

Bundaberg Health Service District COMPLAINT REGISTRATION FORM

Queensland Health This form is to be completed the staff member who is registering the complaint. 0803·11. Complaint Identifier: Telephone Type of Complaint: Written ☐ Verbal Dairen Keating DMS Name of person handling complaint: Mt. Perry Gin Gin Facility: Bundaberg Childers Source of Complaint ☐ Friend/Advocate Patient/Client ☐ Relative/Carer ☐ Staff Member ☐ Volunteer □ Anonymous ☐ Other - Please specify -Complainant Details P 464 UR: 118074 Namer Election Status: Admission Status: Post Code: Gender F DOB: Complainant Name Haifferent to above: Other QH Department Complaint referred by: ☐ Ministerial ☐ Local MLA ☐ HRC ПМР ☐ Staff Referral □ Not Known ☐ Other Response to Survey Complaint Handling Complaint submitted: 27/08/03 Complaint-registered:09/09/03 Details Please provide the date each action Acknowledgment 28/08//03 First progress report: was completed Date of Resolution/Closure: 28/08/03 Description Complaint Issue Category II. Access to Services See Complaint Categories and Description Communication 3. Consent 4. Corporate Services 5. Cost 6. Grievances 7. Privacy/discrimination 8. Professional Conduct 9. Treatment Service Type Location of Incident Specialist Clinic Staff Category Staff involved in the complaint: Doctor Severity of Complaint Level One: Trivial, misconceived, subject matter not warranting acceptance for investigation Level Two: Complainant could have resolved complaint easily with support from staff involved Level Three: Legitimate consumer complaints, especially about communication or practice management, but no lasting detriment Level Four: Significant issues of standards, quality of care, or denial of rights, complaints with clear quality assurance implications

Level Five: Long-term or severe damage, including death, serious adverse outcome, professional misconduct

Complainant Objective	Register concern	☐ Receive explanation	☐ Obtain apology						
What does the complainant want to happen?	☐ Obtain refund	☐ Access service	☐ Change procedure						
	☐ Change policy	☐ Compensation	☐ Disciplinary action						
	Please provide details:	·	The state of the s						
	-								
Resolution Mechanism/	置 Concern registered	☐ Explanation given	☐ Apology provided						
Outcome By what means was the complaint resolved?	☐ Costs refunded	☐ Services provided	☐ Procedure/practice change						
	☐ Policy change	☐ Compensation received	☐ Disciplinary action taken						
	☐ No action taken								
į	Please provide details:								
-	-								
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Recommendation/ Action taken	☐ Staff member/contractor counselled ☐ Training/education of staff provided								
What action has been taken as a result	☐ Duties changed ☐ Dismissal/ termination of contract								
of this complaint?	☐ Quality improvement activity initiated ☐ No action taken								
	Please provide details:								
	Darren rangi and provided clearer picture of diagnosis, apologised for								
	any embarrassment and explained lack of communication.								
Adverse Outcome			•						
Auverse Outcome									
Narrative	Please provide a brief summary of the complaint								
	Pho() trang feeling very uncomfortable with examination by Doctor an								
	Public is range feeling very uncomfortable with examination by Doctor in Specians Clinic								
Office Vice Only	Acknowled gment letter — 3 days	Procress report - 21 days	Resolution - 35 days						
Office Use Only Performance indicators									
	<u>Date</u>								
Reported in trends analysis			• ,						



24/1/03

Bundaberg Health Service District

NOTIFICATION OF COMPLAINT

This form is to be completed by either a staff member or the person lodging the complaint.

	Date:	27.08	2003		Time:	:3.40pm	
	Name of Fac	ility:	√Bundaberg	Childers	🗖 Gin Gin	🗖 Мт. Репту	
	Complainant	t :	√Patient□ Vi	sitor 🔲 C	ther (please state)_		
	Name:		P 464		_	UR Number: // §	074
	Address:		1 tot			Ole Number	• • •
	Adul ess.						
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				*******		Phone: 41-547548	
	Details of Cor	nplaint (a	ttach additional inf	ormation if nece	ssary):	·	· ·
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+	Corfumed Signature: Joan (of person documenting t	KALL Dooley be complaint)	remeri for Date:	PIUE 6P. 27.08.2003	Eiplaineet le Designatio	on: Executive Suppor	cova, accepted tofficer by M.
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