

COMPLAINING ON BEHALF OF SOMEONE ELSE

Please note that Oakwood Medical Centre 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. A suitable authority form for the patient to sign to enable the complaint to proceed is available from reception/on our website.

COMPLAINING TO OTHER AUTHORITIES

The practice management team hope that if you have a problem, you will use the Practice Complaints Procedure. However, if you feel you cannot raise your complaint with us, or you are dissatisfied with the response received from us, you can contact any of the following 3 bodies:

Patient Experience Team, Cheshire & Merseyside ICB (replaces NHS England):
T: 0800 132 996
E-mail: enquiries@cheshireandmerseyside.nhs.uk

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 Tel: 03000 616161, or alternatively visit the following website: <http://www.cqc.org.uk>

PALS, MCHA & OMBUDSMAN

PATIENT EXPERIENCE TEAM (ICB)

Listening to you is vital in improving patient experience for everyone in Cheshire.

Cheshire & Merseyside ICB values your comments on the services that we commission and the decisions that we make, whether that is a complaint, idea or compliment. Your feedback helps us to shape the best possible care and treatment.

Get in touch with our Patient Experience Team:

Tel: 0800 132 996

Email: enquiries@cheshireandmerseyside.nhs.uk

Healthwatch Cheshire CIC

Healthwatch Cheshire CIC offers an NHS Independent Complaints Advocacy Service (ICAS). ICAS advocacy works within the NHS complaints regulations and can help you to use the NHS complaints process to have your voice heard.

Tel: 0300 323 0006

Email: info@icascheshire.org.uk

OMBUDSMAN

As a last resort, if you are not happy with the response from this practice, you can 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

Address:

The Parliamentary and Health Service Ombudsman,
Millbank Tower, Millbank, London, SW1P 4QP

Oakwood Medical Centre

Complaints & Comments Leaflet

LET THE PRACTICE KNOW YOUR VIEWS

PARTNERS

DR RACHEL HARDING
DR TERESA STREFFORD
DR NIGEL LUTY
DR RICHARD SINGLETON

Please Take a Copy

Updated June 2024

LET THE PRACTICE KNOW YOUR VIEWS

Oakwood Medical Centre 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 Laura Clare (Practice Manager) who will try to resolve the issue and offer you further advice on the complaint's 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 6 months of the incident that caused the problem
- OR**
- Within 6 months of discovering that you have a problem, provided this is within 12 months

The practice will acknowledge your complaint within three working days and aim to have investigated your complaint within a reasonable timescale allowing enough time to be able to investigate fully. We will then offer an explanation or a meeting with the person(s) involved. When the practice investigates 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

COMPLAINTS AND COMMENTS FORM

Name: _____

Address: _____

Telephone: _____

Date of complaint / comment: _____

Details: _____

Signed: _____

