

COMPLAINTS PROCEDURE

A complaint is an expression of dissatisfaction which requires a response.

If you have a complaint or concern about the service you have received from the doctors or any of the staff working in this practice, please let us know. We operate a practice complaints procedure as part of a NHS wide system for dealing with complaints.

We hope that most problems can be sorted out easily and quickly, often at the time they arise and with the person concerned. If your problem cannot be sorted out in this way and you wish to make a complaint, we would like you to let us know **as soon as possible**, ideally on the day. This is because the sooner we know about a problem, the easier it will be for us to establish what happened. Complaints will be investigated if they have been made within 12 months of the date of the event, which has given cause for complaint, OR within 12 months of discovering the reason for the complaint. Discretion may be applied in extending these time limits where in the opinion of the Investigating Partner, it would have been unreasonable in the circumstances of the particular case for a complaint to have been made earlier AND where it is still possible to investigate the facts of the case.

Dr Charles McEvoy is the designated general practitioner responsible for the management of all complaints and Dr Mateusz Mielcarek is designated if the complaint is against him.

The Practice Manager, Samantha Miles, is the appointed Complaints Manager. She will be informed immediately a complaint is received by any other member of the practice. If the Complaints Manager is absent the complaint should be referred direct to the Investigating Partner.

Complaints should be addressed to the Practice Manager, Samantha Miles. Alternatively, you may ask for an appointment with her to discuss your concerns. She will explain the complaints procedure to you and will make sure that your concerns are dealt with promptly. It will be a great help if you are as specific as possible about your complaint and if you would be prepared to put it in writing.

You can be assured that the matter will receive immediate attention and that confidentiality will be observed. The complaint whether verbal or written, will be acknowledged in writing within three working days.

When we look in to your complaint, we shall; (a) find out what happened and what went wrong (b) make it possible for you to discuss the problem with those concerned, if you choose. You can be accompanied by a friend or relative at this discussion.

Please note that we keep strictly to the rules of medical confidentiality. If you are complaining on behalf of someone else, we have to know that you have his or her permission to do so. A note signed by the person concerned will be needed to authorise you to complain on their behalf.

Ripon Spa Surgery
The Surgery, Park Street, Ripon, North Yorkshire, HG4 2BE

Following the investigation of the complaint, a letter will be sent to you within four weeks informing you of the outcome.

We hope that wherever possible you will use our Practice complaints procedure. We believe this will give the Practice the best chance of making any changes and an opportunity to improve our Practice. However, this does not affect your right to approach the National Commissioning Board for assistance if you feel you cannot raise your complaint with us. Their contact details are:

NHS England
PO Box 16738
Redditch
B97 9PT
Tel: 0300 311 22 33

If you feel you need help and advice addressing your NHS complaint, you can obtain independent support from;

North Yorkshire NHS Complaints Advocacy Service
(Monday to Friday 9.00am to 5.00pm)
Tower Court
Oakdale Road
Clifton Moor
York
YO30 4XL
Tel: 0300 012 4212
Email: helpwithnhscomplaintsnorthyorks@cloverleaf-advocacy.co.uk

Or you can fill in a simple form available on: www.helpwithnhscomplaintsnorthyorks.org

If you feel that the complaint has not been satisfactorily resolved, you may take this matter up with the Health Service Ombudsman;

The Parliamentary and Health Service Ombudsman
Millbank Tower
Millbank
London
SW1P 4QP
Tel: 0345 015 4033
Email: www.ombudsman.org.uk