

Other Document Form

Number

1314

Title **PROFORMA LETTER**

Code A

TO ANDREW BINDLOSS

(Include source and any document number if relevant)

Receivers instructions urgent action Yes / **No**

Document registered / indexed as indicated

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Statement readers instructions

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No(s) of actions raised

Examined - further action to be taken

Further actions no(s)

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H A M P S H I R E C o n s t a b u l a r y

Chief Constable Paul R. Kernaghan QPM LL.B MA DPM MCIPD

PRIVATE

Our Ref. :
Your Ref. :

Fareham Police Station
Quay Street
Fareham
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Direct Dial: **Code A**
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11th January 2005

Dear Mr Andrew Bindloss

Police Officers working on behalf of the Coroner need to interview a number of people within Haslar Hospital in respect of their involvement with the care of a number of patients

The purpose of this letter is to inform you that you may be required to provide information regarding your involvement with the care of patients at Haslar Hospital. This information may be used for the purposes of an investigation into the death of a patient. The information you provide may be used in court proceedings.

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Each staff member who works at Haslar Hospital will be asked to complete a questionnaire. The questionnaire will be completed by you if you are a staff member who works at Haslar Hospital.

al. The questionnaire should be completed by you if you are a staff member who works at Haslar Hospital.

1. **Qualification** - What was your qualification when you were first employed at Haslar Hospital?
2. **Year of employment** - How long have you been employed at Haslar Hospital?

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number,

and, how long you have been employed at Haslar Hospital.

3. **Current role.** What is your current role and how long have you been performing it.

The following list is an indication of the format of the questionnaire and is intended to give you an idea of the issues that you will be asked to provide information on.

A. BINDLOSS Andy

1. **Time and Date** - The time and date when you were first employed at Haslar Hospital.
2. **Each and every entry** - Each and every entry on any paperwork that you have completed in the course of your employment at Haslar Hospital.

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Andy Address

entries on any paperwork have to be completed by you.

needs to identify all notes that you have completed in the course of your employment at Haslar Hospital.

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11th January 2005

Dear Mr Andrew Bindloss

Police Officers working on behalf of the Coroner need to interview a number of people within Haslar Hospital in respect of their involvement with the care of a number of patients

The purpose of the interview is to obtain a witness statement detailing each individuals personal involvement with Mrs Elsie DEVINE whilst she was a patient. The involvement may have been as simple as taking a temperature through to making clinical decisions regarding surgery in Intensive care.

Each statement however will require some basic information from every individual. The following list is an indication of the type of information needed and is provided so that when you are interviewed a large part of the process can be speeded up.

1. **Qualifications.** Where applicable all Nursing / Medical qualifications/ GMC number, were did you qualify and when.
2. **Years experience.** How long have you been qualified, were have you worked, how long have you worked at QA/ GWMH, How long had you worked at either hospital .
3. **Current role.** What is your current role and how long have you been performing it.

The following list is an indication of the format of the interview and is intended to give you an idea of the issues we are seeking to clarify.

1. **Time and Date of all entries.** As far as is possible all entries on any paperwork have to be time / dated
2. **Each and every entry to be accounted for.** Every person needs to identify all notes that they have made any where within the file.

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3. **Hours on call, hours at work.** Specify the start of a tour of duty, meal breaks etc. and the conclusion of tour of duty.
4. **Responsibilities.** What were their terms of conditions? What were their role responsibilities? Who was their line manager?

In order that we can co-ordinate the interviews and therefore minimise the interruption to people's daily lives, I ask that you provide us with a telephone number and an address where a Detective can contact you.

It would be of great assistance if you could also indicate at this stage any dates that you have in your diary when you would be available or equally when you will be unavailable. I would therefore please ask you to contact Code A at your earliest convenience.

Yours Sincerely

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