



# YOUR RIGHTS

## What to do if you are unhappy with the service

We welcome feedback from every person attending an EMPOWER course. Whilst the feedback we receive is usually very positive, we recognise there are times when we don't always get everything right. It is important we know when this happens so we can improve the service.



This leaflet explains how to let us know when we get something wrong, your rights under the NHS Constitution and how to make a complaint if you need to.

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know.

**You can call us on 0800 852 7460**

# HOW DO I SHARE MY FEEDBACK ?

We want your feedback – whether good or bad.

As well as sharing your feedback on the patient satisfaction form, we would encourage you to talk to the Educator who has led the session. Where you have a concern, we want to sort this as soon as possible.

If you do not feel comfortable doing that or are unable to at the time, then please contact Spirit Healthcare on **0800 852 7460**. This service is entirely free and you will not be charged for the call if calling from a landline.

Alternatively, you can write to us at Spirit House, Saffron Way, Leicester, LE2 6UP.

# HOW DO I MAKE A COMPLAINT?

If you are not happy with how we resolved your concern, you can make a formal complaint either in writing or verbally.

When emailing or writing to us, please use the contact details above and mark your letter for the attention of the Complaints Manager.

If you make a complaint verbally, a record of your complaint will be made and you will be provided with a written copy.

# What information should I provide?

However you contact us, it is important to provide as much information as you can, especially dates, times and venues.

The sort of thing to include is:

- Your name, address and telephone number.
- The nature of your complaint:
  - details of what happened, when it happened and where it happened (it helps to include the names or titles of members of staff if you know them);
  - details of what you want to complain about; and
  - details of what you would like the outcome of the complaint to be if you can. For example, an apology or tell us what we could do to improve things.

**We will do our best to try and resolve things for you**



# WHAT ARE MY RIGHTS?

If you are not happy with the care or treatment you've received or you've been refused treatment for a condition, you have the right to complain, have your complaint investigated and be given a full and prompt reply.

The NHS Constitution explains your rights when it comes to making a complaint. You have the right:

- to have any complaint you make about NHS services acknowledged within three working days and to have it properly investigated;
- to discuss the manner in which the complaint is to be handled, and to know the period within which the investigation is likely to be completed and the response sent;
- to be kept informed of progress and to know the outcome of any investigation into your complaint, including an explanation of the conclusions and confirmation that any action needed in consequence of the complaint has been taken or is proposed to be taken;
- to take your complaint to the independent Parliamentary and Health Service Ombudsman or Local Government Ombudsman, if you are not satisfied with the way your complaint has been dealt with by the NHS;
- to make a claim for judicial review if you think you have been directly affected by an unlawful act or decision of an NHS body or local authority; and
- to compensation where you have been harmed by negligent treatment.

# The NHS also commits:

- to ensure that you are treated with courtesy and you receive appropriate support throughout the handling of a complaint; and that the fact that you have complained will not adversely affect your future treatment (pledge);
- to ensure that when mistakes happen or if you are harmed while receiving health care you receive an appropriate explanation and apology, delivered with sensitivity and recognition of the trauma you have experienced, and know that lessons will be learned to help avoid a similar incident occurring again (pledge); and
- to ensure that the organisation learns lessons from complaints and claims and uses these to improve NHS services (pledge).



**THE NHS  
CONSTITUTION**  
the NHS belongs to us all



# WHO ELSE CAN HELP ME?

Making a complaint can be daunting, but help is available. In addition to contacting Spirit Healthcare directly, you can contact your local clinical commissioning group (CCG) or your local Patient Advice & Liaison service:

- North Tyneside Clinical Commissioning Group  
Post: 12 Hedley Court, Orion Business Park, North Shields, Tyne and Wear, NE29 7ST

- North of Tyne Patient Advice & Liaison service  
You can contact PALS who may be able to help you resolve your concerns informally without having to make a formal complaint.  
[northtynepals@nhct.nhs.uk](mailto:northtynepals@nhct.nhs.uk)



**North Tyneside**  
Clinical Commissioning Group

## **POhwer**

If you need help and support to make a complaint about NHS services you can contact POhWER. POhWER is an Advocacy Service that is completely independent of the NHS and is governed by users of the NHS and other public services.

You can contact POhwer:

Telephone - **0300 456 2370** (charged at local rate)

Minicom - **0300 456 2364**

Text - text the word 'pohwer' with your name and number to **81025**

Email - [pohwer@pohwer.net](mailto:pohwer@pohwer.net)

Skype - [pohwer.advocacy](https://www.skype.com/people/pohwer.advocacy)

Fax - **0300 456 2365**

Post - PO Box 14043, Birmingham, B6 9BL

[www.pohwer.net/index.htm](http://www.pohwer.net/index.htm)

## **NHS Complaints Independent Advocacy Service**

SEAP (Support, Empower, Advocate, Promote) is available to support you and represent your views when making a complaint about the NHS.

Tel: **0330 440 9000**

By post: SEAP, PO Box 375, Hastings TN34 9HU

Email: [info@seap.org.uk](mailto:info@seap.org.uk)

Website: [www.seap.org.uk](http://www.seap.org.uk)

## **The Parliamentary and Health Service Ombudsman (PHSO)**

If you are not content with the response you receive to your formal complaint, the next step is to escalate your complaint to the PHSO:

Tel: **0345 015 4033**

By post: Millbank Tower, Millbank, London SW1P 4QP

Website: [phso.enquiries@ombudsman.org.uk](mailto:phso.enquiries@ombudsman.org.uk)

## **Your local Citizens Advice Bureau**

The North Tyneside Citizens Advice Bureau (CAB) is a source of advice and support if you want to make a complaint about the NHS, social services or local authorities. You can contact their General Advice Service.

### **North Shields Bureau**

Camden House, Camden Street, NE30 1ND

Tel: 0344 245 1288

Mon, Tues & Thurs 10am-3pm

Wed 1pm-3pm

Fri 10am-1pm

### **Wallsend Bureau**

St Luke Church House, Hugh Street, Wallsend, Tyne & Wear,  
NE28 6RL

Tel: 0344 245 1288

Mon, Tues, Thur 10am-1pm

Wed appointment only

Fri 10am-4pm

[www.ntcab.org.uk](http://www.ntcab.org.uk)

**Spirit House, Saffron Way,  
Leicester, LE2 6UP**

Item number: SH/EMP/1736/MAR17

 DEDICATED FREE SUPPORT LINE  
**0800 852 7460**  
[www.empower-diabetes.co.uk](http://www.empower-diabetes.co.uk)

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