**Writing a statement**

1. Ensure you have copies of all the relevant documentation available to you.
2. A statement should be as factual as possible.
3. Accurate detail is essential: dates, times, places, context, explanation of effect of event. Lack of detail may have a negative effect in future investigations, hearings or tribunals.
4. As a general rule, it is appropriate to write a statement in chronological order.
5. Set out the names of witness’s in relation to each event.
6. You should avoid the use of emotive language.
7. Clinical detail is extremely important. Professional and technical language should be used when noting such clinical detail.
8. If the subject matter of the statement is of an embarrassing nature, you must set embarrassment aside, and write down what occurred, or what was said.
9. If you do not recall an event, or incident, then you should state so.
10. Avoid giving your opinion; it is the facts of the incident that are required.
11. Use short sentences. The longer the sentence, the more likely you are to contradict yourself, or enter an unintended qualification, which may be misunderstood at a later date, even by yourself.
12. You should always write a draft statement in the first instance, and ensure that it is seen by your advisor/or legal adviser, prior to submitting it.

**Multiple use of statement**

Statements can be sought and written for:

* Internal Inquiries:
* Dignity at Work Investigations;
* Trust in Care Investigations;
* Commission of Inquiries;
* Complaints procedure
* External Inquires;
* Coroner Court;
* Garda Siochána;
* Fitness to Practice;
* Court Proceedings;