

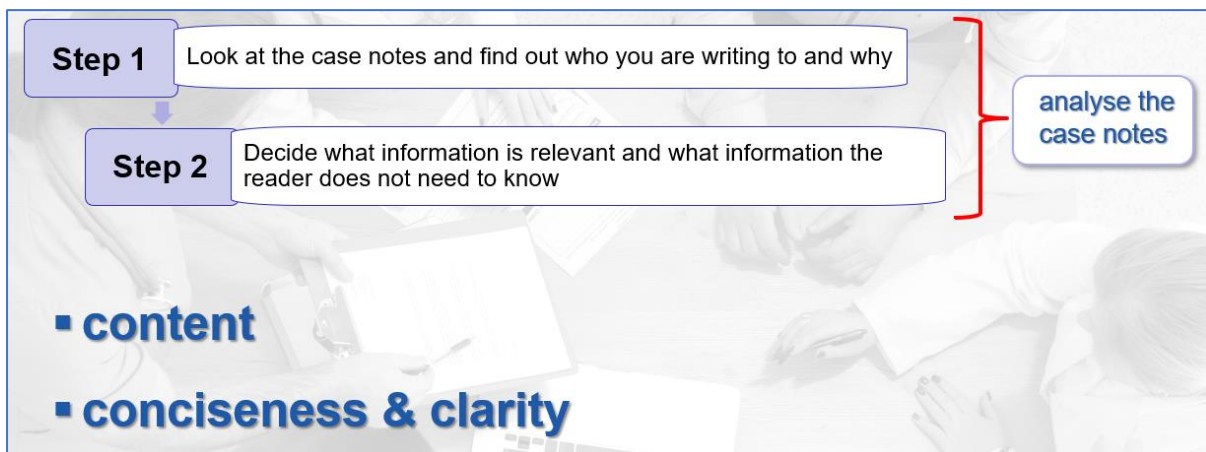


OET Writing: How to select relevant information



- ✓ Look at the task first
- ✓ Find out who the reader is
- ✓ Are there existing relationships?
- ✓ Be clear about care required by the reader

What is important when analysing case notes:



Find out:

- ✓ The reader
- ✓ The reason for writing

Writing Task:

Using the information in the case notes, write a discharge letter to Ms Emma Humphry, **the Nurse at Summerton Retirement Home**, Claremont Avenue, Summerton, **where Mr Smith lives**, informing her of the patient's current situation and care required.

existing relationship

Writing Task:

Using the information in the case notes, write a discharge letter to Ms Emma Humphry, the Nurse at Summerton Retirement Home, Claremont Avenue, Summerton, where Mr Smith lives, informing her of the patient's **current situation** and **care required**.

focus of the letter

Patient: Mr James Smith
Age: 68

Admission: 07/02/20
Diagnosis: Fractured right neck of femur (after a fall)
Treatment: Total right hip replacement

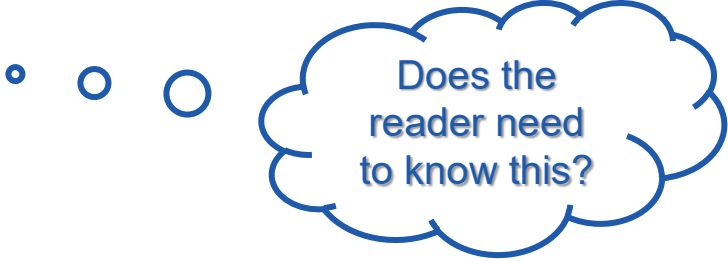
Past medical history: hypertension (ramipril 10mg daily)
03/03/1985 appendectomy
2014 total L hip replacement

relevant

the reader knows this

NOT relevant

If unsure, ask yourself...



Selecting relevant information:

- ✓ Essential Information
- X Irrelevant information

Option 1

Guiding questions:

- Who are you and who are you writing to?
- Why? (the purpose of the letter e.g. request ongoing care)
- What is the key information to include?
- What information is not relevant to the purpose of the letter?



Option 2

ISBAR:

Identify: *patient's name, age, how connected to you*

Situation: *purpose of letter, main medical issue*

Background: *relevant medical history and social background*

Assessment: *how the patient is now and any treatment they're receiving*

Recommendation or Request: *what you want the other person to do, e.g. monitor diet*

relating to the care
to be provided by
the reader