



## Complaints Procedure

### **Making a Complaint**

Most problems can be sorted out quickly and easily with the person concerned, often at the time they arise, and this may be the approach you try first.

Where you are not able to resolve your complaint in this way and wish to make a formal complaint you should do so, preferably **in writing** as soon as possible after the event and ideally within a few days, giving as much detail as you can, as this helps us to establish what happened more easily. In any event, this should be:

- Within 12 months of the incident,
- or within 12 months of you becoming aware of the matter

If you are a registered patient, you can complain about your own care. You are not normally able to complain about someone else's treatment without their written authority. See the separate section in this leaflet for what to do in this case.

We are able to provide you with a separate complaint form to register your complaint and this includes a third-party authority form to enable a complaint to be made by someone else. Please ask at reception for this. You can provide this in your own format providing it covers all of the necessary aspects.

**Send your written complaint in the first instance to one of the following:**

#### **Clinical Complaints:**

Emily Orcheston-Findlay  
Clinical Complaints Manager  
McKenzie House  
17 Kendal Road  
Hartlepool  
TS25 1QU

#### **Admin Complaints:**

Sarah Herd  
Practice Manager  
McKenzie House  
17 Kendal Road  
Hartlepool  
TS25 1QU

### **What We Do Next**

We aim to settle complaints as soon as possible.

We will usually acknowledge receipt within **three** working days. There is no specified time frame for a response to a complaint, and this will depend on the nature and complexity, but we aim to respond to all complaints within a reasonable time frame, up to a maximum of 6 months. You will receive a formal reply in writing, or you may be invited to meet with the person(s) concerned to attempt to resolve the issue.

When looking into a complaint, we attempt to see what happened and why, to see if there is something we can learn from this, and make it possible for you to discuss the issue with those involved if you wish to do so.

When the investigations are complete, a final written response will be sent to you.

The final response letter will include details of the result of your complaint and also your right to refer the matter further to the Parliamentary and Health Service Ombudsman (details shown elsewhere in this leaflet) if you remain dissatisfied with the response.

### **Complaining on Behalf of Someone Else**

We keep to the strict rules of medical and personal confidentiality. If you wish to make a complaint and are not the patient involved, we will require the written consent of the patient to confirm that they are unhappy with their treatment and that we can deal with someone else about it. In the event the patient is deceased, then we may agree to respond to a family member or anyone acting on their behalf or who has had an interest in the welfare of the patient.

Please ask at reception for the Complaints Form, which contains a suitable authority for the patient to sign to enable the complaint to proceed. Alternatively, we will send one to you to return to us when we receive your initial written complaint.

Where the patient is incapable of providing consent due to illness, accident, or mental capacity, it may still be possible to deal with the complaint. Please provide the precise details of the circumstances that prevent this in your covering letter.

Please note that we are unable to discuss any issue relating to someone else without their express permission, which must be in writing, unless the circumstances above apply. You may also find that if you are complaining on behalf of a child who is capable of making their own complaint, we will expect that child to contact us themselves to lodge their complaint.

We may still need to correspond directly with the patient, or may be able to deal directly with the third party. This depends on the wording of the authority provided.

### **Other ways to complain**

If the complainant prefers not to complain directly to the provider, they can complain to the commissioner of the service, the Integrated Care Board (ICB) if they prefer (previously this role was held by NHS England).

You can make a complaint to the Integrated Care Board by the following methods:

Calling 0191 512 8277

Emailing [necsu.complaints@nhs.net](mailto:necsu.complaints@nhs.net)

Or, in writing to:

Primary Care Complaints Team  
North East and North Cumbria ICB  
Riverside House  
Goldcrest Way  
Newburn Riverside Business Park  
Newcastle upon Tyne  
NE15 8NY

**If you are dissatisfied with the outcome of the complaint response:**

You have the right to approach the Parliamentary & Health Service Ombudsman.  
Their contact details are:

The Parliamentary and Health Service Ombudsman  
Millbank Tower  
30 Millbank  
London  
SW1P 4QP

Tel: 0345 015 4033

Website: [www.ombudsman.org.uk](http://www.ombudsman.org.uk) [www.ombudsman.org.uk/make-a-complaint](http://www.ombudsman.org.uk/make-a-complaint)  
(to complain online or download a paper form)

**Other help available**

You may also approach Healthwatch or the Independent Health Complaints Advocacy for help or advice regarding a complaint.

The local Healthwatch can be found at: [www.healthwatch.co.uk](http://www.healthwatch.co.uk)

The Independent NHS Complaints Advocacy Service helps people to raise their concerns and complaints about NHS care and treatment. Further information and contact details can be found at:  
<https://wearepeoplefirst.co.uk/advocacy/nhs-advocacy/>

The Patient Advice and Liaison Service (PALS) can be contacted on 01642 624719