

## Talk to us

Every patient has the right to make a complaint about the treatment or care they have received at this 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 complaint; our staff are trained to handle complaints. Alternatively, ask to speak to the senior complaints manager, Shauna Rogers, Deputy Practice Manager.

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

Contact details for Aneurin Bevan Health Board complaints team 01633 431666 or raise a complaints form,

A complaint can be made verbally or in writing. A complaints form is available from reception. Additionally, you can complain via email to [enquiries.w93054@wales.nhs.uk](mailto:enquiries.w93054@wales.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 Deputy Practice Manager/investigations manager will acknowledge any complaints within three business days.

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

St David's Clinic will investigate all complaints effectively and in conjunction with extant legislation and guidance.

## Confidentiality

St David's Clinic 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

This practice allows a third party 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

This practice will issue a final formal response to all complainants which will provide full details and the outcome of the complaint.