

# A guide for patients and visitors

- ❖ How to say “Well done!”
- ❖ How to make an observation or suggestion
- ❖ How to complain

## Saying “Well Done!”

Like most people, our doctors and staff like to know when they’re getting things right, so they’re very pleased when patients take the trouble to get in touch to say nice things about them or the practice. If you found your experience with us to be particularly good, do let us know about it and tell us what pleased you.



**Riverside Surgery**  
**Bovey Tracey**  
01626 832666

**Tower House Surgery**  
**Chudleigh**  
01626 852379



# Making an Observation or Suggestion

Perhaps you'd just like to make a simple observation or suggestion about some aspect of your care or treatment where you think we could make an improvement. You can do this by:

- ❖ by speaking in person or by telephone to the receptionist at either surgery (Riverside 01626 832666; Tower House 01626 852379)
- ❖ by writing to us (addresses are on page 3)
- ❖ by filling in a **comments form** at reception, or by using the email contact form provided on our website at <http://www.towerhousesurgery.co.uk/Contact>

## Making a Complaint

From July 2023, if you wish to complain about a GP practice, a dentist, an optician or a community pharmacist, you should contact our local Integrated Care Board, NHS Devon, for advice about what to do next.

NHS Devon will support you, and your representative if you have one, with any concerns or complaints regarding primary care services in Devon. However, unless your complaint directly concerns the *commissioning* of a service, NHS Devon will recommend that you should take your complaint direct to the service provider concerned.

## Contacting NHS Devon

Here are the details you need:

- ❖ Telephone: 0300 123 1672
- ❖ Email: [d-icb.patientexperience@nhs.net](mailto:d-icb.patientexperience@nhs.net)
- ❖ Post: Patient Advice and Complaints team, Pomona House, Edginswell Business Park, Oak View Close Torquay TQ2 7FF

Contact information can also be found on the One Devon website: <https://onedevon.org.uk/contact-us/patient-advice-and-complaints/>

## If your complaint concerns our Practices

We find that many problems can be sorted out quickly and easily at the time they arise. This is often just a matter of talking things through with

the person involved: this approach might be the best one to try first. Where you're not able to resolve your complaint in this way and wish to make a formal complaint, here is what you need to do.

Write to us about your concerns as soon as possible after the event—while things are fresh in everyone's mind. If you can't make your complaint immediately, you will need to do so within twelve months of the incident or within twelve months of your discovery of the incident.

If you are a patient registered with us, you can complain about your own care. However, you are not able to complain about someone else's care, or their treatment, without their written authority (see "Complaining on Behalf of Someone Else", below).

Your written complaint should be addressed to one of the following:

The Primary Care Manager  
Riverside Surgery  
Bovey Tracey  
Newton Abbot TQ13 9QP

The Primary Care Manager  
Tower House Surgery  
Chudleigh  
Newton Abbot TQ13 0HL

We always aim to settle complaints as soon as we can. We will acknowledge receipt of your complaint within three working days and aim to look into the matter within ten working days.

If we need to take more than ten working days to investigate your complaint, we will let you know and keep you informed as our investigation progresses.

When we look into your complaint, we will attempt to find out what happened and why, and see what we can learn for the future. You may be invited to a meeting with the person or persons concerned so that we can try to resolve the issue. You don't have to attend such a meeting if you don't want to but it's often very useful to have a face-to-face discussion. You will be welcome to bring a friend along to the meeting if you think you would find it helpful

When we've completed our investigation, we will write to you giving full details of our response to your complaint. We will explain how to take the matter further if you are not satisfied with our response.

## Complaining on Behalf of Someone Else

We are required to keep to the strict rules of medical and personal confidentiality. If you wish to make a complaint and you are not the patient involved, we will require the written consent of the patient to confirm that they are unhappy with some aspect of their treatment or their involvement

with the practice and that they will permit us to deal with you acting on their behalf. Please ask at Reception for a **Complaints Third Party Consent Form** and follow the instructions on the form.

If a patient is incapable of providing consent, perhaps because of illness or an accident, it may still be possible to deal with the complaint, but you will need to provide us with precise details of the reasons which prevent the patient from dealing directly with us.

Unless the circumstances in the previous paragraph apply, please note that we cannot discuss any issue relating to someone else without their express written permission.

## External Bodies Dealing with Complaints

If you wish to direct your complaint to an external body rather than direct to our Practices, here are the details you need.

### NHS England

#### The Complaints Manager

##### NHS England

Post Office Box 16738  
Redditch B97 9PT

Email: [england.contactus@nhs.net](mailto:england.contactus@nhs.net)

Telephone: 0300 311 2233

Mon, Tue, Thurs, Fri: 9am to 5pm

Wed: 9:30am to 5pm

### Independent Complaints Advisory Service (ICAS)

This body is based in Bristol and provides an impartial and independent service for people who wish to pursue a complaint. You can phone ICAS on 0845 120 3782.

### The Parliamentary and Health Service Ombudsman

If you are dissatisfied with the outcome of your complaint, you have the right to approach

#### The Parliamentary

##### and Health Service Ombudsman

Citygate  
47–51 Mosley Street  
Manchester M2 3HQ

<https://www.ombudsman.org.uk/>

The website tells you how to proceed.

[phso.enquiries@ombudsman.org.uk](mailto:phso.enquiries@ombudsman.org.uk)

Telephone: 0345 015 4033

**If you would like to have a copy of this leaflet in a different format to make it easier to read, please contact the Practice.**