



Royal College
of Midwives

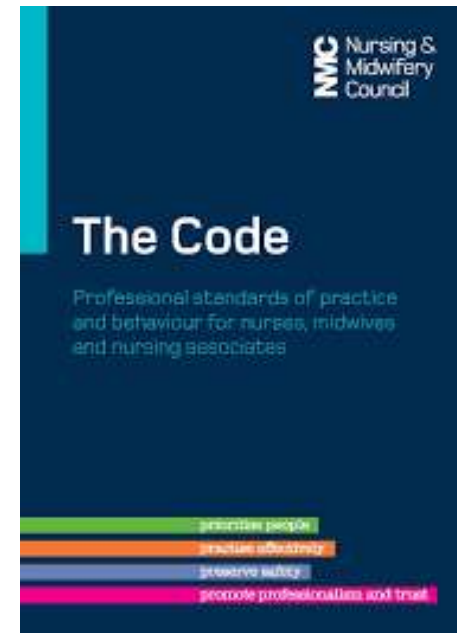
Statement writing

June 2022



Why may we be required to write a statement?

- Complaint
- Incident
- Disciplinary investigation
- Legal case
- Coroners inquest
- NMC referral
- Police (prepared)
- Promote professionalism and trust



Cooperate with all investigations and audits. This includes investigations or audits either against you or relating to others, whether individuals or organisations. It also includes cooperating with requests to act as a witness in any hearing that forms part of an investigation, even after you have left the register.



How to begin to prepare

- Allocate time un-interrupted
- Have access to the original documents-
 - Written Case notes
 - Electronic records
 - CTG
 - Roster
 - Datix
 - Personal notes made at the time
 - RCM statement writing guidance
 - Personal support: RCM Steward, PMA, manager, colleague?
- Never make a statement from memory alone.
- Always take time to review the records you have made
- Employees are entitled to be given time to prepare a statement



Where do I start the basics?

- Full name
- Qualifications (with dates)
- Status/pay band
- Employer's address
- Length of employment at the time of the incident and also at present if this is now different
- Your involvement
- State the purpose of writing the statement
- Date of the incident and relevant period of duty
- Names of staff on duty



What should be included?

- More than is in the records: further explanation, thought processes and rationale
- A factual account of your role in the care
- Logical sequence
- Include recollections, use of records, standard practices-but be clear:
 - *“From recollection.....with reference to the records made at the time.....”*
 - *“It was standard practice in line with the guideline in place at the time.....”*
- Identify other staff involved by their names and status, especially if the signatures are illegible
- Include your comments on any allegations concerning your involvement
- Give details of the conclusion of your involvement in the client’s care



Do include

Any exceptional points:

- Ward in process of redecoration
- Staffing levels
- Clinical activity
- Incident form
- Escalation at the time



 Datix®



It is good practice to

- Explain clinical terms/medical terminology
- Number pages
- Number paragraphs
- Label any appendices.
- Double spacing
- Check spelling and punctuation
- Easy to read font.
- Sign and date each page.



Do remember to

- To be completely honest and state if you cannot remember something
- Avoid ambiguity or subjective statements
- Avoid opinion or speculation
- Avoid abbreviations or jargon
- Explain why you made the decisions you did or took a particular form of action
- To state the midwifery practice/or clinical guidelines at the time of the incident and to attach the relevant guideline if it is appropriate
- Seek advice from your local RCM steward before submitting your statement
- Retain a copy for yourself



Join the RCM

- Our members have the best support at their disposal.

Workplace representatives

- Network of workplace representatives first point of call.

Regional/national officers

- Based around the UK, team of regional and national officers are experts in employment relations. All of our regional and national officers are experienced, registered midwives, so members can feel comfortable that they can relate to their issues and concerns.

www.rcm.org.uk/join-rcm/





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