



**A PRIVATE PATIENT'S GUIDE TO
MAKING COMPLAINTS AND COMMENTS**

Introduction

Regent's Park Healthcare is firmly committed to delivering safe, high-quality, cost-effective healthcare. We will do our best to ensure the time you spend in our facilities is as comfortable as possible and to provide you with excellent personal and professional care, but there may be times when your expectations are not met. We therefore appreciate all feedback regarding the care and service that you, your family or others experienced during your visit and this guide is intended to explain how we deal with concerns or complaints you may wish to raise.

Patient satisfaction questionnaire

As part of our commitment to continuous improvement, we encourage our patients to provide feedback so that we can take into account your views and priorities and one way to do this is via our Patient Satisfaction Questionnaires.

We provide these Questionnaires to all inpatients and day-patients treated in our facilities or following an outpatient appointment. The feedback received from the surveys remains anonymous and is

reviewed monthly, as well as quarterly, and this information is shared throughout the organisation to help inform how we can improve.

We will respond to any concerns considerately, quickly and as effectively as possible. All comments and complaints are always taken seriously, regardless of their nature: such as medical, nursing, our accommodation, food or administration.

Other ways of raising an issue or concern

We hope you find your stay at our facilities to be comfortable and that you do not have any concerns about the care you receive. If you do encounter any problems, however small, we ask that you let us know as soon as possible. Please highlight any concerns as soon as they arise to a member of staff, rather than waiting, so that we can try and resolve these in a timely fashion. You can provide feedback as follows:

During your visit to our facility

Each facility has a centre manager, please ask to speak to them directly, or ask to see the senior person on site if the manager is not available if you have a concern. Where they are able to, they will resolve your concern immediately.

If you remain dissatisfied please see section below entitled 'The Complaints Process'.

During your stay in our heart clinic /facility

Each area has a manager: please ask to speak to them directly as they will always be happy to help; or ask to see the senior person on duty. If you remain dissatisfied please see section below entitled 'The Complaints Process'.

On your discharge from our heart clinic or facility

As previously outlined, you also have the opportunity to complete our Patient Satisfaction Questionnaire. Each questionnaire is reviewed and action is taken as required by each of our heart clinics/facilities.

After your discharge from our heart clinic or facility

Please write to the heart clinic/facility Chief Executive Officer of the relevant facility. The address details can be found on the facility website.

The complaints process

There may be occasions when you wish to express your concerns/complaint in writing. Regent's Park Healthcare's complaints policy ensures your concerns are investigated and that you are given a full reply. This guide outlines our patient complaints procedure.

Any complaint that we receive is treated in confidence. We undertake to investigate all complaints courteously and sympathetically and to provide a response within recognised timelines.

What are the first steps?

Before making a complaint, it is important to establish what you may want to achieve.

Under our complaints policy, we can:

- Carry out an investigation and offer an explanation for what happened
- Take steps to help put the matters right and reassure you that we have done so.

Our complaints procedure has three stages and involves the following people and/or organisations:

1. LOCAL RESOLUTION

Your complaint will be handled and responded to by the local clinic senior management team/ Chief Executive Officer.

2. INTERNAL REVIEW

Your complaint will be reviewed by the Regent's Park Healthcare Group Chief Executive.

3. INDEPENDENT EXTERNAL ADJUDICATION

Regent's Park Healthcare is a subscriber member of the Independent Sector Complaints Adjudication Service (ISCAS) who can undertake an external independent review of your complaint on your behalf.

What happens if I make a verbal complaint?

Informal complaint

If you make a verbal complaint to a member of staff, it is a good idea to make a note of when you did this and who you

spoke to. The department manager/ staff member will attempt to resolve your complaint immediately and if this is not possible, the complaint will be further investigated.

How do I make a written complaint?

Stage 1 formal complaint

It is helpful to put all formal complaints in writing.

Your email or letter should include:

- Who or what has caused your concerns
- Where and when the events took place
- What action you have already taken, if any
- What outcome you want from your complaint.

The facilities Chief Executive Officer will acknowledge your complaint within three working days of receipt, unless a full reply can be sent within five working days of receiving it. All complaints are taken seriously and are handled openly and honestly in a bid to be fair to all concerned and to conclude matters to the satisfaction of all parties as soon as practically possible. All documentation will be forwarded to the heart clinic/facility manager handling your complaint.

The Chief Executive Officer is responsible for ensuring your complaint is investigated fully and the heart clinic/facility will provide you with a written response (via post or email) within 20 working days, or if the investigation is still ongoing provide a written update every 20 working days with an explanation of the reason for the delay.

As part of investigating your complaint, the Chief Executive Officer or a senior manager may offer to meet with you (or to have a call) to help ensure we fully understand the issues you have raised and your desired outcome.

After the meeting, if no further action is proposed, the heart clinic/facility will send you a full written response.

What happens if I am not happy with the response?

Our aim is to deal with your complaint as quickly as possible at a heart clinic/facility level. If you are not satisfied with our response, please do inform the heart clinic/facility Chief Executive Officer outlining why and they will try to resolve your outstanding concerns and reach a satisfactory conclusion for you.

It is always our intention to resolve complaints, but if you remain dissatisfied with the heart clinic/facility response, you can ask for an internal review as part of stage 2 of our complaints process.

What does an internal review involve?

Stage 2 formal complaint

The internal review (stage 2) is the responsibility of the Group Chief Executive Officer of Regent's Park Healthcare. Please write to:

**Regent's Park Healthcare
Group Chief Executive Officer
Close Gate House
47 High Street, Salisbury
Wiltshire SP1 2PB**

You will need to do this within six months of the date of the final local written stage 1 response from the facilities Chief Executive Officer.

You will receive an acknowledgment of the stage 2 review within three working days of receipt (unless a full reply can be sent within five working days). The Group Chief Executive Officer will ensure a comprehensive review is completed of your complaint. This will include a review of the correspondence and handling of the concerns you have raised at a heart clinic/facility level. You may also be offered a meeting (or a call) to help us in resolving your concerns. This review will either confirm the decisions and actions taken by the heart clinic/facility Chief Executive Officer or offer an alternative solution.

You will receive a written response (via post or email) within 20 working days, or if the review is still ongoing we will provide a written update every 20 working days with an explanation of the reason for the delay until the matter is resolved.

What happens if I'm still unhappy?

If you remain dissatisfied following the completion of the internal review of your complaint, you can request an independent external adjudication by the Independent Sector Complaints Adjudication Service (ISCAS).

You can request an independent adjudication of Regent's Park Healthcare's decision by writing to:

**Independent Sector Complaints
Adjudication Service
CEDR, 3rd Floor
100 St. Paul's Churchyard
London
EC4M 8BU**

www.iscas.org.uk

Tel: **020 7536 6091**

Email: **info@iscas.org.uk**

You will need to write to ISCAS Secretariat within six months of the final decision of our internal review. You will need to clarify in writing which aspects of your complaint you wish to refer to adjudication and give your consent to ISCAS process and the release of any relevant case and clinical records. The Secretariat will then inform us of your request for adjudication, and we will then send all the relevant information to the Secretariat as requested.

You will not have to pay a fee for this service as the costs are met by Regent's Park Healthcare's ISCAS membership.

ISCAS will confirm with us if your complaint has completed stages 1 and 2 and then will request clarification from you that you are willing to agree to the terms of ISCAS. ISCAS will then appoint a Principal Adjudicator, who is independent of ISCAS and its membership, and who will agree the key points of your complaint with you.

They will provide a written acknowledgement to complainants of their request for independent external adjudication within three working days of receipt of the request.

ISCAS will keep you updated on the progress of the adjudication of your complaint and will do this, at a minimum, every 20 working days.

The adjudication process is intended to bring about a final resolution of the complaint for both parties. It is important that you understand the binding nature of the adjudication process:

- The finality of the decision by the adjudicator
- Any decision and/or goodwill gesture awarded by the adjudicator brings the complaint process to a close.

The Independent Adjudicator will consider a wide range of remedies, including asking the ISCAS provider member:

- to provide an explanation and apology, where appropriate
- to take action to put things right
- to share details of how the organisation has learnt from the complaint and any changes made as a result
- to offer a goodwill payment in recognition of shortfalls in complaint handling, inconvenience, distress, or any combination of these, up to a limit of £5,000. Please note that any goodwill payment awarded by the Independent External Adjudicator should take account of any claim that the ISCAS member has against the complainant (e.g. for unpaid heart clinic /facility fees).

Where any aspect of your complaint might give rise to a clinical negligence claim, your right to seek independent legal advice remains.

What happens if my healthcare provider is in Scotland?

If your complaint or concern is relating to care in Scotland, you can contact Healthcare Improvement Scotland (HIS) at any point during or after your care.

As outlined above complainants will be encouraged in the first instance to try and resolve the relevant issue(s) through the service/provider's own complaints procedure.

HIS will also encourage complainants to use the providers and Independent Sector Complaints Adjudication Service (ISCAS) complaints processes.

HIS recognises the ISCAS complaints management framework in the independent healthcare sector as it operates a Complaints Code of Practice that sets out the standards which subscribers agree to meet when handling complaints about their services.

If you do not wish to do this, or if you are not satisfied with the outcome, then HIS will assess the complaint for investigation under their standards.

For further information please see:

http://www.healthcareimprovementscotland.org/our_work/inspecting_and_regulating_care/independent_healthcare/ihc_complaints_procedure.aspx

If you wish to raise your complaint to HIS, you can make your complaint in person, by phone, by email or in writing:

**Complaints Programme Manager,
Independent Healthcare Services Team
Healthcare Improvement Scotland
Gyle Square
1 South Gyle Crescent
Edinburgh
EH12 9EB**

Call: 0131 623 4342

Email: his.ihcregulation@nhs.scot



Questions

If you have any questions about the Regent's Park Healthcare Complaints Policy, please contact the Chief Executive Officer at the relevant heart clinic or facility.

Address details can be found on the local heart clinic or facility website.