



Department of Health Sciences

Writing a Statement: Guidance for Nursing & Midwifery Students

The guidance template below shows you how to set out your statement.

A statement is a written account of an incident(s). If the incident is investigated the statement will form part of the investigation. It is therefore important that it is truthful and well thought through.

Why would I be asked to write a Statement as a Student?

1. If you have raised concerns about the care delivered, or the professional conduct of individuals in a practice placement, but you feel these have not been dealt with adequately
2. If concerns have been raised or an incident has occurred in a practice placement that you were not directly involved in, but that you witnessed. You may be asked to provide a statement outlining what you observed/heard.
3. If you have experienced any form of bullying, harassment or inequality which has not been addressed adequately (including all protected characteristics under the Equality Act 2010)

What do I do first?

Contact the Practice Learning Link Lecturers at: dohs-pll@york.ac.uk or your personal supervisor if you prefer. They will guide and support you through this process, accompanying you to any meetings

*Practice organisations should always inform the University if they wish you to invite you to a meeting to take a statement or discuss a statement with you. You should **NOT** attend any formal meetings or write any statements without University support and representation.

Can this statement be anonymous?

No, this is a formal account of events and you must own your statement. To ensure that your concerns are taken seriously and investigated fully, we would need to share these with the Academic Lead for Practice Learning, The Head of Nursing, Midwifery & Professional Programmes and a senior member of the Trust/Practice organisation, who might need to contact you for further information. If you are unwilling to put your concerns in writing it is unlikely they would be taken further.

What do I write?

This form is adapted from the RCN statement template available alongside the guidance at: <https://www.rcn.org.uk/get-help/rcn-advice/statements>. Their valuable 'Tips on statement writing from statement checkers' will help you to produce a clear, factual and objective statement.

A downloadable version of the form below is available here <https://www.york.ac.uk/media/healthsciences/documents/practice-education/practice-concerns/StudentStatementTemplate.docx>

Take your time! This is your statement, you should make sure you are happy with the content.

- Use clear, wide margins at each side.
- All paragraphs must be numbered; they should be short, precise and no more than six lines long.
- *This is so that when referring to points later, these will be easy to locate*
- Paragraphs should have subject headings, where appropriate.
- Lines should be double spaced and typed
- Write in the first person (i.e., I, me)
- Remember to sign and date the statement

GUIDANCE TEMPLATE for STATEMENT	
Name:	
Programme, Cohort, Year of Study	
University Contact details (e-mail)	
Subject of Statement	[for example, patient/client X at what incident/location]/personal experience ofat location

A. Introduction

I am responding to a request for a written statement made by [name]

This statement is based on [personal recollection/review of records – or a combination]

I was on placement on [placement name] from - to [allocation dates]

I have been involved in the care of Patient X since [date]. My last involvement in their care was on [date].

B. Narrative: *All paragraphs must be numbered; they should be short, precise and no more than six lines long

You should provide

- a record of the concern/event
- date, time and location of the event,
- who was involved
- the conduct observed
- what was said,
- any witnesses to the incident: where known, you should document the name and role of those involved and/or any witness.
- how did you initially raise your concern and to whom?
- what response did you receive?
- Document any informal meetings you had regarding this concern
- Document any telephone conversations you had regarding this concern

C. Summary

Recap your main points.

Do not add any new information

D. References

List any documents referred to in your statement eg:

- patient records, notes
- local policies or procedures
- national standards or guidelines
- professional codes or regulations

E. This statement is true to the best of my knowledge and belief, based on the information available to me at this time.

Signature -----

NAME IN PRINT-----

Date: -----

Once complete, you should print and sign the statement. This will be retained by the department. NO electronic copies should be stored on personal devices.