



FAMILY PRACTICE

## The Complaints Process

## Advocacy support

- [POhWER](#) support centre can be contacted via 0300 456 2370
- [Advocacy People](#) gives advocacy support on 0330 440 9000
- <https://www.ageuk.org.uk/> on 0800 055 6112
- The Local Council can give advice on local advocacy services
- Other advocates and links can be found on this - <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 \(ICB\)](#) 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)

## **Talk to us**

Every patient has the right to make a complaint about the treatment or care they have received at Armada Family Practice.

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 Administrator, 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.

## **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:

BNSSG ICB  
Customer Services Team  
NHS Bristol, North Somerset and  
South Gloucestershire ICB  
360 Bristol  
Marlborough Street  
Bristol  
BS1 3NX  
08000730907  
bnssg.customerservices@nhs.net

## **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 Complaint Administrator will respond 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 (if able) or the complainant must provide appropriate documentation.

## **Final response**

We will issue an appropriate final 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.