

Jubilee Medical Centre

Annex D – Complaint leaflet

A patient information leaflet regarding complaints is shown overleaf.

Advocacy support

- [POhWER](#) support centre can be contacted via 0300 456 2370
- [Advocacy People](#) gives advocacy support on 0330 440 9000
- [Age UK](#) on 0800 055 6112
- Local Council can give advice on local advocacy services

Further action

If you are dissatisfied with the outcome of your complaint from either NHS England or this organisation then you can escalate your complaint to Parliamentary Health Service Ombudsman (PHSO) at either:

Milbank Tower, Milbank
LONDON
SW1P 4QP

or

Citygate, Mosley Street
MANCHESTER
M2 3HQ

Tel: 0345 015 4033

Jubilee Medical centre

52-54 Croxteth Hall Lane

Liverpool, L11 4UG

Tel: 0151 546 3956/ Email: Jubilee.mc@nhs.net

The Complaints Process

Jubilee Medical Centre





Talk to us

Every patient has the right to make a complaint about the treatment or care they have received at Jubilee 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 complaint; our staff are trained to handle complaints. Alternatively, ask to speak to a complaint's manager Amy Connolly – Practice Manager or Leanne Long – Patient Service Manager. Depending on what the complaint is regarding will determine who is best suited to deal with your complaint. Please note: an appointment with a mutually convenient time may need to be scheduled to discuss

your complaint.

If for any reason you do not want to speak to a member of our staff, then you can request that NHS England investigates your complaint. They will contact us on your behalf:

NHS England
PO BOX 16738
REDDITCH
B97 9PT
03003 112233
england.contactus@nhs.net

A complaint can be made verbally or in writing. A complaints form is available from reception. Additionally, you can complain via our website
www.jubileemedicalcentre.nhs.uk

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 all complaints within three business days.

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

Jubilee Medical Centre will investigate all complaints effectively and in conjunction with extant legislation and guidance.

Confidentiality

Jubilee Medical Centre 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

Jubilee Medical Centre allows a third party 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

Jubilee Medical Centre 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.