

SINGLE CORPORATE SERVICES

JOB DESCRIPTION

Job title:	Accredited Clinical Coder	<i>To be completed by HR - Job Reference Number:</i>
Reporting to:	Coding Manager	
Accountable to:	Team Leader	
Pay Band:	Band 5	

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis, and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job summary:

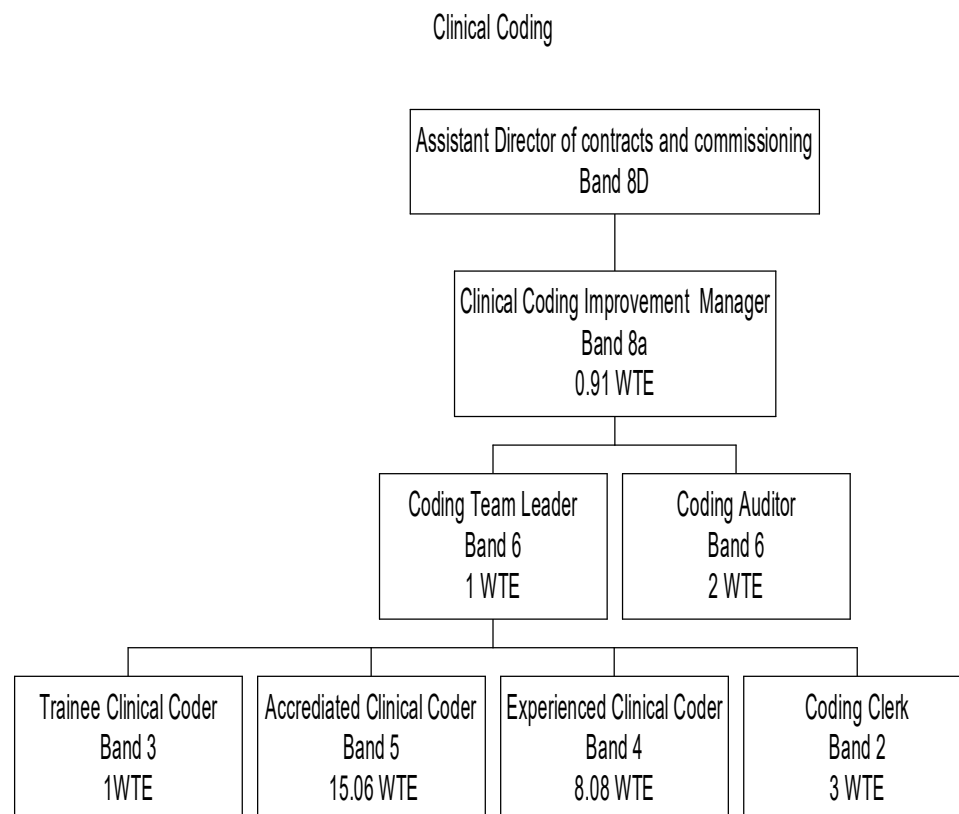
To provide an efficient, reliable and responsive clinical coding service to the Trust in order to provide data on the Trust's clinical activities, by abstracting complex clinical information from various clinical documents and translating into diagnostic and procedure codes.

Job Statement:

- Proactively and positively contribute to the successful overall performance of the Trust.
- Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.
- Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government's policies on Health.
- Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.
- Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.
- Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
- Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health.
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- In compliance with the Trust's practices and procedures associated with the control of infection, you are required to:

- Adhere to Trust Infection Control Policies assuring compliance with all defined infection control standards at all times.
- Conduct hand hygiene in accordance with Trust policy, challenging those around you that do not.
- Challenge poor practice that could lead to the transmission of infection.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.

Organisational Chart:



Key Responsibilities:

- To abstract and analysis complex clinical information from the patient's case notes, and other sources as required, all relevant information concerning primary diagnosis, co-morbidities, procedures, investigations and treatment for each period of care.
- To have the ability to maintain prolonged, intense concentration to translate this information into codes using ICD10 (International Classification of Diseases vol 10) and OPCS 4 (Office of Population Censuses and Surveys vol 4.11) which is then processed to create HRG'S (Healthcare Resource Groups) this is used to determine under payment by results the amount of funding the trust receives from the commissioner.

- Apply the rules and conventions of ICD10 and OPCS4 and take responsibility for updating training manuals and publications when changes or clarifications issued by the NHSIA. Inform the Coding team leaders of any national and/or local coding changes in order that they may be documented in manuals and the Coding Policy and Procedures.
- To ensure all coded information extracted from provider spells/case notes is accurate and reflects the full extent of all diagnosis and procedures that are provided by the clinician for every patient episode within an agreed time from patient discharge which supports the requirements of commissioning.
- Investigate and collate as necessary information required making informed decisions regarding code assignment presenting findings for information or discussion during scheduled office meetings.
- To attend training sessions both external and internal and to participate in regular audits of coding.
- To supervise, mentor and support less experienced/trainee coders, providing structured feedback to individuals and management team to improve quality and efficiency.
- To maintain a comprehensive knowledge of anatomy and physiology, medical procedures, diagnosis and terminology as applied across specialties.
- To provide direct support to other coders and staff involved in the coding process by communicating appropriately with novice coders taking care to understand the limitations of their knowledge.
- To participate in established clinical coding validation processes in the Trust.
- To be proactive in keeping up to date with all new clinical coding developments.
- To contribute to future developments of the service and support clinical coding plans for the Trust.
- Work with clinicians where need within each specialty to share information on patients' episodes of care to gain understanding of the reasons the diagnosis and procedures carried out.
- Establish a liaison with specialty administration staff to ensure clinically relevant information is available to support the highest quality clinical coding, including the communication of complex clinical coding rules to relevant parties.
- Responsible for own workload prioritising day to day, ranking tasks for maximum opportunity without direct supervision to ensure firstly personal coding expectations are met and secondly the clinical coding team is able to meet internal and external timescales particularly with respect to payment by results.
- To be responsible for monitoring and maintaining adequate stationery stock levels.
- To regularly review, and if necessary, revise work practices and information flows in conjunction with the Coding Manager, taking into account the needs of the clinical service Centre's, Trust and NHS mandatory requirements. Any changes in local coding policies should be ratified by the clinician and be included in the Clinical Coding Policy and Procedures document.

- To be aware of the daily list of incomplete episodes and liaise with the Coding clerk to ensure these are retrieved and coded.
- On completion of episodes use the Patient Administration System to identify any other incomplete episodes and to take the appropriate action to deal with them. The return of notes for completion of provider spells is to be in accordance with departmental procedures.
- Use the Medicode, Pathology System (APEX), Maternity System (PROTOS), Radiology, Oncology database and any other systems that may become available for accessing clinical information to clarify diagnosis for coding purposes.
- To ensure that the PAS system is updated with the correct information on location and destination of all received case notes to ensure they are available if required using Case note Tracking.
- To take responsibility for passing any coding queries via the Coding manager to the NHS digital Centre for classification.
- Participate in monthly audits of completed work with the audit manager in order to provide accurate coding standards, whilst routinely attaining the Trust's correct percentage targets.
- Procedures introduced to the Trust for the purposes of clinical coding and assist in the accreditation and audit of data both internally and externally as required by the Trust policy of Clinical Governance.
- Participate in Individual Performance Review (IPR), assume responsibility for driving own personal and professional development through self-directed study and undertake training and development as agreed with the Coding Manager.
- As part of the Trust Clinical Coding Team, provide cover for colleagues in times of annual leave or sickness absence to ensure continuity of work.
- Carry out any other task consistent with grade and experience as determined by the Coding Manager, or other Senior Manager within the Clinical Support centre.
- Ensure effective team working with other members of the clinical directorates ensuring skills and knowledge are transferred as appropriate, whilst ensuring working procedures are properly documented and maintained.
- Take responsibility for ensuring patient information that you handle is always kept confidential, within a secure environment, and only referenced for the purpose of conducting your duties.
- Ability to tolerate daily exposure to both textual descriptions and photography of a distressing nature.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	- ACC National qualification - Demonstrated medical terminology and anatomy knowledge. - Knowledge of Patient information systems		
Experience	- Significant coding experience in an acute Trust covering all specialities, one of these years should be post examination. - A thorough knowledge of ICD-10 and OPCS – 4		
Knowledge	- Ability to resolve complicated coding queries raised by clinical or non-clinical staff and implement decisions agreed. - Excellent written and verbal communication. - Ability to work to deadlines in a pressurised environment. - Ability to consistently to code all specialities to 90%+ coding accuracy.		

Freedom to Act

- The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment continuously on most days.

Compliance statement to expected organisational standards:

To comply with all Trust Policies and Procedure, regarding:

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Always Comply with key clinical care policies and protocols for prevention and control of infection; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard regarding effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adult's policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,

- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.