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| --- | --- | --- | --- | --- |
| Advocacy support  [POhWER](https://www.pohwer.net/) support centre can be contacted via 0300 456 2370 [Advocacy People](https://www.theadvocacypeople.org.uk/) gives advocacy support on 0330 440 9000  [Age UK](https://www.ageuk.org.uk/) on 0800 055 6112  The [Local Council](https://www.gov.uk/find-local-council) can give advice on local advocacy services  Other advocates and links can be found on this [PHSO webpage](https://www.ombudsman.org.uk/making-complaint/getting-advice-and-support)    Further action    If you are dissatisfied with the outcome of your complaint from either [Integrated Care Board (ICB)](https://www.england.nhs.uk/contact-us/about-nhs-services/contact-your-local-integrated-care-board-icb/) or this organisation, then you can escalate your complaint to  Parliamentary Health Service  Ombudsman (PHSO) at either:  **Milbank Tower, Milbank**  LONDON  SW1P 4QP  **Citygate, Mosley Street**  MANCHESTER  M2 3HQ  Tel: 0345 015 4033  [www.ombudsman.org.uk](http://www.ombudsman.org.uk) | **Moorland Medical Centre**  **Dyson House**  **Regent Street Leek**  **Staffordshire**  **ST13 6LU**    **Telephone number:**  **01538 399008**  **Email address:**  moorland.med@staffs.nhs.uk |  |  | **The Complaints**  **Process Leaflet**      **Moorland Medical**  **Centre**      GP PARTNERS    Dr J Greig  Dr A Foster  Dr J Shah  Dr N Briscoe |

# Talk to us

Every patient has the right to make a complaint about the treatment or care they have received at Moorland Medical Centre.

We understand that we may not always get everything right and, by telling us about the problem you have encountered, we will be able to improve our services and patient experience.

# Who to talk to

Most complaints can be resolved at a local level. Please speak to a member of staff if you have a concern and they will assist you where possible. Alternatively, ask to speak to the Complaints Manager, Rachel Hurst, Deputy Practice Manager but note this may need to be a booked appointment.

How can I make a

complaint?

A complaint can be made verbally or in writing.

A complaints form is available from reception. Additionally, you can complain via email to moorland.med@staffs.nhs.uk

# I want to complain to a third-party

If for any reason you do not want to speak to a member of our staff, then you can request that the Integrated Care Board (ICB) investigates your complaint.

They will contact us on your behalf:

Website address: [staffsstoke.icb.nhs.uk/contactus/patient-advice-and-liaison-service](https://staffsstoke.icb.nhs.uk/contact-us/patient-advice-and-liaison-service/)

Email: PatientServices@staffsstoke.icb.nhs.uk

Telephone: 0808 196 8861 Postal address:

NHS Staffordshire and Stoke-on-Trent ICB

New Beacon Building, Stafford Education and Enterprise

Park

Weston Road

Stafford, ST18 OBF

# Time frames for complaints

The time constraint on bringing a complaint is 12 months from the occurrence giving rise to the complaint, or 12 months from the time you become aware of the matter about which you wish to complain.

The Complaints Manager will respond to within three business days to acknowledge your complaint.

We will aim to investigate and provide you with the findings as soon as we can and will provide regular updates regarding the investigation of your complaint

# Investigating complaints

We will investigate all complaints effectively and in conjunction with current legislation and guidance.

# Confidentiality

We will ensure that all complaints are investigated with the utmost confidentiality and that any documents are held separately from the patient’s healthcare record.

# Third party complaints

We allow third parties to make a complaint on behalf of a patient. The patient must provide consent for them to do so. A third-party patient complaint form is available from reception.

# Final response

We will issue a final formal response to all complainants which will provide full details and the outcome of the complaint. We will liaise with you about the progress of any complaint.