

GUIDANCE ON THE PREPARATION OF STATEMENTS FOR THE CORONER

All statements should be prepared using Trust letterhead paper and be typed, dated and signed.

Your statement should cover the following matters:

1. Introduction

- (i) Purpose – I (insert your full name) have been asked to prepare a statement for the Coroner regarding my involvement in the care of (insert name of deceased).
- (ii) Personal details – provide brief details of your professional qualifications and experience, your job title and employer.

2. Sources of information

- (i) Confirm the extent of your recollection of the deceased and the care provided.
- (ii) Please set out any other information (such as the medical records and other documentation) that you have considered prior to preparing your statement.

3. Narrative

- (i) Set out details of your involvement with the deceased and his/her clinical care.
- (ii) This should be based on what you know from:
 - (a) Specific recollection.
 - (b) Your entries in the records.
 - (c) Your invariable practice.
- (iii) The statement should be in chronological order.
- (iv) You should explain any medical jargon or other abbreviations to enable the statement to be understood by a lay person.
- (v) You should explain relevant background: for example, why you became involved.
- (vi) With regard to medication you should explain the type of drug and the objective of its prescription.
- (vii) If you were involved in making clinical decisions, then please explain the basis of your decision in the light of the patient's past medical history and the other information available to you at that time.
- (viii) If you were working as part of a team, it is entirely appropriate to say in your statement what other members of the team were doing at any given time. However, it

is important in these circumstances not to speculate on what others might have been doing if you do not know.

4. Summary

It would be helpful to summarise the main points of your involvement including, for example, the period of your involvement by reference to dates, the number of times that you saw the patient, your diagnosis and management plan.

5. Statement of Truth

You should conclude the statement with the sentence:

“I believe that the facts stated in this witness statement are true. I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.”

All statements should be signed and dated.

Help and advice can be sought from the Legal Affairs Officer on 0207 655 4248.