

RESTRICTED

Form MG11(T)

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WITNESS STATEMENT

(CJ Act 1967, s.9; MC Act 1980, ss.5A(3) (a) and 5B; MC Rules 1981, r.70)

Statement of: SPRAGG, JACQUELINE ANN

Age if under 18: OVER 18 (if over 18 insert 'over 18') Occupation: PATIENTS AFFAIRS OFFICER

This statement (consisting of 4 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signed: J SPRAGG

Date: 22/12/2004

I am a Patients Affairs Officer employed by Fareham & Gosport P.C.T at Gosport War Memorial Hospital, Gosport. Briefly I have responsibility for all patients valuables, monies, property etc and the issuing of Cause of Death Certificates. I have been asked to explain the procedure for certifying death at Gosport War Memorial Hospital, the procedure is as follows.

I commenced my role in February 2004 and the procedure was in place when I took over, prior to that point Diane LAW was the Patients Affairs Officer.

I produce a form (JAS/1) which is the administrative procedure we follow in the hospital, this form is available to nursing staff, porters etc. I believe that Diane LAW created this herself.

When a patient dies nurses may in some cases verify death but a Doctor would have to sign a medical certificate of Cause of Death. These certificates are numbered and are kept in a book, the book is issued by the Registrar to myself personally, I sign for its receipt on behalf of the hospital. I keep the current book in my office and we archive the completed books. I produce a copy of the relevant pages from the current book which includes the certificate itself and pages of guidance notes to doctors (JAS/2).

When a patient dies the death needs to be registered within 5 days, the doctor certifying death has to complete the medical certificate as at JAS/2, either myself or the doctor will then put the certificate into an envelope (JAS/3) and seal it. The certificate has a counterfoil similar to a cheque book, which is retained in the book. Also attached to the certificate is a Notice to Informant, this is perforated and the doctor signs it, dates it before detaching it and putting onto

Signed: J SPRAGG
2004(1)

Signature Witnessed by:

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Continuation of Statement of: SPRAGG, JACQUELINE ANN

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the front of the envelope.

The envelope is then given to the deceased's relative or representative who would then take it to the registrar. If there are no relatives or representative that task is taken on by myself.

If the body is for cremation the doctor has to complete a further form which is known as forms B C & F (JAS/4). The doctor complete the first two pages, a second doctor then completes the third page. Without this form being completed we cannot release the body to the undertaker. We do not keep copies of this form, however we do keep a minimal record showing deceased's details, ward, date of death, cremation or burial, doctors and undertakers.

This is not an official form.

Taken by:DC **Code A**

Signed: J SPRAGG
2004(1)

Signature Witnessed by: