Briefing note example pdf



Name: Date: Age: Age at Onset: Diabetes Type 1 2 Current Treat	
Age at Onset: Diabetes Type 1 2 Current Treat	
	ment: Diet Oral Insulin
I. Medical History	II. Current History
(Check all that apply.)	1. Any change in the foot or feet since the last evalua-
Peripheral Neuropathy	tion?
Cardiovascular Disease	Yes N <sup>a</sup> Current ulcer or history of a foot ulcer?
Nephropathy	Yes □N <sup>a</sup>
Retinopathy	3. Is there pain in the calf muscles when walking that is
Peripheral Vascular Disease	relieved by rest?
	□Yes □NP
III. Foot Exam	IV. Sensory Foot Exam
<ol> <li>Are the nails thick, too long, ingrown or infected with fungal disease</li> </ol>	? Label sensory level with a *+* in the five circled areas of the foot if the patient can feel the 5.07 Semmes-
□Yes □N <sup>a</sup>	Weinstein (10-gram) nylon filament and "-" if the patient
2. Nite foot deformities.	cannot feel the filament.
Toe deformities Bunions Charcot foot Foot drop	NOTES NOTES
Prominent metatarsal heads	
Amputation (Specify date, side and level.)	
3. Pedal Pulses (Fill in the blanks with a "P" or an "A" to indicate present or absent Posterior tobal: Donsalis pedis: Left Left Right Right	
<ol> <li>Skin Condition (Measure, draw in and label the patient's skin condi- tion using the key and foot diagram to the right.)</li> </ol>	.00 00p
C = Callus R = Redness W = Warmth	
F = Fissure S = Swelling U = Ulcer	Finit
M = Maceration PU = Pre-ulcerative lesion D = Dryness	
V. Risk Categorization (Check appropriate item.)	High-Risk Patient
Low-Risk Patient All of the following:	One or more of the following:
Intact protective sensation Nº severe deformity	Loss of protective sensation
■ Nº prior foot ulcer Pedal pulses present	Absent pedal pulses
N <sup>s</sup> severe deformity     N <sup>s</sup> amputation	Severe foot deformity
	History of foot ulcer
VI. Footwear Assessment	VII. Education
1. Does the patient wear appropriate shoes?  Yes N <sup>e</sup>	1. Has the patient had prior foot care education? Yes N <sup>a</sup>
<ol> <li>Yes [] N<sup>e</sup></li> <li>Does the patient need inserts/orthotics?</li> </ol>	2. Can the patient demonstrate appropriate self-care?
Yes □N	Yes □N
VII. Management Plan (Check all that apply.)	
	an APMA member podiatrist or an appropriate physician.

## Sample Early Warning Notice

Month ##, 20##

[Recipient Name] [Company Name] [Street Address] [City, Street, ST, ZIP Code]

Dear [Recipient Name].

This letter confirms that I called you today in accordance with the Consumer Financial

Protection Bureau's discretionary Early Warning Notice process. During our telephone conversation, I notified you that the CFPB's Office of Enforcement is considering recommending that the Bureau take legal action against your client

\_\_\_\_\_\_, and I offered your client the opportunity to make an Early Warning Notice submission. As we discussed, the staff expects to allege that your client violated [...]. In connection with the contemplated action, the staff may seek [...] against your client.

An Early Warning Notice submission is a written statement setting forth any reasons of law or policy why your client believes the Bureau should not take legal action against [HIM, HER, IT]. Any facts presented or factual assertions relied upon by your client in the written statement must be made under oath by someone with personal knowledge of such facts. The written statement shall be submitted on 8.5 by 11 inch paper, double spaced, in at least 12-point type, and no longer than 40 pages, and must be received no later than [DATE – 14 CALENDAR DAYS AFTER TELEPHONE CALL]. To ensure timely delivery, any submission should be e-mailed to [FIRST.LAST@cfpb.gov], or hand-delivered to me at: Consumer Financial Protection Bureau, [], Washington, DC []. Please inform me by no later than [DATE – 7 CALENDAR DAYS AFTER TELEPHONE CALL] whether your client will be making a submission.

Please be advised that the Bureau may use information contained in any submission as an admission, or in any other manner permitted by law, in connection with CFPB enforcement proceedings or otherwise. For your information, I have enclosed a copy of the Early Warning Notice bulletin. Please also be advised that submissions may be discoverable by third parties in accordance with applicable law.

As described more fully in the bulletin, this letter does not create or confer upon any person any substantive or procedural rights or defenses that are enforceable in any manner.

[Post Meeting Note: To prepare for the Keynote in Jackson, Tread all the Newdetters and the WesDya: History that were available on the Humpage, as well as contacting long-time member Jacque Jurkins. Itomal al or linteresting material—but dicided it vous dub enore enjoyable to play. "Willie does WestPac" than to just relate lacts—particularly, since I knew going in that I voud on taxve time to share verything I found interesting and that I could do a post at the Hompage. "Willie does WestPac" is a part of our history, and one that I could not share to the rule the meeting.

I will also add that I did not make note of all the substantive articles I found in the Newsletters, and that I only made a brief reference to those that slowed the progression of technology. Maybe my next project should be indicing times. Of (I you olds at my list at publications, that is not out of the realm of possibilities). Finally, I added information about the 2016 meeting on the history. NC(]

The charter meeting of the Western Pacific Chapter of the American Association of Law Libraries (WESTPAC) was held on October 27, 1967, in Berkeley, California, at the Conference of Western Law Schoole

I contacted Jacque Jurkins to see if archives had a list of the founding members. She was not able to find any reference to the charter meeting at Berkeley in 1967. But she stated:

I believe that Mort Schwartz, Dan Henke, Elizabeth Anne Quigley, Myron Jacobsein were the major players in the founding of Vestpace at that conference of Western Law Schools. I know that the these four, plus Tom Reynolds, Mary Sanders, and Jackie Bartells met regularly for lunch and during these lunchenes, cookied up the western region chapter idea. I hare no way of verifying this since all these people are gone, except perhaption. Thu id check the ALL membership directory on-line and did not find him, bat he may not have kept up a membership.

Mort Schwarz was the first WestPac President and Jacque was the first Secretary. WESTPAC was established to promote law librarianship, to provide for the further professional education of law librarians, and to foster a spirit of Cooperation among members in the law library profession. WESTPAC also promotes a continuing relationship between law librarians and legal emilies in the Vestern Pacific region, to develop and accrease the usefulness of law libraries, and

to promote the exchange of information and ideas within the Western Pacific region

An MOUNTAINSKY

10911 Lake Winds Road + Big Sky, Minitana + 59716 + (555) 221-1234 + info@mountainskynungery.com + Dyten Young, DOS, MS August 7, 2015 Sample Referral, DMD

134 Ridgeway Drive Crestview AZ 93881

Patient Name: Jennifer Ortiz Office: Mountain Sky Dental Surgery Exam: Post-Op Exam

Dear Dr. Referral,

Thank you for referring Jennifer Ortiz to our office for evaluation on May 19, 2015. The following describes treatment findings and treatment recommendations:

Clinical Summary Patient presents for post-operative follow-up from crown lengthening on March 14, 2015.

Clinical Findings Noted normal healing on evaluation of the healing surgical site.

Summary of Post-0p Care Polished teeth in the surgical region. Dispensed to the patient an interproximal brush. Reviewed oral

hygiene techniques and care of the surgical area with the patient.

Next Visit/Plan Risks/Benefits/Options reviewed with the patient. The following plan is what the patient elected 1) Proceed with restoration #19 at anytime

Additional Notes Excellent healing and stable periodontium with adequate clinical crown height.

Please feel free to call or email us with any questions.

Kindest regards, )ylan young, ))s

Dylan Young, DDS, MS

age 1

Briefing note example saskatchewan. Briefing note example australia. Briefing note example uk. Briefing note example canada. Briefing note example university. Briefing note example recommendations. Briefing note example pdf. Briefing note example healthcare.

To explain the purpose and value of a briefing note. To describe the structure and characteristics of a good briefing notes are a special type of written communication. They are a short document, usually one to three pages long, that informs a decision-maker, such as a government official, about an issue and, if applicable, possible actions they can take. Imagine that you are the Minister of Health and you are about to walk into the Fall sitting of the House of Commons when you hear about it! But this is politics and you are going to look bad if you are not prepared. You ask your aides to do some digging...and fast! They come back with two documents, one is a peer-reviewed paper that looks scientific but is completely incomprehensible while the other is a briefing note written by a SPPH 552 graduate that clearly and concisely outlines the problem and potential solutions before making a recommendation. What would you do? Most likely, you will grab that briefing note and march into question period. This is a win for the risk and science communication graduate, because it looks like your government is on top of the issue, but it is also a win for the risk and science communication graduate, because it looks like your government is on top of the issue, but it is also a win for the risk and science communication graduate, because you have just decided on a course of action pretty much based entirely around the existence of the good briefing note. This scenario is based on a true story...seriously! And one that repeats itself over and over again in cities, provinces, and countries around the world every single day. Most decision-makers deal with a vast array of issues that are constantly changing. It is impossible for them to independently research each and every issue in detail. For this reason, briefing notes are the information currency in the halls of most governments, and your ability to translate your message into action. For a government official, briefing notes are essential for highlighting the important information surrounding an issue in order to provide necessary information during Question Period. A briefing note is a short (1-3 pages) and concise document that informs a decision-maker about an issue and often recommends an action. convey a large amount of information in a short space. A short but vague or ambiguous document will not be useful. The briefing note also needs to be clear. Stay on point and keep your language and sentence structure simple. This is not Shakespeare! You should also think about organization and subheadings to ensure that it is readable. Remember that this is a document that will need to be read and understood on the fly. Finally, it needs to be reliable. This means that all of the information presented should be both accurate and complete. You should clearly highlight any unknowns and anticipate guestions that the decision-maker or opposition might ask. There are many ways to write a briefing note but the key is to use the structure conventional to a particular institution and to adapt the style based on the issue and the decision-maker's needs. For example, some briefing notes are just for the purpose of relaying information so they will not have a section with recommended actions. These types of briefs are common when there are major transitions in government and a new set of decision-makers needs to get up to speed but are not yet required to act. However, the majority of briefing notes are concerned with decision-making and contain the following core components: Purpose of the briefing note. All of the other sections should contribute to this central goal. This helps the decision-maker know exactly what to expect. Background This section gives the decision-maker exactly enough information about the issue, previous decisions or events leading up to the current situation. The goal here is not to provide a detailed, chronological list of every single event related to the issue, but rather to provide key pieces of information needed to frame the next section. Current status We like to think of this section as setting up the chessboard for the decision-maker. What is the current landscape of the issue? Who is involved? What is happening? Why is a decision needed? Options In continuing with the chess analogy, this section explains the potential 'moves' the decision-maker could make and the pros and cons of each. Key considerations This section includes information that the decision-maker will need to arrive at the decision that the decision will depend largely on the context and issue. These could include the dominant, competing perspectives on an issue, potential consequences of action or inaction and anticipated political or social gains or fall outs. This is sort of like anticipating how the game could play out. Recommendation This section summarizes what you want the decision-maker to take away from the briefing note. What move should they make? It should not include anything new but should almost stand alone, as many decision-makers skip right to this part without reading the rest of the document. Your recommendation should be concrete, reasonable, and achievable in the current sociopolitical context. At its best, this section provides a compelling piece of wisdom that is both evocative and memorable. Questions to ask yourself when writing a briefing note: Why has this note been requested? Why is the Minister dealing with this now? Given the purpose, context and scenario, what exactly does the Minister really need to know? What is the strategy? Have I identified the various actors or issues or options; outlined the stated and unstated agendas, and captured the strategic considerations? What is the bottom line? Have I identified or positioned 'the goods' right up front in the note? Whore are the pitfalls for the Minister? What is missing? Who else should I be talking to, obtaining intelligence from or consulting with? Would I be confident walking into this event/meeting with this note as my script? Is the level of detail I am providing appropriate to the subject and situation at this time? Is every word and paragraph essential? What can I edit out? Appreciate the political context. If you are going to write for politicians, you need to put some effort into understanding the political context that you are dealing with. This is a spectrum for which you need to meet a minimal threshold of savviness. For example, it is a very bad idea to recommend a decision-maker does not even have the power or jurisdiction to undertake. Once you meet that threshold, the further you go, the more icing you will add to your cake. For example, if you can warn of an opposing viewpoint that the decision-maker is not even aware of yet and save that decision-maker from an embarrassing public spectacle, or if you can produce a new and innovative solution that is cost efficient and well received by voters, then you will forever be seen as a valuable and trusted source of information. Spend time and effort producing clear, high quality prose It may be tempting to rely on bullet points but this can result in a document that reads more like a glorified outline. Bullets may be appropriate in some scenarios but should never be used as a substitute for good writing. Revise, revise, revise, revise, revise Think of this as a high-stakes elevator pitch. It needs to be powerful but also very easy to digest so that the focus is the message and not the document itself. This is very hard to do and requires a lot of practice. Commit to doing a number of revisions. Create talking points These can be integrated within the briefing note or pulled out into a separate section. Talking points are key phrases composed in a simple, direct, and 'punchy' language. They are not meant to be read like a speech, but rather to be incorporated into the decision-makers' own language and messaging. It is a good idea to add talking points when you think the decision-makers' own language and messaging. It is a good idea to add talking points when you think the decision-makers' own language and messaging. them make decisions about issues that impact their constituents. Takeaway Tweet "Writing a good briefing note for a policy maker is like harnessing your inner Yoda. You must be short, insightful, and informative. The policy maker is your 'Luke' and you are the guide- show them what was, what is, and what can be." - Gabrielle Hadly Briefing notes are short documents prepared for decision-makers that present key information and considerations for action relating to a particular issue. A good briefing note is short, concise, clear, readable and reliable. They should follow a set structure and meet the needs of the decision-maker who will be receiving it. Briefing note for Vancouver City councilors to provide recommendations on the potential extension of pop-up plazas in Vancouver beyond COVID-19. by Claire Styffe Briefing note for the Tobacco Control Unit, BC Ministry of Health to inform on the current burden of e-cigarette use among youth in rural BC and propose initiatives for accessible education and cessation sources. by Armin Shahriari Briefing note for Dr. Peter Berman, Director, UBC SPPH to present action item for how SPPH can respond to protect its students from Computer Vision Syndrome (CVS). by Angela Czarina Mejia Briefing note for the BC Minister of Health to provide the Minister with options to improve BC celiac disease patients' access to labwork for identifying nutrient deficiencies. by Yinghong (Amy) Wu Briefing note for the Dean and Vice-Provost, Graduate and Postdoctoral Studies (G+PS), UBC to present options for how G+PS can support development of an intergenerational co-living program as an affordable and community-minded housing option for graduate students at UBC Vancouver. Prepared by Julie Zhang Briefing note for the BC Provincial Medical Services Comission to provide up-to-date information on lipoprotein(a) as a cardiovascular risk factor and a recommendation to address this risk in the population. Prepared by Sean Sinden Media Attributions

Here's how to cite the above example in MLA 9: "Press Briefing by Press Secretary Karine Jean-Piere." The White House, ... (Shortened Title of Press Briefing") \*Note: Use a 0.5-inch hanging indent in the works-cited list. Adding "press release" in the optional-element slot is optional but may provide clarity. 15.08.2022 · Briefing Schedule; Press Briefing; Press Releases; Public Schedule; 2017-2021 Archive; Home Office of the Spokesperson... Press Releases. ... Media Note. Assistant Secretary of State for Consular Affairs Bitter Travels to Rio de ... 13.04.2022 · COVID-19: Briefing note #98, March 30, 2022 One of COVID-19's health effects is the transformation of healthcare. The COVID-19 pandemic devastated the world's health but may leave a lasting legacy of improving how the world addresses healthcare. The effort to develop and distribute vaccines demonstrated how much can be achieved with global collaboration, ... 14.04.2022 · As the admin, use the following steps to change the setting for Briefing email at the transformation of leaves. ... Note: you are not authorized to leave the local area until the DA Form 31 is completed. Each Soldier is required to be safety-aware and implement the following procedures as applicable. 28.07.2022 · Inte longer- term, fiscal policy changes can affect growth, for example if they encourage more business investment. And there's a strong case for reforming corporation Tax to try to do that, ideally within a wider strategy that recognises that the UK's disastrously low levels of business investment have much more to do with our unstable economic policy making ... OV Briefing Notes 2022. 29/22 - Equine Export Health Certificates 8431 and 8432 Clarification on timeframes for physical examination and a New ...

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