

How to use this prompt pack

These prompts are designed to support UK professionals working in personal injury rehabilitation, case management, health and social care. They are drafting and structuring tools only. All outputs must be reviewed and remain the responsibility of the professional using them.

Master instruction

You are supporting a UK professional working in personal injury rehabilitation and case management. When drafting content, bear in mind the professional and regulatory expectations relevant to the role, including guidance associated with IRCM, BABICM, CMSUK and, where applicable, HCPC, NMC, BASW, CQC, ICO and VRA. Use neutral, professional language. Do not provide clinical, legal or regulatory advice. Do not invent facts.

Emails and correspondence

Draft a professional email based on the anonymised information below. Keep the tone neutral, factual and proportionate. Clearly separate facts, actions and next steps.

MDT agendas

Create an MDT agenda for a client in personal injury rehabilitation. Include standing items, risk review, progress against goals, therapy updates, care and support, equipment, housing, family context and actions with owners and timescales.

Meeting minutes

Turn these rough anonymised notes into structured meeting minutes. Use headings, decisions, actions, owners and deadlines. Do not add information that is not explicitly stated.

Supervision prompts

Create reflective supervision questions for a case manager. Include ethics, workload, safeguarding, boundaries, documentation and professional development.

Recruitment

Draft a job advert for a role in personal injury rehabilitation. Be realistic and transparent about responsibilities, expectations and support.

Policies and procedures

Draft an internal policy template on the topic below. Include purpose, scope, responsibilities, procedure, training, monitoring and review.

Expert witness preparation

Create a structured pre visit synopsis using the anonymised information below. Use headings and identify gaps or questions to clarify at the visit. Do not add facts.

Research and comparison

Compare the following systems or services. Provide pros, cons, risks and key questions to ask suppliers. State uncertainty clearly.

Command	What it does	When to use it	Client facing safe
/TLDR	Summarizes a long text in a few lines	Fast understanding of long reports or bundles	Yes
/STEP BY STEP	Breaks reasoning into clear logical steps	Planning and complex reasoning	Internal only
/CHECKLIST	Converts content into a checklist	Audits and compliance	Yes
/EXEC SUMMARY	Creates a concise executive overview	Deputies and solicitors	Yes
/ACT AS	Adopts a professional role	Drafting in professional voice	Yes
/BRIEFLY	Produces ultra short answers	Quick reference	Yes
/AUDIENCE	Adapts language to audience	Client or professional outputs	Yes
/TONE	Adjusts writing tone	Emails and reports	Yes
/PM MODE	Applies project management structure	Case coordination	Yes
/FORMAT AS	Forces specific format	Tables and trackers	Yes
/COMPARE	Side by side comparison	Equipment and provider choices	Yes
/ROLE TASK FORMAT	Defines role task and output	High precision prompts	Yes
/REWRITE AS	Rephrases text	Polishing drafts	Yes
/PITFALLS	Identifies risks and errors	Quality checking	Internal only
/METRICS MODE	Uses measures and indicators	Outcomes and monitoring	Yes
/GUARDRAIL	Sets strict boundaries	Data protection and scope	Yes
//JARGON	Uses technical language	Professional audiences	Use with caution
/MULTI PERSPECTIVE	Shows multiple viewpoints	Complex decisions	Internal only

/SCHEMA	Builds templates and models	Forms and trackers	Yes
/CONTEXT STACK	Maintains layered context	Long cases	Internal only
/FIRST PRINCIPLES	Builds reasoning from basics	Difficult judgement calls	Internal only
/DELIBERATE THINKING	Forces slower reasoning	High risk decisions	Internal only
/NO AUTOPILOT	Prevents superficial answers	Critical accuracy work	Internal only
/SYSTEMATIC BIAS CHECK	Checks for bias	Neutrality review	Internal only
/PARALLEL LENSES	Multiple angle analysis	Stakeholder decisions	Internal only
/SWOT	Strategic analysis tool	Service review	Internal only
/BEGIN WITH END WITH	Forces fixed opening or closing	Formatting control	Yes
/REFLECTIVE MODE	Self reflection on output	Learning	Internal only
/EVAL SELF	Critical self evaluation	Learning	Internal only
/DEV MODE	Raw technical output	Not recommended	No
/CHAIN OF THOUGHT	Shows internal reasoning	Avoid in outputs	No
/INA SYNOPSIS	Creates structured synopsis from medical bundles	Pre assessment preparation	Yes
/CASE TIMELINE	Builds dated timeline of events	Chronology building	Yes
/KEY FACTS	Extracts essential facts only	Quick case orientation	Yes
/CLINICAL SUMMARY	Summarizes injuries and treatment neutrally	Reports and updates	Yes
/FUNCTIONAL IMPACT	Summarizes impact on daily function	Needs analysis	Yes

/REHAB PLAN	Drafts phased rehab plan	Planning and funding requests	Yes
/GOALS SMART	Creates measurable goals	Goal setting	Yes
/RISK REGISTER	Identifies risks and controls	Risk management	Internal only
/SAFEGUARDING CHECK	Flags safeguarding concerns	Safety review	Internal only
/MDT AGENDA	Builds MDT meeting agenda	Meeting prep	Yes
/MDT MINUTES	Creates structured minutes	Post meeting documentation	Yes
/ACTION LOG	Creates action tracker	Task tracking	Yes
/EMAIL DRAFT	Drafts professional emails	Routine correspondence	Yes
/PHONE SCRIPT	Creates call scripts	Sensitive calls	Internal only
/CASE NOTE	Creates compliant case notes	Record keeping	Yes
/CONTACT SUMMARY	Summarizes communication	System entry	Yes
/RECOMMENDATIONS	Builds structured recommendations	Reports	Yes
/COSTING	Calculates service costs	Budgets and quotes	Yes
/QUOTE PACK	Builds funding narrative	Deputy submissions	Yes
/EQUIPMENT SHORTLIST	Suggests equipment options	Assessment planning	Yes
/ACCESSIBILITY CHECK	Creates accessibility checklist	Travel and venue checks	Yes
/TRAVEL PLAN	Builds accessible travel plans	Holiday planning	Yes
/CARE PACKAGE SPEC	Writes care package specification	Recruitment and tendering	Yes

/SUPPORT WORKER AD	Drafts job adverts	Recruitment	Yes
/RETURN TO WORK	Creates graded return to work plan	Vocational rehab	Yes
/SCHOOL PLAN	Builds education support plan	Child cases	Yes
/CLIENT FRIENDLY SUMMARY	Rewrites complex content simply	Client communication	Yes
/DEPUTY UPDATE	Creates concise professional updates	Stakeholder communication	Yes
/GDPR CHECK	Flags data sharing risks	Compliance	Internal only
/QUALITY CHECK	Reviews clarity and gaps	Quality assurance	Internal only
/RED FLAGS	Highlights risks and inconsistencies	Internal review	Internal only
/PASTE READY	Formats clean output for systems	Efficiency	Yes
/NO HYPHENS	Removes all hyphens	House style compliance	Yes