

Please answer the questions in the square brackets as part of your statement and follow points 1-6 below.

Subject of statement: **[for example, Patient/Resident X at what incident/location]**

I am employed by **[insert your employer]**. I qualified as **[profession]** in **[month/year of qualification]**. My previous experience includes **[please provide brief details]**. I have worked in my current job for **[months/years]**.

This statement is based on **[personal recollection/review of records – or a combination]**.

I have been involved in the care of Patient X since **[date]**. My last involvement in their care was on **[date]**.

I am responding to a request for this statement from **[include job title and full name]** in response to the following allegation/s **[write the allegation here, if there are several you could list them for ease of reference.]** **[Please provide us with the written request for the statement from your employer/ agency by email.]**

[Insert the content of your statement here:

Where possible, please provide the following:

- 1. Give brief details of the work environment at the time, including your job role, area of responsibility and the number of patients in your care. For example, were you the nurse in charge? Details of staffing levels, skill mix and whether the shift was busier than usual for any specific reasons.**
- 2. Details of dates and approximate times of significant events during the shift. Provide details in a chronological order, beginning with the start time and date of your shift.**
- 3. Respond directly to the allegations being made against you.**
- 4. Refer to patients/residents as Patient X/Resident X to ensure confidentiality but include full names and job titles of members of staff that you worked with.**
- 5. Details of what any actions you took should be in the first person (i.e. 'I').**
- 6. If you can't remember something, then state this.**

This statement is true to the best of my knowledge and belief, based on the information available to me at this time.