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| **letterheads Jpeg template-2header.jpgCoroner’s Inquests – Statement template**  *(Pro-forma for Statement/Report – to be typed on headed paper)*  Ref:  Date:  **Report for: e.g. Statement for Her Majesty's Coroner in the Inquest Touching the Death of [Joe Blogs]**  Dear  **Patient’s Name: (dob: )**  **Patient’s Address:**   1. Set out – Your full name, your work address, your current post, your post and level at the time of the incident in question, and details of your qualifications. 2. Set out details of where you worked, either unit or team, and explain the nature of the ward/team and the patient group that you worked with. If it is a ward please set out its size and the type of patients on the ward – including whether under Section or not and whether any specialist services are provided. 3. If appropriate please set out details of your role on the ward/team, e.g. do you have primary nurse responsibility, are you a manager, do you participate in multidisciplinary team planning and so on. If you were under supervision, you should say by whom. 4. Please set out details of your earliest contact with the patient. Ensure you refer to the medical records – if this is not possible you should state this. If you use an abbreviation, this should be explained fully and a translation provided. Set out dates and times in full using the 24hr clock, e.g. 1300hrs on 27.06.11 – not 1 on 27/6. 5. Then set out the story - in chronological order, and in first person (*I did this …*). Say what your involvement was – what you did, what you heard, what you saw (other witnesses can explain their own involvement), include details of your subsequent contact with the patient, your interaction with them, and/or relevant others. If you made a decision jointly, set this out e.g. “*…… and I agreed that I should do this* *……”* 6. A statement should be factual, and you should avoid providing an opinion. 7. When referring to others use their name and job title. If protocols or standard procedures are relevant, you can refer to these in your statement – and attach a copy if you have one. Any attachments should be marked as an exhibit (e.g. with your initials and a number) and referred to in the statement. 8. As far as possible be clear when you have witnessed events, or if you have been given information, and set out the source of it. 9. If you refer to specific information in the records and/or a report of some kind then please identify this by date. Sometimes it is helpful to have a transcript of those notes incorporated into your statement. Sometimes a diagram/illustration will help you explain - these can also be incorporated into your statement. 10. Insert a ‘Statement of Truth’ – i.e. *this statement is true to the best of my knowledge* *and belief.*   SIGNATURE  DATE |