

Other Document Form

Number

1127

Title E MAIL FROM JANE PARVIN WITH DRAFT LETTER TO STAFF
(Include source and any document number if relevant)

Receivers instructions urgent action Yes / No

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Statement readers instructions

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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.

Code A

From: Code A
Sent: Tuesday, June 15, 2004 9:27 AM
To: Code A
Subject: FW:

Importance: High
Sensitivity: Confidential



GWM Letter.doc

-----Original Message-----

From: Jane Parvin - Personnel Director [mailto:jane.parvin@Code A]
Sent: 14 June 2004 18:16
To: Code A
Subject:
Importance: High
Sensitivity: Confidential

Code A

Attached is draft letter to go to staff on Wednesday, please confirm that is OK to send.

I am ploughing through the list of names, have sorted the list for East Hants and F&G am checking with Portsmouth Hospitals the names of staff that we do not have records for. Will get list to you on Wednesday. <<GWM Letter.doc>>

Jane Parvin
 Personnel Director

Code A

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Our ref: JP/WJJ

Private and Confidential

14 June 2004

Dear

You will be aware that Hampshire Constabulary are investigating allegations that over a number of years elderly patients at Gosport War Memorial Hospital have been administered inappropriate pain relief which has resulted in the premature death of a number of those patients.

Hampshire Constabulary has advised me that Officers now need to interview a number of people in respect of their involvement with the care of a number of patients, the first of which is Mrs Devine. I am advised that they wish to interview you to obtain a witness statement detailing your involvement with the treatment of Mrs Devine.

Each statement will require some basic information, 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.

- **Qualifications:** Where applicable all Nursing/Medical qualifications/GMC/LMC number, were did you qualify and when.
- **Year's experience:** How long have you been qualified, where have you worked, how long have you worked at QAH/GWMH.
- **Current role:** What is your current role and how long have you been performing it.
- **Patient Records:** These will be available at the interview and you will be asked to identify notes you have made within the file.
- **Hours of work:** Where possible to identify duty rotas patterns of work at the time.
- **Responsibilities:** What was the responsibility of your role and who was your line manager?

The police have asked me to assure you that you are not a suspect in this investigation and that they will not be conducting interviews on tape or under caution. They will be contacting you in the near future to arrange a date for the interview, which could be your home at work or other suitable location.

The appropriate professional bodies are aware of this investigation and are keen to provide support and advice to their members and I would therefore urge you to contact either Betty Woodland RCN representative home number 01329 315834 or Fran Fox UNISON representative on 02392 266277.

I realise that this is a stressful time for you and would remind you of the Core Care service which can be contacted on 0800 181392.

If you have any queries please do not hesitate to contact me.

Yours sincerely

Jane Parvin
Personnel Director

Silent copies: Denise Farmer, Fiona Cameron Betty Woodland, Fran Fox