



The South London Private GP

Enhancing Life, Excelling in Care

Policy Number: CORP004

Complaints Policy and Procedure

DOCUMENT CONTROL

Document name:	Complaints Policy and Procedure
Document Classification:	Corporate
Document No:	CORP004
Version:	1.0
Name of originator/author:	
Policy Owner:	Dr Thomas Quinn
Date created	26/09/18
Date ratified:	
Ratified by:	
Responsible committee:	Operational Management Committee
Superseded policy (if applicable):	
Next review date:	02/2023
Target audience:	Directors, Managers, Clinicians, Staff
Date published to Internet site:	

Policy Approval

Responsible Person:

Director: Dr Thomas Quinn

Date: 26/09/18

Reviewed by:

Name: Dr Walter Morel

Date: 21/02/22

This Policy and Procedure complies with the National Health Service Complaints (England) Regulations 2009, introduced on 1st April 2009 across health and social care.

Policy

- THE SOUTH LONDON PRIVATE GP LTD. will take all reasonable steps to ensure that its staff are aware of and comply with this Procedure.
- THE SOUTH LONDON PRIVATE GP LTD. has the Operations Director as its Complaints Manager, to be responsible for managing the procedures for handling and considering complaints in accordance with the Policy and Procedure.
- THE SOUTH LONDON PRIVATE GP LTD. has an Operations Director as its Responsible Person, to be responsible for ensuring compliance with the Policy and Procedure, and in particular ensuring that action is taken if necessary in the light of the outcome of a complaint.
 - THE SOUTH LONDON PRIVATE GP LTD. will take all reasonable steps to ensure that patients are aware of:
 - The Complaints and Comments Procedure
 - Their right to assistance with any complaint from The Independent Healthcare Sector Adjudication Service (ISCAS); Citizens Advice Bureaux, and the Care Quality Commission
 - THE SOUTH LONDON PRIVATE GP LTD. Complaints and Comments Patient Information Leaflet, THE SOUTH LONDON PRIVATE GP LTD. Patient Information Leaflet / Booklet and THE SOUTH LONDON PRIVATE GP LTD. Website will be the prime information sources for implementing this Policy and will be kept up to date and be made freely available to all Patients.
 - Patients will be encouraged to complain in writing where possible.
 - All complaints will be treated in the strictest confidence.
 - Patients who make a complaint will not be discriminated against or be subject to any negative effect on their care, treatment or support.
 - Where a complaint investigation requires access to the patient's medical records and involves disclosure of this information to a person outside THE SOUTH LONDON PRIVATE GP LTD., the Complaints Manager will inform the patient or person acting on their behalf.
 - THE SOUTH LONDON PRIVATE GP LTD. will maintain a complete record of all complaints and copies of all related correspondence. These records will be kept separately from patients' medical records.

Procedure

Receipt and acknowledgement of complaints

THE SOUTH LONDON PRIVATE GP LTD. may receive the following complaints:

- Where the patient is a child:
 - By either parent, or in the absence of both parents, the guardian or other adult who has care of the child;
 - By a person duly authorised by a Local Authority into whose care the child has been committed under the provisions of the Children Act 1989;
 - By a person duly authorised by a voluntary organisation, by which the child is being accommodated.
- Where the patient is incapable of making a complaint, by a representative who has an interest in his/her welfare.
- All complaints, whether written or verbal will be recorded by THE SOUTH LONDON PRIVATE GP LTD.'s Operations Director in the dedicated complaints record.
- All written complaints will be acknowledged in writing within 3 working days of receipt.
- If THE SOUTH LONDON PRIVATE GP LTD. identifies that the complaint will involve an additional provider it will agree with that provider which organisation will take the lead in responding and communicating with the complainant.

Periods of time within which complaints can be made

- The periods of time within which a complaint can be made is normally:
 - 12 months from the date on which the event / incident which is the subject of the complaint occurred; or
 - 12 months from the date on which the event / incident which is the subject of the complaint comes to the complainant's notice.

Initial action upon receipt of a complaint

- All complaints, whether verbal or in writing must be forwarded immediately to the Operations Director.
- Where the complaint is made verbally, a written record will be made of the complaint and a copy of this will be provided to the complainant.
- A verbal or written acknowledgement of receipt of the complaint must be made not later than 3 working days after the day on which THE SOUTH LONDON PRIVATE GP LTD. receives the complaint.
- This written acknowledgement will include:
 - The name and contact details of THE SOUTH LONDON PRIVATE GP LTD. member of staff who will be attending the meeting and investigating the complaint
 - An offer to meet with the complainant, at a time and location convenient to them, to discuss the manner in which the complaint is to be handled and the response period within which the investigation of the complaint is likely to be completed and the full response is likely to be sent to the complainant.
- As much of the following information as possible will be obtained at this initial meeting, to enable their concerns to be assessed correctly, resolved quickly if possible and build a good ongoing relationship with them:
 - Ascertain they would like to be addressed – as Mr, Mrs, Ms or by their first name.
 - Ascertain how they wish to be kept informed about how their complaint is being dealt with – by phone, letter, email or through a third party such as an advocacy or support service.If it's by phone, ascertain the times when it is convenient to call and verify that they are happy for messages to be left on their answerphone.
If it's by post, make sure that they are happy to receive correspondence at the address given.
 - Check if consent is needed to access someone's personal records
 - Check if they have any disabilities or circumstances that need to be taken account of.
 - Ensure they are aware that they can request an advocate to support them throughout the complaints process, including at the first meeting.
 - Systematically go through the reasons for the complaint so that there is a clear understanding why they are dissatisfied.
 - Ascertain what they would like to happen as a result of the complaint (for example, an apology, new appointment, reimbursement for costs or loss of personal belongings or an explanation).
 - Advise them at the outset if their expectations are not feasible or realistic.
 - Formulate and agree a plan of action, including when and how the complainant will hear back from THE SOUTH LONDON PRIVATE GP LTD..
- If it is considered that the matter can be resolved quickly without further investigation, THE SOUTH LONDON PRIVATE GP LTD. will do so, providing the complainant agrees and there is no risk to other service users.
- In the event the complainant does not accept the offer of a discussion THE SOUTH LONDON PRIVATE GP LTD. will itself determine the response period and notify the complainant in writing of that period.

Investigation and response

- Complaints should be resolved within a “relevant period” i.e. 6 months from the day on which the complaint was received.
- However, at any time during the “relevant period”, THE SOUTH LONDON PRIVATE GP LTD. Operations Director or Responsible Person has the discretion to liaise with the complainant to extend this timeframe to a mutually agreeable date, provided it is still possible to carry out a full and proper investigation of the complaint effectively and fairly.

When an extension to the 6 months timeframe is being considered, it is essential that the Operations Director or Responsible Person takes into account that either party may not be able to remember accurately the essential details of the event / incident and also the feasibility of being able to obtain other essential evidence specific to the time of the event.

- THE SOUTH LONDON PRIVATE GP LTD. will investigate the complaint speedily and efficiently and as far as reasonably practicable, keep the complainant informed of the progress of the investigation.
- After the investigation is completed, THE SOUTH LONDON PRIVATE GP LTD. will compile a written report which incorporates:
 - A summary of each element of the complaint
 - Details of policies or guidelines followed
 - A summary of the investigation
 - Details of key issues or facts identified by an investigation
 - Conclusions of the investigation: was there an error, omission or shortfall by your organisation? Did this disadvantage the complainant, and if so, how?
 - What needs to be done to put things right
 - An apology, if one is needed
 - An explanation of what will happen next (e.g. what will be done, who will do it, and when)
 - Information on what the person complaining should do if they are still unhappy and wish to escalate the complaint, including full contact information on the Health Service Ombudsman.
- THE SOUTH LONDON PRIVATE GP LTD. will send the complainant a response within the 6 months “relevant period”, signed by Generating Health’s Responsible Person. The response will incorporate:
 - The written report
 - Confirmation as to whether THE SOUTH LONDON PRIVATE GP LTD. is satisfied that any necessary action has been taken or is proposed to be taken;
 - A statement of the complainant’s right to take their complaint to the Parliamentary and Health Service Ombudsman.
- If THE SOUTH LONDON PRIVATE GP LTD. does not send the complainant a response within the 6 month “relevant period”, it will
 - Notify the complainant in writing accordingly and explain the reason why; and
 - Send the complainant in writing a response as soon as reasonably practicable after the 6 month “relevant period”.

- In the event that the complaint has been incorrectly sent to THE SOUTH LONDON PRIVATE GP LTD., THE SOUTH LONDON PRIVATE GP LTD. will advise the patient of this fact within 3 working days from its initial receipt and ask them if they want it to be forwarded to the correct organisation. If it is sent on, THE SOUTH LONDON PRIVATE GP LTD. will advise the patient of the correct organisation's full contact and address details.

Handling Unreasonable Complaints

- In situations where the person making the complaint can become aggressive or unreasonable, THE SOUTH LONDON PRIVATE GP LTD. will instigate the appropriate actions from the list below and will advise the complainant accordingly:
 - Ensure contact is being overseen by an appropriate senior member of staff who will act as the single point of contact and make it clear to the complainant that other members of staff will be unable to help them.
 - Ask that they make contact in only one way, appropriate to their needs (e.g. in writing).
 - Place a time limit on any contact.
 - Restrict the number of calls or meetings during a specified period.
 - Ensure that a witness will be involved in each contact
 - Refuse to register repeated complaints about the same issue.
 - Do not respond to correspondence regarding a matter that has already been closed, only acknowledge it.
 - Explain that you do not respond to correspondence that is abusive.
 - Make contact through a third person such as a specialist advocate.
 - Ask the complainant to agree how they will behave when dealing with your service in the future.
 - Return any irrelevant documentation and remind them that it will not be returned again.
 - When using any of these approaches to manage contact with unreasonable or aggressive people, provide an explanation of what is occurring and why.
 - Maintain a detailed record of each contact during the on going relationship.

Complaints Register

To ensure THE SOUTH LONDON PRIVATE GP LTD. monitors, handles and reviews complaints in a logical and timely manner, and to keep an audit trail of steps taken and decisions reached, THE SOUTH LONDON PRIVATE GP LTD. records all complaints received on a dedicated complaints register (see [Appendix A](#)).

Annual Review of Complaints

- THE SOUTH LONDON PRIVATE GP LTD. will review the following annually:
 - The number of complaints received;
 - The issues that these complaints raised;
 - Whether complaints have been upheld;
 - The number of cases referred to the Ombudsman.

Reporting a Summary of Complaints to the Care Quality Commission

THE SOUTH LONDON PRIVATE GP LTD. will adhere to the Care Quality Commission's requirement of producing a summary of complaints at a time and in a format set out by the CQC and then send the summary within the timeframe specified.

APPENDIX A - Complaints Register

Patient Details	Complaint Received Date	Complaint Details (Main Points)	Investigation Results
Name:	Acknowledgement Letter Sent Date (must be within 3 working days of receipt)		
Address:			
Tel:			
DOB:	Type of Complaint (e.g: Clinical; Communication and Attitude; Premises; Practice Management; Practice Administration; Safety; Other.)		
Clinical System No:			
Contact Name (if different to patient):			