

COMPLAINING ON BEHALF OF SOMEONE ELSE

Please note that Swanage Medical 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 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, you can contact any of the following bodies:

NHS England

England.contactus@nhs.net FAO Complaints Manager
Call 0300 311 22 33 – Mon to Fri 8am – 6pm

Healthwatch

For free independent information or advice or to make a comment about local health services contact

CONTACTING THE CARE QUALITY COMMISSION

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

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 at:

13-15 Jubilee Court
Paceycombe Court
Poundbury
Dorchester DT1 3AE
enquiries@dorsetadvocacy.co.uk
01305251033

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.

www.ombudsman.org.uk

0345 015 4033 or Textphone: 0300 061 4298

Swanage **NHS**
Medical Practice

Complaints & Comments Leaflet

LET THE PRACTICE KNOW YOUR VIEWS

PARTNERS

Dr W Heard Dr C
Hombersley Dr K
Evans

Dr A McIntosh
Dr M Law
Dr K Qureshi

Salaried GPs

Dr S Basham
Dr B Law
Dr L Arthur

Please take a copy
28/03/2022

LET THE PRACTICE KNOW YOUR VIEWS

SWANAGE MEDICAL 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 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 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.

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 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, ideally in writing 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 5 working days and aim to have looked into your complaint within 28 working days of the date you raised it with us. At this stage you should be offered an explanation or a meeting with the person(s) involved. 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

COMMENTS FORM

Name: _____

Address: _____

Telephone: _____

Date of comment: _____

Details: _____

Signed: _____