

A Joint Healthcare Conferences UK &  
InPractice Training Course

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# How to Write a Witness Statement

Thursday 24 January 2019 De Vere W1 Conference Centre, London

## Course Content:

- Why staff get asked to write witness statements
- Common mistakes
- Implications of getting it wrong
- Provision of a template and format
- Technical requirements
- Content
- How to critique your own work; the five-minute appraisal
- Using appendices

## The course will be facilitated by:

Kate Hill  
*Solicitor*  
InPractice



InPractice



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Healthcare professionals are now being asked to write witness statements for internal inquiries, Individual Management Reviews, Coroner's Inquests and so on.

Being able to write an excellent witness statement is an essential skill for all healthcare professionals regardless of specialty or designation.

This one-day course will provide delegates with the skills to produce robust and helpful evidence.

The course will also cover excellence in contemporaneous record keeping.

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- Why staff get asked to write witness statements
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## Programme

**09.30** Registration, tea & coffee

**10.00** Introduction and overview

**10.30** Why staff get asked to write witness statements; common mistakes. Implications of getting it wrong.

**11.00** Coffee Break

**11.15** Provision of template and format.

**13.00** Lunch Break

**14.00** Technical requirements and content.

**14.30** Coffee Break

**15.00** How to critique your own work. The five-minute appraisal.

**15.30** Mock-courtroom exercise.

**16.00** Summary & Close

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How to book

Book with credit card and receive a 10% discount\*

www.healthcareconferencesuk.co.uk

Fax the booking form to  
0208 181 6491

Post this form to Healthcare Conferences UK  
8 Wilson Drive, Ottershaw, Surrey, KT16 0NT

## > Your Details (please complete a new form for each delegate. Photocopies are acceptable)

Dr Mr Mrs Ms (Please Circle)

First Name

Surname

Job Title

Department

Organisation

Address

Postcode

Telephone

Fax

Email

Please write your address clearly as confirmation will be sent by email, if you prefer confirmation by post please tick this box,   
Please also ensure you complete your full postal address details for our records.

Please specify any special dietary or access requirements

**This form must be signed by the delegate or an authorised person before we can accept the booking**

*(By signing this form you are accepting the terms and conditions below)*

Name

Signature

Date

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**By Cheque** A cheque for  is enclosed

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For more information contact Healthcare Conferences UK on **01932 429933** or email [jayne@hc-uk.org.uk](mailto:jayne@hc-uk.org.uk)

### Venue

De Vere West One Conference Centre, 9-10 Portland Place, London, W1B 1PR. A map of the venue will be sent with confirmation of your booking.

**Date** Thursday 24 January 2019

### Conference Fee

- £395 + VAT (£474.00) for NHS, Social care, private healthcare organisations and universities.
- £549.00 + VAT (£658.80) for Commercial organisations

The fee includes lunch, refreshments and a copy of the conference handbook. VAT at 20%.

### \*Credit card Discount

10% discount when you book via credit or debit card. This offer is exclusive to card bookings and cannot be used in conjunction with any other Healthcare Conferences UK offer.

### \*\*Group Rates

A discount of 15% is available to all but the first delegate from the same organisation, booked at the same time, for the same conference.

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### Accommodation

On confirmation of your booking you will receive information for booking accommodation should you require it.

### Confirmation of Booking

All bookings will be confirmed by email, unless stated otherwise. Please contact us if you have not received confirmation 7-10 days after submitting your booking.

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