

Other Document Form

Number

D1284

Title **PROFORMA LETTER** **Code A** **TO STAFF REELSIE DEVINE**

(Include source and any document number if relevant)

Receivers instructions urgent action Yes / No

Document registered / indexed as indicated

No(s) of actions raised

Statement readers instructions

Indexed as indicated

No(s) of actions raised

Examined - further action to be taken

Further actions no(s)

Code A

O/M

SIO

Indexer

When satisfied all action raised Office Manager to endorse other Document Master Number Form.



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

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10th January 2005

Dear

Police Officers working on behalf of the Coroner need to interview a number of people within the 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 DS Roy Stephenson on Code A at your earliest convenience.

Yours Sincerely

Roy Stephenson

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