Statement template

**Inquest into the death of [Patient A]**

**Statement of [A B, JOB TITLE]**

**\*PLEASE NUMBER EVERY SINGLE PARAGRAPH IN YOUR REPORT. DO NOT JUST FOLLOW THE NUMBERING SEQUENCE BELOW\***

1. I am a [TITLE] employed by Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust. I have held this post since [INSERT DATE]. My professional qualifications are [INSERT QUALIFICATIONS].
2. I have been asked to provide a statement regarding the treatment provided to [patient A]. My only involvement with [his/her] care was between [INSERT DATE] and [INSERT DATE]. The remaining information in this statement regarding [his/her] treatment I have obtained from reviewing the medical records made by myself and other staff involved. I have [clear recollection], [vague recollection] or [no recollection whatsoever] of my involvement with [patient A].
3. Summarise relevant past medical history leading up to key admission.
4. Detail events related to key issues. Make it clear what was your involvement and what was your colleagues’. Include the names of colleagues. Include dates and times of your involvement. Remember that the coroner will need someone to deal with the death itself [hearsay is ok if no particular issues relating to it], even though it may be peripheral to earlier management issues.
5. Explain your recollection/records clarifying any abbreviation or medical terminology.
6. Conclusion - Summarise the key issues.
7. I would like to take this opportunity to offer my condolences to [Patient A’s] family and friends.

Should you need any further assistance, please do not hesitate to contact me.

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Full name: Date:

 Job title: