

Sample Letter

I am writing to refer Ms Ray who has delivered her first child in our care on 21st of February. She requires short-term accommodation and support services from you following her discharge today.

Socially, she has been living with current boyfriend, Anton Campbell, since August 2017, but he is not the father of the baby. Anton is verbally abusive, and therefore, she does not want to live with him. Moreover, she does not have a strong support system as her parents died 18 months ago, and her sister lives overseas. She has been depressed since her parents' death but did not seek any treatment for it.

During hospitalisation, both the mother and the baby have been progressing well. She has been referred to a clinical psychologist for emotional support and counselling regarding her parents' death and her current relationship problems with Anton. Additionally, since she is currently unemployed and does not have any contact with the father of the baby, so she has been advised to apply for single-mother benefits.

Given the above, I believe a temporary housing at your facility will provide a safe environment for Ms Ray and the baby. During their stay, kindly liaise with the local Maternal Health Service for ongoing postnatal monitoring.

Please contact with any questions.

OCCUPATIONAL ENGLISH TEST

WRITING SUB-TEST:

NURSING

TIME ALLOWED:

READING TIME: 5 MINUTES

WRITING TIME: 40 MINUTES

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

Case Notes:

You are the nurse on shift at the maternity Ward at Women's College Hospital. Your patient is being discharged today.

Patient Details:

Name: Riya Ray

DOB: 21.03.1998

Admission Date: 21.02.2018

Discharge Date: 27.02.2018

Country of birth: Canada

Social background:

Marital status: Single, lived with boyfriend Anton Campbell August 2017 – present

Current boyfriend (23 years) verbally abusive 3 months – she does not want to live w/him – he is not father of child

No contact w/father of child (lives in Europe)

Cashier – currently unemployed

Next of Kin: Sister (26, married and overseas)

Parents died 1.5 years ago in an accident

Aunt – mother's side – lives 4 hours away – in phone contact

Medical History:

No reported past illnesses or allergies

Tonsillectomy at 14

NIL alcohol/cigarettes-Depression since death of parents – untreated

Obstetric history

First antenatal visit at 14 weeks

Total visits – 6

No complications

Antenatal supplements – folic acid, vitamin D & calcium

Birth details

Presented in hospital at 18:00 hrs on 21.02.2018

Vaginal delivery

1st stage: 8 hrs – Contractions 1:15 mins

2nd stage: 2 hrs – Contractions 1:3 mins

DOB: 22.02.2018

Time: 12.30 hrs

Female, 3.77 kg

Postnatal progress

Minimal blood loss

Haemoglobin 22/02/18: 135g/L

Breast feeding with hesitation – prefers to change to bottle feeding

Boby weight at discharge: 3.95kg

Feeding well & normal

Discharge:

Referred to clinical psychologist – emotional support and counselling regarding parents and boyfriend relationship dynamics

Referred to women's refuge shelter (temporary)

Advised to apply for single mother benefits – given brochures

Liaise with local Maternal Health service for ongoing postnatal monitoring

Writing task:

You are the nurse on shift at the Maternity of Women's College Hospital. Using the information provided in the case notes, write a referral letter to the Director of Refuge Shelter for Women, 105 West Street, Toronto ON M4W 1B7, where the patient needs to be admitted for short term emergency accommodation and support services.

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.