

Brannam Medical Centre hopes that if you have a problem, you will tell us about it immediately.

If you are unhappy or cannot talk to us, then you can write to:

NHS Devon
Patient Advice and Complaints Team
Pomona House Edginswell Business Park
Torquay TQ27FF
d-icb.patientexperience@nhs.net

OR

NHS England PO Box 16738 Redditch B979PT
england.contactus@nhs.net

Phone: 0300 123 1672

[NHS England » Feedback and complaints about NHS England](#)

OR

If you did speak to us but you are still unhappy then you should send your complaint to:

Parliamentary and Health Service Ombudsman
0345 0154033
www.ombudsman.org.uk

Also here to help:

Patient Advisory Liaison Service (PALS)

They provide confidential advice and help.
PALS can tell you more about the NHS complaints process.

Phone: 0300 123 1672

Or visit:

Patient Advice & Liaison Desk,
Level 2 North Devon District Hospital

[Find patient advice and liaison services \(PALS\) - NHS \(www.nhs.uk\)](#)

There is also a national service:

NHS COMPLAINTS ADVOCACY SERVICE

which supports people who want to complain about the NHS treatment they have received.

You will need to contact them using this link:

[NHS Complaints Advocacy | POhWER](#)



COMPLAINTS PROCEDURE

What to do if you are unhappy about the care you have received.

Brannam Medical Centre
Kiln Lane
Barnstaple, EX32 8GP

01271
329004

Updated September 2024

Making a Complaint

Most problems can be sorted quickly and easily, tell us straight away and we will do our best to help.

If we are not able to sort your problem in this way, you may wish to make a formal complaint. You will need to do this as soon as possible after the event and it should be in writing. If you need help doing this, please call us.

You must do this:

- within 12 months of the incident, or
- within 12 months of discovering an incident, giving as much detail as you can.

As a registered patient at Brannam Medical Centre, you can complain about your own care. You cannot make a complaint about someone else's care without their written permission. There are more details on this at the end of this leaflet.

Phone: 01271 329004

Ask to speak to Reception Supervisor

Send your written complaint to:

Sarah Bickley – Patient Services Manager
Brannam Medical Centre
Kiln Lane
Barnstaple, EX32 8GP

What we do next

We will try to review your complaint quickly.

We will let you know that we have received your complaint within 3 working days of it arriving.

We aim to review the complaint within 25 working days.

At that time, we may write to you or invite you to meet with the person managing the complaint and/or the person involved to try to resolve the complaint.

If the review is likely to take longer than this, we will let you know, and keep you informed as the investigation into your complaint continues.

When looking into a complaint we look at what happened and why, to help us learn from any problems as well as sorting them out for you.

Once the investigations are over, Brannam Medical Centre will write to you with an outcome.

Where your complaint involves more than one organisation (e.g., social services) we will consult with that organisation so that you receive one co-ordinated reply. We may need your consent to do this.

The final response letter will include the complaint outcome and your right to take the matter further if you are unhappy with the response.

Our aim is to give quality care to all our patients. Please let us know if you think there is something on which we can improve.

Complaining on Behalf of Someone Else

Brannam Medical Centre follows strict rules of medical and personal confidentiality. If you wish to make a complaint on behalf of someone else, we will need the signed written permission of that person, saying that they are happy for you to act on their behalf.

We are not able to discuss any issue relating to someone else without this written consent.

Where the patient is incapable of providing consent due to illness or accident it may still be possible for us to deal with the complaint. You need to let us know, in writing, why they cannot give their consent.

We may still need to communicate directly with them, or we may be able to deal directly with you, depending on the wording of the consent given.



01271 329004



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