



# Comments, Concerns and Suggestions Procedure

**Please pass along your comments, concerns or suggestions promptly. Your input is important to us. Here are the steps you need to take when addressing a specific issue:**

## **Step One:**

Talk to the Charge Nurse in your home area – the Charge Nurse is your first point of contact. If they do not have the answer, they will get it for you, or pass your comments along to the appropriate department head that will get back to you. If you do not receive an adequate reply, go to step two.

Another option if your concern involves more than one area is to request a Care Conference. You can request this at any time by booking with your Charge Nurse. A Care Conference involves having a meeting with various department representatives along with the Charge Nurse.

## **Step Two:**

Talk to the department head responsible for the area you wish to discuss. Simply email [info@orchardterracecarecentre.ca](mailto:info@orchardterracecarecentre.ca) or call reception at (905) 643-1795 and ask for the following people:

<b>Nursing Services</b>	Director of Care, Assistant Director of Care, or IPAC Lead (Charge Nurse can be reached on all shifts)
<b>Financial Services</b>	Business Office Manager
<b>Maintenance/Housekeeping/Laundry</b>	Environmental Services Manager
<b>Dietary</b>	Food Services Manager
<b>Social Services</b>	Social Services Coordinator or Social Worker
<b>Programs/Activities</b>	Programs Manager

## **Step Three:**

After discussing it with the Department representatives, if your suggestion or concern remains unresolved contact the Executive Director.

Another option is to request a “Client Service Response” form. Comments, concerns and suggestions will be recorded on this form and forwarded to the appropriate department for follow-up. A copy of the form is provided to the Executive Director. The complaint can be documented on this form and follow-up will commence. Reporting a complaint will not result in any form of retaliation or barriers to care and services.

## **Step Four:**

If you feel your concern has not been adequately addressed, we invite you to call:

Mrs. Linda Calabrese  
Senior Vice-President of Operations of Responsive Management Inc.  
Phone: 416-479-4345 ext. 226  
Email: [linda.calabrese@responsivemanagement.ca](mailto:linda.calabrese@responsivemanagement.ca)

## **Step Five:**

If you feel your concern has not been adequately addressed, we invite you to call the Long-Term Care Family Support and Action Line: 1-866-434-0144, Hours of operation: 8:30 a.m. - 7:00 p.m., 7 days a week

Or send a written letter to:

Director  
Long-Term Care Inspections Branch  
Long-Term Care Homes Division  
119 King St. W, 11th Floor  
Hamilton ON L8P 4Y7

## **Step Six:**

If you have already contacted the Home directly and the Long-Term Care Family and Support and Action Line (toll-free at 1-866-434-0144) and were not able to reach a satisfactory resolution, you can contact the Patient Ombudsman:

- Online at <https://www.patientombudsman.ca/Complaints/Make-a-complaint/Submit-Complaint>
- By calling 1-888-321-0339 (toll free) or 416-597-0339 (in Toronto)
- TTY: 416-597-5371