

COMPLAINT FORM

It is the policy of Blythe House Hospice to welcome comments regarding the working environment we provide, whether positive or negative. It enables us to constantly monitor and improve the quality of our environment.

If you wish to make a complaint about any aspect of the working environment, or the services we provide, please complete this form and hand it to a member of staff, place it in the suggestion box or post it, in confidence to the Hospice Director, Blythe House, Eccles Fold, Chapel-en-le Frith, High Peak SK23 9TJ.

Date and time of the incident:

Department the incident relates to:

Staff involved in the incident (You need not specify individuals if you prefer not to but this information will help us to formulate our response):

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Nature of the incident (Please provide as much information as you can about the incident/complaint and continue overleaf if necessary):

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Please provide your contact details to enable us to respond as quickly as possible:

Your name:

Your address:

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.....**Postcode:**

Telephone Day: **Evening:**

Thank you for taking the time to complete this form. We will respond to you as soon as possible.

Janet Dunphy, Hospice Director
Blythe House Hospice