

COMPLAINING ON BEHALF OF SOMEONE ELSE

Please note that the practice follows strict rules of confidentiality. If you are complaining on behalf of someone else, we need to know that you have his or her 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

NHS Staffs and Stoke-on-Trent ICB

If you have a complaint relating to the way an NHS service has been commissioned by your local Integrated Care System (ICS), or you have been directly affected by a commissioning decision made by the ICS, please write to:

Patient Services Team

New Beacon Building
Stafford Education and Enterprise Park
Weston Road, Stafford
ST18 0BF

Or via telephone call: **0808 196 8861**

Or via email

patientservices@staffsstokeicb.nhs.net

If you have a genuine concern about a staff member or regulated activity carried on by this practice or if you have a complaint about the ICB, the NHS 111 service, please contact the **Care Quality Commission**

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

OMBUDSMAN

If you feel that your concerns have not been addressed, you can refer your complaint to the Parliamentary and Health Service Ombudsman who investigate complaints about the NHS in England.

You can call the Ombudsman's Complaints Helpline on 0345 015 4033 or visit www.ombudsman.org.uk or Text phone (Minicom): 0300 061 4298

PRACTICE COMPLAINTS PROCEDURE

In the first instance if you are concerned, please email or write to us at:

Spicer's Close, Claverley, Wolverhampton, WV5 7BY

or email us at: claverleymedical@staffs.nhs.uk

The practice operates a Complaints Procedure as part of the NHS system for dealing with complaints. Our complaints system meets the national criteria set by NHS England.

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

Please kindly address all complaints for the attention of the Practice Manager, Sudhanshu Consul who will ensure your complaint is processed through the correct procedures.
[Sudhanshu Consul is the Complaints Manager and Dr Shailendra Allen is the Responsible Person at the Practice]

You can also submit your complaint to:

NHS England

For Primary Care Services

(GP, Dentist, Pharmacist or Optician)

NHS England contact details:

NHS England PO Box 16738

Redditch B97 9PT

By email to: england.contactus@nhs.net

If you are making a complaint please state:

'For the attention of the complaints team' in the subject line.

By telephone: 0300 311 22 33

CLAVERLEY MEDICAL PRACTICE

Spicer's Close, Claverley, Wolverhampton, WV5 7BY

Tel. 01746 710223

www.claverleymedicalpractice.co.uk

COMPLAINTS & COMMENTS LEAFLET

LET US KNOW YOUR VIEWS

GENERAL Practitioners

Dr Shailendra Allen [Male]

GP Partner - GMC: 5196511

Dr Selvakumar [Male]

GP Partner - GMC: 3646263

Adeola Allinson [Female]

Advanced Clinical Practitioner

PRACTICE Nurse

Tracey Angus [Female]

PRACTICE Manager

Sudhanshu Consul [Male]

[Also, a Managing Partner, Complaints Manager & CQC Registered Manager]

Charlotte Cambridge [Female]

[Assistant Practice Manager]



PLEASE TAKE A COPY

[Revised June 2024]

LET THE PRACTICE KNOW YOUR VIEWS

The practice 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 we continue to build and improve upon the service it offers.

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

To help us improve on our services please tell us...

- Could you easily get through on the telephone?
- Did you get an appointment with the clinician you wanted to see?
- Were you seen within 10 minutes of your scheduled appointment time?
- Was the staff helpful and courteous?
- Please post in the comments box on the reception desk

ICAS - INDEPENDENT COMPLAINTS AND ADVOCACY SERVICE

ICAS is a national service that supports and helps people to make their complaint.
Your local ICAS service can be found
by calling: **0300 456 2370**
POhWER

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 the 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.

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 one year of the incident that caused the problem
- *The practice will acknowledge your complaint within 3 working days.*

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

COMPLAINTS AND COMMENTS FORM

Print Name: _____

Address: _____

Postcode: _____

Telephone: _____

Date of complaint/comment: _____

Brief details:

Signed: _____

Please hand this form to reception or put in the suggestion box in the waiting room

You can also write in your complaint via email or send it to our centre using the address on the front page of this leaflet. You can also hand deliver the complaint by handing it to one of our receptionist marked for the attention of the Practice Manager.