

## Job Description

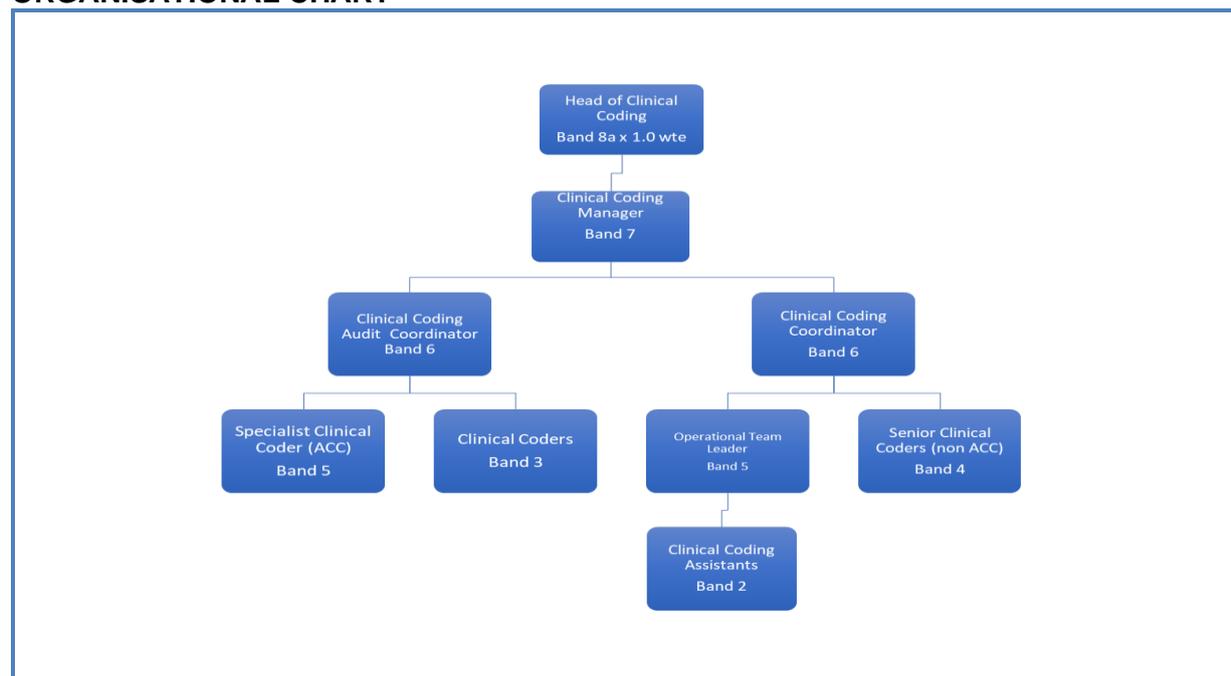
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|-----------------------|--|
| <b>JOB TITLE</b>      | <b>Clinical Coder</b>                    |
| <b>GRADE</b>          | <b>Band 3</b>                            |
| <b>REPORTS TO</b>     | <b>Clinical Coding Audit Coordinator</b> |
| <b>ACCOUNTABLE TO</b> | <b>Clinical Coding Manager</b>           |
| <b>DEPARTMENT</b>     | <b>Clinical Coding</b>                   |
| <b>DIVISION</b>       | <b>Medical Directors Office</b>          |
| <b>DATE</b>           | <b>September 2022</b>                    |

### JOB PURPOSE:

To analyse, interpret and abstract relevant information from case notes or an electronic format (including complex conditions and treatments) in order to code a patient's hospital admission using Nationally Agreed Classifications, currently ICD10 and OPCS 4 classifications.

To deliver accurate, timely and consistent clinical coding within set national and Trust standards and targets. (This coded information is then used in 'payment by results'; analytical and epidemiological studies, and for planning and information both locally and nationally.

### ORGANISATIONAL CHART



## DIMENSIONS

Refer to details relevant to Business Unit/ Top team structures

## KEY RELATIONSHIPS

### Internal

- Clinical Coding Colleagues
- Staff from all wards and departments around the Trust
- Clinicians

### External

- Staff at all levels within the wider health community

## KEY RESULT AREAS:

- To obtain, analyse and interpret complex clinical data of all patients denoting diagnoses, co-morbidities, medical and surgical procedures, medical status and relevant family history information; accurately assigning codes using the International Classification of Diseases and Related Health Problems (ICD-10) and the Office of Population Censuses and Surveys Classification of Surgical Operations and Procedures (OPCS.)
- To accurately input this information onto a computerised system and achieve a minimum productivity level of FCE'S (Finished consultant episodes) as set by the Clinical Coding Manager.
- Managing and prioritising workload in order to achieve strict coding deadline.
- Understand the impact clinical coded data has on the trust.
- To work as part of a team and assist in cover for any of the coding offices to fit in with the needs of the department. Support less experienced coders.
- Ensure quality and consistency of coded information by escalating coding queries appropriately and when necessary.
- Possess a high degree of interpersonal and communication skills to liaise with all levels of staff in order to identify and retrieve missing information to achieve completeness of coding. Work with the data quality department as necessary in order to highlight problems and facilitate improvements in data quality.
- Highlight and discuss any coding queries with the relevant health care professional to maintain quality and consistency of coded information.
- Attend mandatory clinical coding standards course and complete e- learning modules. Develop coding expertise through training, audit and assessment. Study

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for and attain Accredited Clinical Coder status. Attend in house workshops and external courses as required. Keep up to date with mandatory training.

- To keep updated with all coding standard changes.
- To maintain confidentiality at all times. To dispose of confidential waste in a secure manner in line with Trust procedures.

### PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

|  | Essential  | Desirable  |
|--|--|--|
| <b>Education, Training and Qualifications<br/>CPD Requirements</b> | Minimum of Five GSCE grade C or above/ O level equivalent including Maths and English  |  |
| <b>Experience &amp; Knowledge</b>                                  | Demonstrates an understanding of the Clinical Coders role and where it sits in the wider environment   | Good working knowledge of anatomy and physiology / medical terminology |
| <b>Skills and Ability</b>  | Plan and organise own time, being adaptable to meet the demands of the service.<br>Consistently meets own daily, weekly, and monthly deadlines | Previous relevant NHS experience                                       |
| <b>Communications and interpersonal skills</b>                     | Proven excellent communication skills and the ability to adapt to suit different audiences   |  |
| <b>Values and Behaviours</b>                                       | Commitment of delivering an excellent clinical coding service.<br>Honesty and integrity.   |  |
| <b>Other requirements</b>  | Flexible approach to workload  |  |

## Person Specification

### Communication and relationship skills (include internal/external contacts)

Excellent communication skills. Receives and provides complex information in relation to clinical coding to all levels of staff across the Trust, via telephone, e-mail or face to face.

### Knowledge, training and experience

Minimum of Five GCSE grade C or above/ O level equivalent including Maths and English.  
Be prepared to attend and complete the Clinical Coding Standards course.  
Commitment to achieving Accredited Clinical Coder status.  
Maintain skills and knowledge by regular attendance on refresher and speciality based workshops.  
Strong level of IT literacy with experience of using a range of IT applications.  
Knowledge of the importance of clinical coding and its uses  
Good working knowledge of anatomy and physiology / medical terminology.  
Comprehensive knowledge understanding of health records/ hospital procedures.  
Excellent organisational skills and the ability to prioritise work  
Ability to work independently and as part of a team.  
Awareness of data quality issues.

### Analytical and judgemental skills

Uses own judgement when interpreting a range of written and oral information accurately, on varied terminology, diagnostic and procedural information to select the appropriate coding.  
Analyse & extract complex Information from  
case notes and/or electronic systems assigning appropriate codes, adhering to National Standards

### Planning and organisational skills

Organises and prioritises own workload to ensure deadlines are met consistently.  
Plan and organises multiple tasks.

### Physical skills

Strong computer skills.  
Good knowledge of MS office applications.  
Accuracy when inputting data.

### Responsibilities for patient / client care

Incidental patient contact

### Responsibilities for policy and service development

Adhere to Trust Policies and Procedures. Follow departmental policies.

### Responsibilities for financial and physical resources

Ensure that the quality of the coding is completed to National Standards, rules and conventions  
Input the data into the Patient Administration System

### Responsibilities for human resources

May demonstrate own tasks to new starters

### Responsibilities for information resources

Ensure that the quality of the coding is completed to National Standards, rules and conventions  
Input the data into the Patient Administration System

### Responsibilities for research and development

Carries out routine data quality audits/checks  
Implements routine data quality audits/checks may set up queries.

### Freedom to act

Works independently guided by standard operating procedures  
Supervisor available at all times

### Physical effort

Manual handling of case notes  
Inputting data into computers  
Requirement to work in a sitting position for lengthy periods as necessary

### Mental effort

Frequent requirement for prolonged concentration.  
Concentration is required for analysing, converting information into codes.  
Inputting into computer system requiring accuracy and constant checking of codes.

### Emotional effort

Indirect exposure to distressing circumstances when using casenotes

### Working conditions

Office conditions  
VDU use

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

|  |  |             |  |
|--|--|-------------|--|
| <b>Signed:</b><br><b>(Member of staff)</b> |  | <b>Date</b> |  |
| <b>Signed:</b><br><b>(Line Manager)</b>    |  | <b>Date</b> |  |

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



## Our Vision & Identity

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.



## Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**



## Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

## Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

## **Freedom to Speak up**

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

## **Data Protection**

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

## **Confidentiality**

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

## **Infection Control**

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## **Health and Safety at Work Act**

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

## Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

## Research

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".