

## Advocacy support

- POhWER support center 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.
- Other advocates and links can be found on this [PHSO webpage](#)

## Further action

If you are dissatisfied with the outcome of your complaint from either BOB 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)

**Gladstone Surgery**  
**260-290 Berkhamsted Road**  
**Chesham, Buckinghamshire, HP5 3EZ**  
**Tel: 01494 782 884**

# The Complaints Process

Gladstone Surgery



**GP Partners**  
Dr. Morrell & Dr. Bhupal  
**Practice Manager**  
Sacha Morgan



## Talk to us

Every patient has the right to make a complaint about the treatment or care they have received at Gladstone Surgery.

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 Practice Manager, Sacha Morgan but note, this may need to be a booked appointment. A complaint can be made verbally or in writing. A complaints form is available from reception. Additionally, you can complain via email to [gladstone.referrals@nhs.net](mailto:gladstone.referrals@nhs.net)

## Complainant options

The complainant, or their representative, can complain about any aspect of care or treatment they have received at this organisation to this organisation via the complaints manager or directly to NHS England.

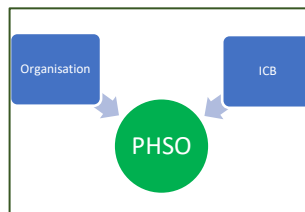
If for any reason you do not want to speak to a member of our staff, then you can request that the Integrated Care Board (ICB) investigates your complaint. They will contact us on your behalf.

If dissatisfied with the response from either ICB or the surgery, then the complainant may wish to escalate their complaint to the Parliamentary and Health Service Ombudsman (**PHSO**). This process is as detailed within the [Local Authority Social Services and National Health Service Complaints \(England\) Regulations \(2009\)](#) where it states that there should be **two** stages of dealing with complaints.

See below image that further explains the route of any complaint:

## Stage 1

The complainant may make a complaint to either the organisation or to **Buckinghamshire, Oxfordshire, and Berkshire West Integrated Care Board**. This is classed as a local resolution.



## Stage 2

If dissatisfied with the initial Stage 1 response, the complainant may then escalate this to the PHSO

It should be noted that neither the surgery nor the ICB will investigate any complaint should this have been responded to by the other.

The Integrated Care Board (ICB) can be contacted at the address or website below:

**Buckinghamshire, Oxfordshire, Berkshire West  
ICB  
First Floor  
Unipart House  
Garsington Road  
Cowley  
OX4 2PG**

<https://www.bucksoxonberksw.icb.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 Practice Manager will aim to respond to you 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 extant 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.