

OET Case Notes

Nursing · Proficient · Transfer letter · to Registered Nurse, Residential Aged Care

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Nursing — Transfer to a Residential Aged Care Facility

THE CASE NOTES

Patient: Mr Stanley Greaves, 79 years old

Reason for transfer: Day 12 — admitted with a urinary tract infection and confusion; now medically stable, transferring to permanent residential aged care

Cognition / behaviour: Advanced dementia; disorientated, wanders in the evenings; settles with reassurance and routine

Mobility / falls: Walks short distances with a frame; two falls this admission; needs supervision

Nutrition: Needs prompting and assistance at meals; modified (soft) diet for mild swallowing difficulty

Continence: Urinary incontinence — continence aids in use; bowels regular

Medication: Donepezil 10 mg ON; oral antibiotics completed; regular paracetamol

Skin: Grade 1 pressure area on sacrum — repositioning chart in place

Task: Write a transfer letter to the registered nurse at Oakfield Residential Aged Care describing the current care needs and risks so that care can continue without interruption.

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WHAT TO INCLUDE

- + **Advanced dementia with evening wandering and how he settles**
The receiving nurse needs the behaviour and the management strategy on day one to keep him safe.
- + **Falls history and supervision needs**
An active safety risk that shapes the care plan immediately.
- + **Modified diet and meal assistance**
A swallowing concern is a clinical safety issue; the soft diet must transfer.
- + **Sacral pressure area and repositioning chart**
Ongoing skin care the facility must continue without a gap.

WHAT TO LEAVE OUT

- **Full antibiotic course detail now completed**
The infection is resolved; a single line that he was treated and is stable suffices. The drug-by-drug history is no longer decision-relevant.
- **Admission bloods and observations**
Inpatient monitoring data does not transfer to a residential care setting; it adds length without informing care.

CRITERION IN FOCUS · ORGANISATION & LAYOUT

Transfer letters carry a lot of parallel care needs. Grouping them logically — cognition, mobility, nutrition, skin — is what earns Organisation & Layout marks; a flat list of facts in random order does not.

Write this letter, then get it marked at writingcorrectionservice.com/oet-writing-services