NHS **Bradford District Care**

NHS Foundation Trust

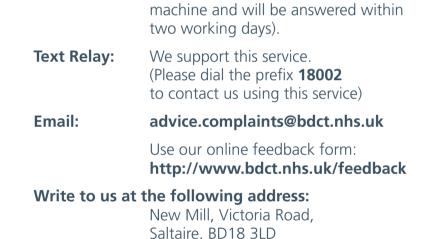
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Contact us in the following ways:

01274 251440

(Messages can be left on the answering

Telephone:

Health Services Ombudsman

If you remain unhappy with how we have dealt with your complaint, and would like to take the matter further, you can contact the Parliamentary and Health Service Ombudsman who make the final decision on unresolved complaints about the NHS in England. It is an independent service with is free for everyone to use. To take your complaint to the Ombudsman, visit www.ombudsman.org.uk/make-a-complaint or us the following contact details below

Address: Millbank Tower, Millbank, London, SW1P 40P Tel: 0345 015 4033 **Email:** phso.enguiries@ombudsman.org.uk

Care Quality Commission (CQC)

Patients who are detained under the Mental Health Act may also raise their complaint with the Care Quality Commission (CQC). The CQC can help with complaints about health services received if a patient has been detained, is subject to guardianship; or is on a Supervised Community Treatment Order.

Address: Citygate, Gallowgate, Newcastle upon Tyne, NE1 4PA **Tel:** 03000 616161 Email: enquiries@cqc.orq.uk

If you would like this information in other formats or languages, please contact the Patient Advice & Complaints Department by email or telephone.

Jeśli chcieliby Państwo otrzymać te informacje w innym formacie lub języku, prosimy o kontakt mailowy bądź telefoniczny z Wydziałem ds. doradztwa i zażaleń pacjentów.

আপনি যদি এই তথ্য অন্য কোন ফর্ম্যায় বা ভাষায় পেতে চান তাহলে অনুগ্রহ করে ইমেল বা টেলিকোলের মাধ্যমে পেশেন্ট অ্যাডভাইস অ্যান্ড কমপ্লেন্ট ডিপার্টমেন্টে

Ak by ste chceli obdržať tieto informácie v iných formátoch alebo jazykoch, emailom alebo telefonicky kontaktujte oddelenie pre poradenstvo pacientov

إذا كنت تر غب في الحصول على هذه المعلومات بتنسيقات أو لغات أخرى، يرجى الإتصال بقسم استشار ات وشكاوى المرضى عن طريق البريد الإلكتروني أو الهاتف



Patient Advice & Complaints Do you have a compliment, comment or complaint?

If so, we want to hear from you. We are a confidential, accessible service for all users of the Trust's services, including carers, relatives and members of the public.

Contact us on: 01274 251440

Compliments

If you are happy with the care and treatment we are providing or feel that a member of staff has been excellent with you, we would like to hear from you.

If you have a concern, comment or complaint

Please feel free to speak to a member of staff or you can also contact the Patient Advice & Complaints Department.

We will do whatever we can to answer your questions, share your suggestions or let you know what other organisations or services may be available that may be able to help you.

If you are dissatisfied with any aspect of care and treatment, we are committed to:

- Working with you to understand your concerns and resolving them quickly and to your satisfaction wherever possible
- Where a mistake has been made, acknowledging, and apologising for this
- Providing you with an explanation of what went wrong and what we have learned from your experiences so that this does not happen again

If you feel comfortable to do so, speak to a member of staff who is involved in your care. If they are unable to resolve your concern or you do not wish to discuss the matter with them, you can contact the Patient Advice & Complaints Department.

Who can make a complaint?

- Anyone receiving services or a carer/relative of someone receiving services from us
- Alternatively, if you are unable to complain yourself then someone else, usually a friend or relative can make a complaint for you but we will ask you for your consent.

How long do I have to make a complaint?

You must make your complaint within 12 months of the event that you want to complain about or within 12 months of you realising you have reason to complain. The Trust will consider investigating a complaint outside this timescale if there is good reason.

What happens if my complaint is about other organisations too?

If your complaint involves another part of the NHS, or another organisation, we will work with them to provide you with a response. However, we cannot investigate other organisations.

Independent support in making a complaint about the NHS

Free, independent advocacy support to people who choose to pursue a formal complaint against the NHS. This support is available dependent on where you live:

Bradford & Airedale

Bradford Independent Complaints Advocacy Team [ICAT]. Telephone: 01274 770118

Craven Cloverleaf. Telephone: 0300 012 4212

Wakefield Healthwatch. Telephone: 01924 787379

Personal information	This is a:		
Your name:	Compliment Comme	ent Concern/Complaint	
Your address and postcode:	What service would you like to	What service would you like to tell us about:	
Phone number:			
Email address: Date of birth:	Location of service:		
How would you like us to contact you?	What would you like to tell us?	What would you like to tell us?	
f you are contacting us on behalf of somebody else please complete the section below.			
Their name:			
Their address and postcode:			
Their phone number:			
Email address:			
Their date of birth:			
Are they aware you are acting on their behalf?			
	Signature:	Date:	