

DATA PROTECTION

Please note that in the event of a complaint, the practice may need to provide information about the patient, and treatment they have received, to insurers or legal advisers. Our 'Data Protection Privacy Notice for Patients' is available on our website or at reception.

COMPLAINING ON BEHALF OF SOMEONE ELSE

Please note that Grey Gable 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 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:

Patient and Stakeholder Liaison Team, NHS Herefordshire & Worcestershire, Kirkham House, John Comyn Drive, Perdiswell, Worcester, WR3 7NS
Hwicb.complaints-GP@nhs.net 0300 0534356

For further help and advice you may contact Healthwatch Worcestershire, Civic Centre, Queen Elizabeth Drive, Pershore, WR10 1PT
www.healthwatchworcestershire.co.uk
01386 550264

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 616161, or alternatively visit the following website: <http://www.cqc.org.uk/contact-us>

PALS, ICAS & OMBUDSMAN

PATIENT ADVISORY LIAISON SERVICE (PALS)

PALS provide a confidential service designed to help patients get the most from the NHS. PALS can tell you more about the NHS complaints procedure and may be able to help you resolve your complaint informally. Your local PALS office can be found via the NHS Choices website or please call 0300 123 1732

INDEPENDENT COMPLAINTS AND ADVOCACY SERVICE (ICAS)

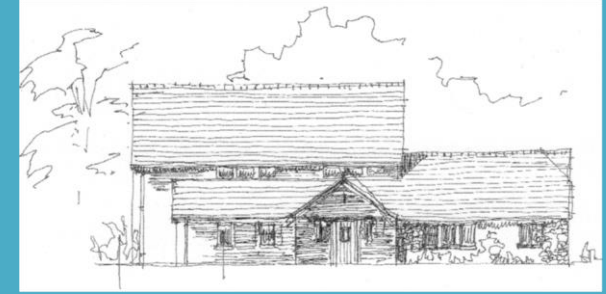
ICAS is a national service that supports people who want to make a complaint about their NHS Care or treatment. Your local service can be found on the following website

[Independent Health Complaints Advocacy \(IHCA\) :: Onside, Worcestershire \(onside-advocacy.org.uk\)](http://www.independenthealthcomplaints.org.uk)

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://ombudsman.org.uk> or Textphone (Minicom): 0300 061 4298



Grey Gable Surgery

Complaints & Comments Leaflet

LET US KNOW YOUR VIEWS

**High Street
Inkberrow
Worcestershire
WR7 4BW**

Tel: 01386 793007

www.greygablesurgery.com

Please take a Copy

Reviewed Aug 2023

LET THE PRACTICE KNOW YOUR VIEWS

Grey Gable 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?
- Are 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 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 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 aims to have investigated your complaint within 10 working days.

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

COMPLAINTS AND COMMENTS FORM

Name: _____

Address: _____

Telephone: _____

Date of complaint/comment: _____

Details: _____

Signed _____