# Residents Feedback Procedure

The role of the National Paediatric Hospital Development Board is to plan, design and equip the new children’s hospital on a shared campus with St. James’s Hospital. A planning application for the project was lodged in August 2015, planning permission for the project as designed was granted in April 2016.

Enabling works started in August 2016 and main construction works commenced in 2017. The new children’s hospital is expected to be operational in 2022.

For more information on the new children’s hospital project [www.newchildrenshospital.ie](http://www.newchildrenshospital.ie)

All planning documentation is available at [www.nchplanning.ie](http://www.nchplanning.ie)

**Raising a concern**

Step 1. For resident enquiries on construction works, a Resident helpline is available.

Please contact the Residents helpline on **01 531 1110**. This helpline is available 24/7

/ or by email

info@nph.ie

When a call is received to the resident helpline, The construction contractor BAM will respond with a resolution or an outline plan of the steps required to achieve a resolution. The procedure is as follows:

1. 24/7 Residents help line – 01 531 1110

The information captured on the call will be:

* Your name
* Telephone number
* Details of issue/incident
* Any other information that might assist with a resolution

Based on experience the estimated call duration will be approximately 3 minutes.

Once the telephonist has ascertained the nature of the problem, and all the relevant information has been captured, the telephonist will begin the escalation process by calling BAM’s duty officer in charge of the site at the new children’s hospital to ensure a resolution to the issue is agreed. All calls will be prioritised by the duty holder and calls will be responded to in an expeditious manner, based on the nature and level of urgency of the matter.

By email – once the e-mail has been received NPHDB will endeavour to get back to the correspondent within 24 hours.

**Escalating a concern**

In the event that you are not happy with the response from the team managing the Residents Helpline or the way your enquiry was handled, you may request the decision to be escalated and reviewed by the NPHDB Director of Project Controls, Richard Fitzpatrick. To do this, the nature of your enquiry and feedback on why you are unhappy with the handling of same must be put in writing to NPHDB (if not previously done so). This can be sent to us by email or by post using the contact details below. The escalated complaint will be reviewed and we will respond to you within 10 working days.

Contact Details:

 Attn: Richard Fitzpatrick

c/o Elaine O’Rourke

 National Paediatric Hospital Development Board

nch Project Office

Block A, Herberton, St. James’s Walk, Rialto

Dublin 8

e-mail: info@nph.ie

Following a review of the escalated complaint by the NPHDB Director of Project Controls, if you are not satisfied with the outcome, you can escalate your complaint further to the **Resident Project Monitoring Committee** who may assist you once you have provided NPHDB with the opportunity to resolve the matter in line with our complaint handling procedures. Information on the Resident Project Monitoring Committee can be found by clicking the following link <http://www.newchildrenshospital.ie/project-monitoring-committee/>

Contact Details:

Attn: Peter Finnegan

Resident Project Monitoring Committee Chairman

Dublin City Council

C/o Elaine O’Rourke

National Paediatric Hospital Development Board

nch Project Office

Block A, Herberton, St. James’s Walk, Rialto

Dublin 8

e-mail: info@nph.ie