**STAFF GUIDELINES FOR PRODUCING A STATEMENT**

**1. Purpose**

* To tell a third party about events in which the author participated.
* To tell a third party about events which the author witnessed.

**2. When writing a statement ensure that:**

|  |  |
| --- | --- |
| * Your statement is factual
 | * Your statement is accurate
 |
| * You check the facts
 | * It is concise
 |
| * It includes all relevant information
 | * It is legible if handwritten
 |
| * You give sufficient detail about the incident
 |
| * You explain words or phrases of a technical/clinical nature
 |
| * You check for errors if it has been typed from hand written
 |
| * You retain a copy
 |

**3. Do not:**

|  |  |
| --- | --- |
| * Exaggerate
 | * Use abbreviations
 |
| * Minimise events
 | * Use ambiguous terms
 |
| * Include hearsay
 | * Use jargon
 |
| * Use cliché
 |  |
| * Sign the statement unless you are100% satisfied with it
 |

However you produce your statement **(typed/written)** it will be reproduced onto headed paper. You will be given the opportunity to check this prior to signing and dating.

**4. Laying out your statement**

Centre heading patient’s full name

***(patient name)***

I ***(your full name)*** my ***(PIN).*** My qualifications are ***(relevant qualifications)*.** I have been asked by the (***name of requesting person)*** to provide a statement detailing my involvement in the care of ***(patient name)***. I have had access to a copy of the clinical records to assist me.

I have been employed at ***(location)*** since ***(date)***. I have worked on ***(e.g. ward)*** as a ***(position and grade)*** since ***(date)***.

I first met ***(patient name)*** on ***(date)*** when I was on the ***(shift)***.

(Include all your contact with the patient as well as any observations you remember about their overall condition).

Statement ends with – and that was the last contact I had with ***(patient name).***

**Signed…………………………………. Dated……………………**