**Statement**

**Name:**

**Job title:**

**Professional address:**

**Subject of statement:** *[for example, patient/client 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 [insert previous roles and clinical experience to date]. I have worked in my current job for *[months/years] and my duties include (insert detail)*.

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]*. On the date of the patient’s death I was on duty [inserts times].

I am responding to your request for a written statement. *[Insert the content of your statement here, following* [*our guidance*](https://www.rcn.org.uk/get-help/rcn-advice/statements) *– the pointers below may also assist you in structuring your statement]*

During the time I was involved in the patient’s care I (insert a factual and concise account of your involvement in the patient’s care including how well you knew them This should include:

* References to any clinical records
* Any notes you might have relating to a serious incident investigation
* Other relevant documents (national guidance, polices, post mortem report)
* An explanation of your clinical reasoning
* Address any errors, mistakes or omissions in your care – but seek guidance on how this can be worded to avoid criticism or further investigation into the same.
* Any other relevant, factual information – it can be useful to try and pre-empt any questions that may be asked by the Coroner and include them in your statement).

***[Add the following statement of truth at the end and sign and date your statement]***

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

**Name:**

**Job title:**

**Signature:**

**Date:**