

## Feedback/Complaints/Concerns Form (Easy English)



The Christie Centre Inc. is committed to providing quality services and invites your feedback.  
Your feedback will be **kept confidential**.

**My Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Given To:** \_\_\_\_\_



**“I need to tell you”**



**“I’ve got an idea”**



**“I’m happy with...”**



**“I’m not happy with...”**



**The Christie Centre can improve this for me by...**

## Feedback/Complaints/Concerns Form (Easy English)

### FOR OFFICE USE ONLY

Date received by the Christie Centre Inc.:

Responded to by:

#### Follow-Up Actions (What happened? What can we do?):

IDENTIFY CONTRIBUTING FACTORS:

- |  |                                    |  |  |
|--|------------------------------------|--|--|
| <input type="checkbox"/> Policy/Procedure      | <input type="checkbox"/> Training  | <input type="checkbox"/> Finance/Costs     | <input type="checkbox"/> Process       |
| <input type="checkbox"/> Human Error           | <input type="checkbox"/> Resources | <input type="checkbox"/> Plant & Equipment | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Other (detail): ..... |                                    |  |  |

COMMENTS:

Forward to Executive Officer for inclusion in Feedback Register

Date:

#### Manager/Team Leaders Response:

Prompt for 'action due date'. (i.e. set in Outlook Calendar)

Feedback for Closure:       Verbal                       Letter                       Meeting                       Email  
 Other (detail): .....

Report finalised/updated and forwarded to Executive Officer

<b>Date action completed:</b>		<b>Signed:</b>	
<b>Date received by EO:</b>		<b>Signed:</b>	

*Individual's 'Notes' to be updated (where applicable)*