



At Chapel Street Surgery we always try to provide the best service possible; there may be times

Please note that we have to respect our duty of confidentiality to patients and a patient's consent will be necessary if a complaint is not made by the patient in person.

If you wish to make a complaint please telephone or write to the practice manager. We will then acknowledge your complaint in writing or verbally within a period of 3 working days.

The periods of time within which a complaint can be made is normally:

- 12 months from the date on which the event / incident which is the subject of the complaint occurred; or
- 12 months from the date on which the event / incident which is the subject of the complaint comes to the complainant's notice.

We aim to give you an outcome to your complaint within 10 working days although occasionally it may take longer. You are also invited to discuss your concerns in a meeting if you wish to.

## COMPLAINING ON BEHALF OF SOMEONE ELSE

Please note that Chapel Street Surgery keeps strictly to the rules of medical confidentiality. If you are complaining on behalf of someone else, the practice needs to know that you have their permission to do so. A note signed by the person concerned will be required, unless they are incapable of providing this due to illness or disability.

### COMPLAINING TO OTHER AUTHORITIES

The practice management team hope that if you have a problem with the service you have received, that you will use the Practice Complaints Procedure.

However, if you feel you cannot raise your complaint with us, you can contact any of the following official bodies:

Patient Advisory Liaison Service 01922 656463

NHS England, PO Box 16738, Redditch, B97 9PT  
[england.contactus@nhs.net](mailto:england.contactus@nhs.net) – FAO The Complaints Manager  
0300 311 22 3 – Mon to Fri 8am to 6pm

### CONTACTING THE CARE QUALITY COMMISSION

If you have a genuine concern about a staff member or regulated activity carried on by this Practice then you can contact the Care Quality Commission on 03000 616161, or alternatively visit the following website:  
<http://www.cqc.org.uk>

## PALS, ICAS & OMBUDSMAN

PALS provide a confidential service designed to help patients get the most from NHS. PALS can tell you more about the complaints procedure & may be able to help you resolve your complaint informally.

Your local PALS office can be found on:

<http://www.nhs.uk/Service>

### ADVOCACY SERVICE FOR NHS COMPLAINTS

This is a national service that supports people who want to make a complaint about their NHS Care or treatment. Your local service can be found on

<http://www.pohwer.net/our-services/nhs-complaints-advocacy>

### OMBUDSMAN

If you have not received a satisfactory response from this practice, your local Clinical Commissioning Group, or NHS England, you can then refer your complaint to the Parliamentary and Health Service Ombudsman who investigates complaints about the NHS in England.

You can call the Ombudsman's Complaints Helpline on 0345 015 4033 or <http://www.ombudsman.org.uk> or Textphone (Minicom): 0300 061 4298

Chapel Street Surgery

# Complaints & Comments Leaflet

LET THE PRACTICE KNOW YOUR VIEWS

**Please Take a Copy**

*Revised: June 2023*

## LET THE PRACTICE KNOW YOUR VIEWS

Chapel Street Surgery is always looking for ways to improve the services it offers to patients. To do this effectively, the practice needs to know what you think about the services you receive. Tell us what we do best, where we don't meet your expectations plus any ideas and suggestions you may have. Only by listening to you can the practice continue to build and improve upon the service it offers.

### **TELL US ABOUT OUR SERVICE BY COMPLETING THE COMMENTS FORM IN THIS LEAFLET**

- Could you easily get through on the telephone?
- Did you get an appointment with the practitioner you wanted to see?
- Were you seen within 20 minutes of your scheduled appointment time?
- Were our staff helpful and courteous?

### **PRACTICE COMPLAINTS PROCEDURE**

If you have a complaint about the service you have received from any member of staff working in this practice, please let us know. The practice operates a Complaints Procedure as part of the NHS system for dealing with complaints. Our complaints system meets national criteria.

**Note:** If you make a complaint it is practice policy to ensure you are not discriminated against, or subjected to any negative effect on your care, treatment or support.

## HOW TO COMPLAIN

In the first instance please discuss your complaint with the staff member concerned. Where the issue cannot be resolved at this stage, please contact Samantha Evans – Practice manager who will try to resolve the issue and offer you further advice on the complaints procedure. If your problem cannot be resolved at this stage and you wish to make a formal complaint, please let us know as soon as possible, ideally within a matter of days. This will enable the practice to get a clear picture of the circumstances surrounding the complaint.

If it is not possible to raise your complaint immediately, please let us have details of your complaint within the following timescales:

- Within 12 months of the incident that caused the problem

#### **OR**

- Within 12 months from when the complaint comes to your notice

The Practice will acknowledge your complaint within three working days and aim to respond to your complaint within 10 working days, however some complaints may take longer.

The Practice will arrange a meeting with you to discuss the complaint, to agree with you how the complaint is going to be investigated and the timescale for this to be completed.

When the practice looks into your complaint it aims to:

- Ascertain the full circumstances of the complaint
- Make arrangements for you to discuss the problem with those concerned, if you would like this
- Make sure you receive an apology, where this is appropriate

- Identify what the practice can do to make sure the problem does not happen again

