



*Don't be afraid to speak out—please tell us about it!*

Leaflets in other languages can be sourced upon requests via PALS.



*When you want to tell us something*

*When you want advice and don't know who to ask*

*When you want to complain*

We are committed to making our publications as accessible as possible. If you need this document in an alternative format, for example, large print, Braille or a language other than English, please contact the Communications Office by emailing [wshnt.communicationswshnt@nhs.net](mailto:wshnt.communicationswshnt@nhs.net) or speak to a member of the PALS team

[www.westernsussexhospitals.nhs.uk](http://www.westernsussexhospitals.nhs.uk)

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**We're here to help**  
Patient Advice & Liaison Service (PALS) and Complaints Team



*Western Sussex Hospitals NHS Foundation Trust which combines St Richard's Hospital in Chichester and Worthing and Southlands Hospitals aim to provide you with the care, treatment and services you need.*

*When you want to tell us something we've done well*



Staff really appreciate it when patients, visitors or relatives thank them for their efforts. We keep a record of all compliments that we receive and, with your permission, we share these with other staff in the hospital. If you wish to compliment staff, volunteers or a service the contact details are below:

PALS Office  
Western Sussex Hospitals NHS Foundation Trust St  
Richard's Hospital  
Chichester  
PO19 6SE

Or e-mail:  
wshnt.PALSChichester@nhs.net  
or you can telephone 01243 831822

If you wish to make a legal claim for compensation in relation to your treatment you may find it useful to consider seeking specialist legal advice or to approach the Citizens Advice Bureau. Alternatively Action against Medical Accidents ('AvMA') is an independent charitable organisation offering free legal advice for people considering a claim in relation to medical care.

AvMA will help you with:

- inquests following a healthcare related death
- complaints procedures
- referrals of health professionals to their regulatory body's 'fitness to practise' procedures
- possible legal action to obtain compensation after clinical negligence
- other medico-legal disputes, public law and Human Rights
- working with the health service to ensure lessons are learnt and patient safety improved
- understanding investigation reports.

Their service is free, confidential and independent.  
Contact them on: 0845 123 2352  
(Monday to Friday 10am-5pm, charged at local rates)

## The Parliamentary and Health Service Ombudsman

If, once the Trust has had the opportunity to address all of your concerns, you remain unsatisfied, you have the option of asking the Parliamentary and Health Service Ombudsman to independently review your complaint.

The Parliamentary and Health Service Ombudsman can be contacted in the following ways:

By telephone to the complaints line: 0345 015 4033

By e-mail to: [phso.enquiries@ombudsman.org.uk](mailto:phso.enquiries@ombudsman.org.uk)

By letter to:

The Parliamentary and Health Service Ombudsman,

Millbank Tower

Millbank

London SW1P 4QP

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

*When you remain  
concerned about  
something*



## PALS can provide you with advice or support

We welcome your feedback as all views are important to us. Listening to our patients and relatives helps us to learn and continually improve patient experience. Please speak to the staff or contact the PALS office about whatever may be worrying you and we will do our best to help. If the PALS staff cannot resolve your concerns we will help you take the issues further.

- PALS provide a confidential service offering on the spot advice and support
- PALS can guide you through the different services available from the NHS
- PALS will listen and help to resolve any concerns you may have about the services we provide
- We advise always talking to staff members working with you if you become concerned. It is often possible to resolve any issues straight away before they escalate
- If you are not happy with individual responses given by staff member, please ask to speak to the person in charge of the department

Please feel reassured that your care will not be adversely affected if you disclose that you feel unhappy about you or your loved ones care. In fact the staff would rather know that you are unhappy so that they can address your concerns and do their best to put things right as quickly as possible.

Complaints should be made as soon as possible, within a year of the event if possible. If you wish to talk about how to make a complaint, please contact our Complaints Department on 01903 205111 extension 86296 or 86592. If you prefer you can make your complaint in writing and in which case you should address your letter to:

The Chief Executive  
Western Sussex Hospitals NHS Foundation Trust  
Worthing Hospital  
Lyndhurst Road  
Worthing  
BN11 2DH

Or e-mail: [wshnt.ComplaintsTeam@nhs.net](mailto:wshnt.ComplaintsTeam@nhs.net)

A member of staff will contact you either by telephone or in writing to discuss the way your complaint will be managed. The complaints procedure is flexible depending on what you are looking for when you complain and how we can best resolve the issues raised. Depending on what you have agreed at the start of the process, either a written response is sent to you from the Chief Executive or a meeting is arranged.

Complaints are treated in confidence. The details are not kept on your medical records and will not affect your ongoing or future treatment in any way.

**Lasting Power of Attorney**—If someone else complains on your behalf, we will need your written permission for that person to act for you unless they have a lasting power of attorney that relates to health and welfare.

A copy of the Trust complaints policy can be found on the website at [www.westernsussexhospitals.nhs.uk](http://www.westernsussexhospitals.nhs.uk)

### IHCAS

The Independent Health Complaints Advocacy Service (IHCAS) is an independent advocacy service providing support to people if they have a complaint regarding their NHS treatment. If you would like help with making a complaint the contact details for IHCAS are:

Healthwatch West Sussex  
PO Box 1343  
Crawley  
West Sussex  
RH10 0QH

Telephone: 0300 012 0122

Website: [www.healthwatchwestsussex.co.uk](http://www.healthwatchwestsussex.co.uk)  
e-mail: [ihcas@healthwatchwestsussex.gov.uk](mailto:ihcas@healthwatchwestsussex.gov.uk)