

# Table of Contents

|                                            | PAGE |
|--------------------------------------------|------|
| Preface .....                              | v    |
| <b>Unit I Clinical Documentation</b>       |      |
| Introduction .....                         | 1    |
| Chapter 1 Writing Progress Notes .....     | 3    |
| Objectives .....                           | 3    |
| How to Write Progress Notes .....          | 4    |
| Observe and report .....                   | 5    |
| Record immediately .....                   | 8    |
| Select and develop detail .....            | 9    |
| Organize logically .....                   | 13   |
| Write objectively .....                    | 13   |
| Present accessibly .....                   | 15   |
| Proofread .....                            | 16   |
| Formats .....                              | 17   |
| How SOAP works .....                       | 17   |
| How narrative works .....                  | 22   |
| Advantages and disadvantages .....         | 23   |
| Effective Charting "Do's and Don'ts" ..... | 23   |
| Exercises .....                            | 25   |
| Chapter 2 Writing Client Assessments ..... | 31   |
| Objectives .....                           | 31   |
| Who Should Assess .....                    | 32   |
| When to Assess .....                       | 32   |
| What to Assess .....                       | 33   |
| Where to Assess .....                      | 34   |
| How to Assess .....                        | 35   |
| Assessment Formats .....                   | 35   |
| Observation and Interview .....            | 38   |
| How to Write An Assessment .....           | 39   |
| The Next Step .....                        | 41   |
| Assessment Guidelines .....                | 42   |
| Exercises .....                            | 43   |

|                                                                 | PAGE          |
|-----------------------------------------------------------------|---------------|
| <b>Chapter 3 Preparing the Comprehensive Client Care Plan .</b> | <b>49</b>     |
| Objectives .....                                                | 49            |
| Identifying Client Problems .....                               | 50            |
| Setting Goals .....                                             | 53            |
| Developing the Action Plan .....                                | 55            |
| Building in a Feedback Mechanism .....                          | 58            |
| A Final Note on the Care Planning Process ....                  | 58            |
| Care Planning Guidelines .....                                  | 59            |
| Sample Care Plans .....                                         | 60            |
| Exercises .....                                                 | 65            |
| <br><b>Chapter 4 Writing Procedures .....</b>                   | <br><b>69</b> |
| Objectives .....                                                | 69            |
| State the Task .....                                            | 70            |
| State the Purpose .....                                         | 71            |
| Identify Tools, Supplies, Equipment .....                       | 71            |
| List All Steps Necessary to Complete the Task .                 | 72            |
| State Steps in Performance Terms .....                          | 73            |
| Break Into Smallest Pieces .....                                | 74            |
| Place in Sequence .....                                         | 75            |
| Consider Murphy's Law .....                                     | 76            |
| Check .....                                                     | 77            |
| Sample Procedure .....                                          | 78            |
| Procedure Writing Guidelines .....                              | 80            |
| Exercises .....                                                 | 81            |

## **Unit II Writing in the Professional Setting**

|                                                       |           |
|-------------------------------------------------------|-----------|
| <b>Introduction .....</b>                             | <b>89</b> |
| <b>Chapter 5 Selling Your Professional Self .....</b> | <b>91</b> |
| Objectives .....                                      | 91        |
| Writing Your Curriculum Vita (CV) .....               | 92        |
| Sample CV .....                                       | 100       |
| Preparing the Resumé .....                            | 104       |
| Sample Resumé .....                                   | 106       |
| Preparing a Letter of Introduction .....              | 108       |
| Sample Letter of Introduction .....                   | 109       |
| Selling Yourself Guidelines .....                     | 110       |
| Exercises .....                                       | 110       |

|                                                                 | PAGE |
|-----------------------------------------------------------------|------|
| <b>Chapter 3 Preparing the Comprehensive Client Care Plan .</b> | 49   |
| Objectives .....                                                | 49   |
| Identifying Client Problems .....                               | 50   |
| Setting Goals .....                                             | 53   |
| Developing the Action Plan .....                                | 55   |
| Building in a Feedback Mechanism .....                          | 58   |
| A Final Note on the Care Planning Process ....                  | 58   |
| Care Planning Guidelines .....                                  | 59   |
| Sample Care Plans .....                                         | 60   |
| Exercises .....                                                 | 65   |
| <br><b>Chapter 4 Writing Procedures .....</b>                   | 69   |
| Objectives .....                                                | 69   |
| State the Task .....                                            | 70   |
| State the Purpose .....                                         | 71   |
| Identify Tools, Supplies, Equipment .....                       | 71   |
| List All Steps Necessary to Complete the Task .                 | 72   |
| State Steps in Performance Terms .....                          | 73   |
| Break Into Smallest Pieces .....                                | 74   |
| Place in Sequence .....                                         | 75   |
| Consider Murphy's Law .....                                     | 76   |
| Check .....                                                     | 77   |
| Sample Procedure .....                                          | 78   |
| Procedure Writing Guidelines .....                              | 80   |
| Exercises .....                                                 | 81   |

## **Unit II Writing in the Professional Setting**

|                                                       |     |
|-------------------------------------------------------|-----|
| <b>Introduction .....</b>                             | 89  |
| <b>Chapter 5 Selling Your Professional Self .....</b> | 91  |
| Objectives .....                                      | 91  |
| Writing Your Curriculum Vita (CV) .....               | 92  |
| Sample CV .....                                       | 100 |
| Preparing the Resumé .....                            | 104 |
| Sample Resumé .....                                   | 106 |
| Preparing a Letter of Introduction .....              | 108 |
| Sample Letter of Introduction .....                   | 109 |
| Selling Yourself Guidelines .....                     | 110 |
| Exercises .....                                       | 110 |

|                                                    |         |
|----------------------------------------------------|---------|
| <b>Chapter 6 Writing for Publication</b>           | 111     |
| Objectives                                         | 111     |
| Clarify Your Idea                                  | 112     |
| Identify Your Audience                             | 114     |
| Plan and Organize                                  | 114     |
| Write a Query Letter                               | 115     |
| Sample Query Letter                                | 116     |
| Integrate Suggestions                              | 117     |
| Write the Paper                                    | 117     |
| How to Handle Rejection                            | 118     |
| How to Deal with Textbook Publishers               | 118     |
| Writing for Publication Guidelines                 | 120     |
| Exercises                                          | 120     |
| Sample Article                                     | 121     |
| <br><b>Chapter 7 Writing Memoranda and Letters</b> | <br>133 |
| Objectives                                         | 133     |
| Determine Focus and Purpose                        | 134     |
| Identify the Intended Audience                     | 135     |
| List and Organize Key Points                       | 136     |
| Design a Suitable Format                           | 139     |
| Condense and Simplify                              | 140     |
| Sample Memo                                        | 141     |
| Sample Letter                                      | 142     |
| Memo/Letter Writing Guidelines                     | 143     |
| Exercises                                          | 143     |

### **Unit III Writing in the Academic Setting**

|                                                |     |
|------------------------------------------------|-----|
| <b>Introduction</b>                            | 145 |
| <b>Chapter 8 Conducting Secondary Research</b> | 147 |
| Objectives                                     | 147 |
| Identify Potential Topics                      | 149 |
| Identify Potential Sources                     | 149 |
| Periodical indices                             | 150 |
| Card catalog                                   | 153 |
| Research pitfalls to avoid                     | 154 |
| Primary sources                                | 155 |
| Gather Background                              | 156 |
| Narrow the Focus                               | 156 |
| Skim the Sources                               | 157 |
| Note Useful Information                        | 158 |

|                          |     |
|--------------------------|-----|
| Sample Note Page .....   | 160 |
| Preparing a Precis ..... | 162 |
| Sample Precis .....      | 164 |
| Exercises .....          | 166 |
| Selected Readings .....  | 166 |

## **Chapter 9 Planning and Writing the Secondary Research Paper**

|                                         |     |
|-----------------------------------------|-----|
| Objectives .....                        | 167 |
| Develop a Point of View .....           | 168 |
| Plan Your Discussion .....              | 169 |
| Write .....                             | 171 |
| Tips for good beginnings and endings .. | 172 |
| Handling the body .....                 | 173 |
| Document .....                          | 175 |
| When to document .....                  | 175 |
| In-text notes in MLA format .....       | 175 |
| Quotations .....                        | 175 |
| Parenthetical method .....              | 177 |
| In-text notes in APA format .....       | 179 |
| Bibliography .....                      | 180 |
| Revise .....                            | 181 |
| Type .....                              | 182 |
| Proofread .....                         | 183 |
| Research Paper Guidelines .....         | 183 |
| Exercises .....                         | 184 |
| Selected Readings .....                 | 184 |
| Sample Research Papers .....            | 185 |