b>If you write detail in the introduction there is a pressure to avoid repeating the same language in the timeline. Paraphrasing is hard and time consuming.</b></p>



<p>Ms Naomi Smith Community Nurse Community Nursing Centre Lammington</p> <p>20 October 2019</p> <p>Re: Mrs Martha Brown</p> <p>Dear Ms Smith,</p> <p>I am writing regarding Mrs Martha Brown, who is recovering from a puncture wound following a dog bite. She is due for discharge and now requires ongoing care and support.</p>	<p>UTI?</p>
<p>Ms. Naomi Smith Community Nursing Center Lamington</p> <p>20 October 2019</p> <p>Re: Mrs. Martha Brown DOB: 23 September 1941</p> <p>Dear Ms. Smith</p> <p>I am writing regarding Mrs. Brown who has been presented with puncture wounds on her right hand near the thenar muscles. She is unable to move her hand, presenting moderate pain and low-grade-fever. She is scheduled today for discharge to your Center for ongoing care needs.</p>	<p>There are a few issues here.</p> <p>Tense &amp; passive: who has been presented</p> <p>Content: She is unable to move her hand – this isn't correct</p> <p>Organisation: We're including too much detail from timeline / current condition in intro.</p>
<p>I am writing regarding Mrs Martha Brown, who is recovering from four wounds which is near thenar muscles on her right hand and an urinary tract infection following a dog bite. She is scheduled to be discharged today and now requires your ongoing care.</p>	<p>This sounds like the UTI came from the bite?</p>
<p>Ms Naomi Smith Community Nurse Community Nursing Center Lamington</p>	

<p>20 October 2019</p> <p>Dear Ms Smith</p> <p>Re:Mrs Martha Brown D.O.B 23 September 1941</p> <p>I am writing regarding Mrs Brown, who was admitted in ED due to dog bite. She is being discharged and requires follow up care.</p>	<p><b>This is very concise but we're not saying what the situation is – eg no UTI – we're saying what the situation was.</b></p>
<p>20th October 2019</p> <p>Ms Naomi Smith Community Nursing Centre, Lamington</p> <p>Dear Madam, Re: Mrs Martha Brown, 78 years old</p> <p>I am writing regarding Mrs Martha Brown, who was admitted to our hospital recently due to a deep wound following a dog bite. She is scheduled to be discharged 20th October 2019 and now requires continued care and assistance.</p>	<p><b>Nicely written – but see above for comments on intro focus. UTI?</b></p>
<p>Ms Naomi Smith The Community Nurse Community Nursing Centre Leamington. 20 October 2019</p> <p>RE: Mrs Martha Brown, Age 78</p> <p>I am writing to refer Mrs Brown to you, who has four puncture wounds and a deep wound near thenar muscles of her right hand after being bitten by a dog.</p>	<p><b>No purpose – no discharge</b></p>
<p>Ms Naomi Smith, Community Nurse Community Nurse Centre, Lamington</p> <p>20th October 2020 Re: Mrs Martha Brown (78 yr old).</p>	

<p>I am writing to Mrs Martha brown, who has admitted to ED due to dog bite. She has discharged and required further monitoring on her ongoing treatment.</p>	<p><b>There are a few issues here.</b></p> <p><b>Tense &amp; passive: who has admitted</b></p> <p><b>Content: She has discharged – not correct</b></p> <p><b>Purpose: She only needs monitoring?</b></p>
<p>Ms Naomi Smith Community Nurse Community Nursing Centre Lamington</p> <p>20 October 2019</p> <p>RE: Mrs Martha Brown DOB: 28 September 1941</p> <p>Dear Smith</p> <p>I am writing regarding Martha Brown, who is recuperating from a dog bite injury and is scheduled to be discharged today. She will require your ongoing care and monitoring.</p>	<p><b>UTI?</b></p>
<p>Ms Naomi Smith Community Nurse Community Nursing Centere Lamington 20<sup>th</sup> Oct 2019 Re: Mrs Marth Brown DO: 23 Sep 1974 Dear Naomi,</p> <p>I am writing this letter regarding Mrs Martha Brown, who has been presented to the emergency department following a dog bite on her right hand. She is being discharged today and requires a follow up care.</p>	<p><b>Tense &amp; passive: who has been presented</b></p>
<p>Ms Naomi Smirth Community Nurse Community Nursing Centre Lamington</p> <p>20th October, 2019</p> <p>Dear Ms Smirth</p>	

<p>Re: Mrs Martha Brown; DOB: 23rd September 1941.</p> <p>I am writing regarding Mrs Martha Brown, who presented into our care with deep punctured wounds following a dog bite. He is being transferred to you for continuity of care.</p>	<p><b>No one is being transferred UTI? He?</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(aged 78)</p> <p>Dear Ms Naomi Smith</p> <p>I am writing regarding Mrs Martha Brown, who has been treated <b>in</b> our emergency department due to a dog bite. She is scheduled to be discharged today and now requires your ongoing care and assistance.</p>	<p><b>Nice writing – UTI?</b></p>
<p>I am writing regarding Mrs Brown, who presented to the emergency department with history of four puncture wounds following a dog bite. She is due to be discharged today and now requires further care.</p>	<p><b>it's not a history of .... she had the bite on presentation</b></p> <p><b>See above for comments on the focus of an intro</b></p>