



Complaints & Comments Leaflet

Let the Practice Know Your Views

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Let the Practice Know Your Views

The Crookes Practice is always looking 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 subject to any negative effect on your care, treatment or support.

How to Complain

In the first place discuss your complaint with the staff member concerned. Where the issue cannot be resolved at this stage, please contact Paula Stones, Patient Services Manager, who will try to resolve the issue and offer you further advise 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

The Crookes Practice

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 time scale:

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.

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

Complaining On Behalf of Someone Else

Please note that The Crookes Practice 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 hopes 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 either of the following official bodies:

NHS CCG Sheffield
722 Prince of Wales Road
Sheffield
S9 4EU
Tele: 0114 305 1000

NHS England
P O Box 16738
Redditch
B97 9PT
Email: England.contactus@nhs.net – FAO the Complaints Manager
Tele: 0300 311 22 33

Contacting the Care Quality Commission

If you have a genuine concern about a staff member or regulated activity carried out by this Practice then you can contact the Care Quality Commission on 03000 616 161 or alternatively visit the following website:
<http://www.cqc.org.uk/contact-us>

ICAS & Ombudsman

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 at:
<http://www.pohwer.net/our-service/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 visit <http://www.ombudsman.org.uk>

Complaints & Compliments Form

Name: _____

Address: _____

Telephone: _____

Date of Complaint/Comment: _____

Details: