

PERSON SPECIFICATION

Job Title: Clinical Coding Service Manager



Assessment Criteria	Essential	Desirable	Identified
Knowledge and Experience	<ul style="list-style-type: none"> • Significant experience within a Clinical Coding environment including at a management level. • Proven and in depth knowledge, understanding and experience to a specialist level of ICD10 and OPCS4 coding classifications and standards. • In depth knowledge of medical terminology and anatomical and physiological terms • Evidence of excellence in Clinical Coding field • Ability to quickly identify and investigate inconsistencies in data and thorough understanding of the role of clinical coding in the data 	<ul style="list-style-type: none"> • Successful completion of the Prince Foundation Project Management Course 	AF IN REF

	<p>quality agenda</p> <ul style="list-style-type: none">• Excellent working knowledge of Trust Patient Administration Systems and other key operational patient systems.• Excellence knowledge of the patient flow through the hospital• Good understanding of NHS datasets and data definitions and ability to apply to both standard and non-standard complex situations.• Knowledge of the role and function of Trust Directorates and Divisions• Thorough knowledge of NHS related issues, modernisation agenda and health improvement schemes and links to clinical coding• Knowledge of the whole Information Governance agenda and targets and detailed knowledge on specific sections linked to clinical coding• In-depth and specialist knowledge of generating Trust income from Clinical Coding and Healthcare Resource Groups• Very strong attention to detail and accuracy• Proven experience in developing and maintaining the Trust clinical coding policy, associated procedures and other documentation• Demonstrable experience in proposing and successfully introducing change management to improve the delivery of a service• Knowledge of Digital transformation including strategic objectives and the implications for Clinical Coding• Use of VDU more or less continuously• Pulling case notes from central library• Lifting and handling patients case notes		
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	<ul style="list-style-type: none"> • Collection patient case notes using trolley 		
Qualifications/Training	<ul style="list-style-type: none"> • Accredited Clinical Coder status • Management qualification or equivalent experience to post graduate level • Evidence of on-going personal career development. • Advanced skills in using Windows based packages and keyboard skills • Competent in using the internet and other information bases • Advanced numeracy skills and basic statistical techniques • Inputting into computer • Excellent Key board skills 	<ul style="list-style-type: none"> • Train the Trainer Connecting for Health Accredited status • Advanced Auditor Connecting for Health status 	AF IN REF CERT
Personal Attributes & Skills	<ul style="list-style-type: none"> • Confident in communicating with senior managers and clinicians • Strong ability to communicate at all levels in both written and oral form including the delivery of complex ideas and solutions in an easily understood way including breaking down barriers to understanding • Confident to fully participate and lead meetings • Competent at open and consultative management style to ensure staff engagement • Excellent negotiating and persuasive skills at all levels in particular where resistance to change exists • Strong ability to communicate confidently complex coding rules to medical, clinical and administrative staff and external agencies. • Confident and competent to carry out both formal and informal 	<ul style="list-style-type: none"> • Train the Trainer Connecting for Health Accredited status • Advanced Auditor Connecting for Health status 	AF IN REF P

	<p>presentations to both small and large audiences i.e. 25 plus, i.e. including clinicians</p> <ul style="list-style-type: none">• Highly motivated individual with well-developed strategies for coping in difficult situations• Experience in staff recruitment, management and training skills• Experience in developing a team and motivating them to acquire and improve their coding skills and in achieving challenging Trust targets.• Excellent leadership and management skills including experience in successfully managing difficult challenges around staff management• Proven experience in delivering both formal and informal Internal training sessions to Trainee/Clinical Coders• Attends regular meetings internally and externally• Deals with difficult staffing issues• Daily indirect exposure to disturbing photographs and case notes about abuse and terminally ill patient's• Complex problem solving skills• Forward and lateral thinker who is not afraid to try new ideas to improve service provision• Ability to act resourcefully at all times to meet objectives on time including reviewing outstanding packages of work and prioritising appropriately• Excellent proven ability in planning and organisational ability on an individual and total service basis• Proven track record in working to challenging ongoing timescales and ability to work well under ongoing pressure		
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| | <ul style="list-style-type: none">• Experience in successfully managing a project• Experience in developing business cases• Fully aware of all future national coding developments/policy and ability to assess impact locally and where appropriately design plans and implement• Experience of developing and delivering improvements to service provision through the development, action and monitoring of action plans• Experience in developing short to medium term strategies and interpreting into workable plans• Proven experience in managing a departmental budget• Ability to develop and plan audit programmes, conduct complex internal coding audits and feedback to coders/clinical staff and implement plans for improvement where needed• Proven experience in successfully developing, updating and managing clinical coding systems• Ability to act freely within a broad framework to achieve agreed objectives• Concentration is required when converting information into codes• Frequent and prolonged effort for audit work• Exceptional attention to detail and accuracy• Ability to quickly identify and investigate inconsistencies in data• Ability to deal with frequent interruptions• Working to tight deadlines | | |
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<p>Demonstrates our We Care values and the DBTH Way</p>	<ul style="list-style-type: none">  Demonstrate an understanding of the importance of quality of care.  Demonstrate that you will be open to improving everything that you do.  Be accountable for own actions and those of their team.  Demonstrate that everyone's contribution is valued.  Have an ability to work efficiently, effectively and professionally in a multidisciplinary team.  Work to ensure the care group/directorate improves efficiency and reduces waste.  Displays networking skills.  Have an ability to consider and implement new solutions. 		
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Key for 'Identified': AF = Application form, In = Interview, P = Presentation, REF= References, CERT=Certificates