

SINGLE CORPORATE SERVICES

JOB DESCRIPTION

Job title:	Trainee Clinical Coder	To be completed by HR - Job Reference Number:
Reporting to:	Clinical Coding Team Leader	
Accountable to:	Coding Manager	
Pay Band:	Band 3	

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

1. To abstract from the patient’s case notes, and other sources as required, all relevant information concerning the primary diagnosis, co-morbidities, procedures, investigations and treatment for each period of care.
2. To translate this information into ICD-10 and OPCS 4 codes using judgement based on knowledge and experience and enter onto the hospital Patient Administration system, in a timely and accurate manner following the rules of coding convention for International Classification of Diseases and OPCS procedure books.

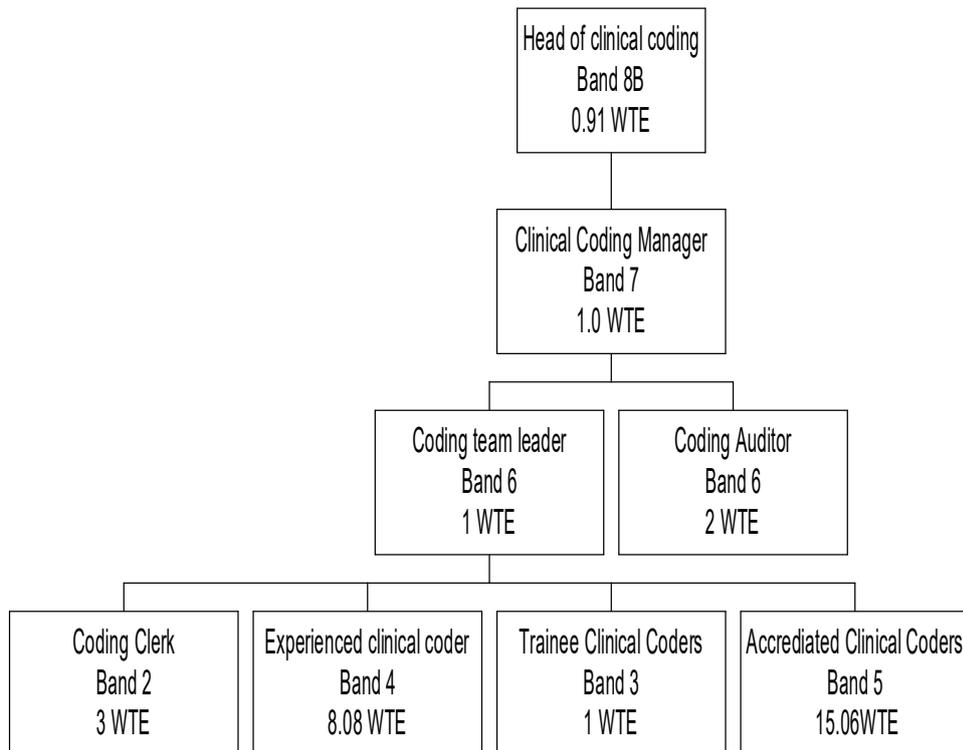
Job Statement

The Clinical Coder plays a vital role in ensuring the accuracy, completeness, and reliability of the Trust’s clinical information. The post holder is responsible for reviewing patient case notes and associated clinical documentation, extracting all relevant diagnostic and procedural information, and translating this into ICD-10 and OPCS-4 codes in accordance with national coding rules and conventions. This work directly supports the creation of HRGs used for commissioning and tariff income, ensuring that the Trust is appropriately reimbursed for the care it provides.

The role requires the coder to interpret complex and detailed clinical terminology, apply sound judgement, and liaise with clinicians and administrative teams to resolve queries or obtain missing information. They must work to agreed deadlines, maintain high standards of accuracy, and contribute to the quality and integrity of the Trust’s clinical dataset. The post holder is also expected to participate in audits, training, system updates, and continuous professional development to ensure clinical coding remains current, consistent, and compliant with national standard

Organisational Chart

Clinical Coding



Specific Core Functions

- Extract and evaluate relevant clinical information from case notes.
- Apply ICD10 and OPCS4 standards.
- Maintain medical terminology knowledge.
- Participate in training, audits and QA.

Key Responsibilities

- To accurately extract and evaluate all relevant information concerning a patient's episode of care involving identifying and interpreting often very complex clinical data detailing principle diagnosis and procedures, and any co-morbidities/complications and co-existing systemic conditions. This information is located in paper clinical record and various electronic systems.
- To translate this information into codes using ICD10 (International Classification of Diseases vol 10) and OPCS 4 (Office of Population Censuses and Surveys vol 4.8 which is then processed to create HRG'S (Health Resource Groups) this is used to determine under the National tariff scheme the amount of funding the trust receives from the PCT'S.
- 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 supervisors 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. Regular use of clinical coding reminder lists, and information systems are to be used to assist this process.
- To attend training sessions both external and internal and to participate in regular audits of coding.
- To maintain a comprehensive knowledge of anatomy and physiology, medical procedures, diagnosis and terminology as applied across specialties.
- Establish a liaison with clinicians and 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. To liaise with health records staff on all clerical aspects of case note requests and tracking and the tracing of lost case notes.
- Under the supervision of the coding supervisor take responsibility for the prioritization and management of daily workload, reporting any issues and problems to the supervisor initially and the Coding Manager as required and be flexible with staff rotation around specialties.
- 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 Directorates, 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 weekly 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 Medical Encoder for accessing clinical information for coding purposes and for passing completed coding details to the PAS system.
- Use the Pathology System (APEX) and Maternity System (PROTOS) 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 center for classification.
- Participate in pilot studies and special projects as required, be aware of new 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) and undertake identified training and development as agreed with the Coding Manager, including attending training courses, workshops and conferences both internally and external as required.
- 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 and also participate in induction and training of new team members.
- Carry out any other task consistent with grade and experience as determined by the Coding Manager, or other Senior Manager within the Clinical Support Division.
- 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.

Communication and Working Relationships

Work with clinicians, coding team, health records and administrative staff.

Analytical and Judgement

Interpret complex clinical data and apply national coding rules.

Planning and organising

Prioritise workload under supervision and meet deadlines

Physical Skills

Standard keyboard and computer skills.

Patlent Client Care

Indirect impact through accurate coded data

Policy and Service Development

Work within policies and escalate changes to supervisor

Financial Management

Accurate coding ensures correct tariff income.

Management/Leadership

No direct management duties; supports team operations

Information Resources

Use PAS, minestrone , maternity systems, encoder and tracking tools

Research and development

Participate in audits, pilots and quality improvement

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	5 GCSEs 9-5 grade or equivalent	Human Biology GCSE Educated to A level standard	
Experience	Relevant experience acquired through work-based training preferable NHS	Previous NHS background	
Knowledge	<ul style="list-style-type: none"> • Good communication and organisational skills Computer literate. <ul style="list-style-type: none"> • Ability to work under pressure and to deadlines. • Broad knowledge of coding process. • Knowledge of medical terminology. • Good interpersonal and organisational skills. • Computer literacy and keyboard skills. • Ability to think logically, analyse and interpret information. • Awareness of patient confidentiality. <p>Well-developed influencing skills</p>	Ability to analyse clinical information.	

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.