

CP DICTATION and REPORT WRITING “Aide Memoire”

Dictate using G2 and select worktype CP medical.

Please say “full stop” or “new line” when dictating to help the secretaries.

Introduction

My name is XX and I saw Baby X on DATE at PLACE as my role as XX. I qualified from BSMS in XX and have been a member of RCPCH since DATE. I have been working in paediatrics since DATE...Add *Other relevant experience e.g attendance at peer review (DON'T write that the individual case has been peer reviewed)*.

- **Place of assessment.**
- **Date and time of assessment.**

Background to referral

Baby X was referred for a Child Protection Medical by Brighton and Hove social services on DATE. A nursery worker had noticed bruising to his arms on DATE and subsequently informed social services.

- **Present at Assessment**
- **History from Child** – use “---” where possible
- **History provided to from carer**
REMEMBER: Details e.g- height of fall/surface of floor, shoes worn if kicked
Verbatim comments made by carers/child and answers
- **Past Medical History** (including birth history, bleeding history, hypermobility)
- **Family and Social Background** (include family composition, risk factors etc)

Examination findings

Summary/Clinical Impression and Formulation (any current relevant literature/evidence base?)

Conclusion- *on the balance of probabilities*

PLAN/RECOMMENDATIONS

NB)

- Junior doctor reports: must be checked by supervising consultant - any amendments made via G2. Consultant signs off as well as junior doctor- making clear that they have reviewed the injuries in person also.
- Return all notes to the secretary so copies of the body map can be sent with reports and pictures filed.
- **PERSONALLY TYPED REPORT** –once finalised please send to consultant secretary who will save onto letters drive and send to cc-list. Also email both safeguarding secretaries lesley.harris20@nhs.net & samantha.brennan@nhs.net.
- If you press COMPLETE report will go back to secretaries for finalising and sending (basic spell check and formatting.) If you press FINISH it will be sent out automatically to all on cc list. Do NOT press FINISH, press complete instead. You can copy and paste a word doc draft for discussion at peer review if required.
- Use the term “INTERIM” report if you are being asked for an urgent report and need more time to reflect/do literature search.
- **ADENNDUM:** if a report changes you must notify the social worker, making clear in a cover letter (or in the heading) that this is an amendment and that it replaces any previous version sent out.