

## JOB DESCRIPTION

<b>Job Title</b>	Advanced Clinical Coder
<b>Band</b>	5
<b>Division:</b>	Finance
<b>Department:</b>	Informatics
<b>Reports to:</b>	Clinical Coding Team Leader
<b>Key Relationships:</b>	Clinical Coding Team / Clinicians
<b>Base:</b>	Based within Corporate Group Informatics Service with requirements to perform duties across all Trust Sites

### 1. JOB PURPOSE

To provide an efficient and high quality clinical coding service to support the business needs of the Trust, including Clinical governance, Information governance and Finance by ensuring accurate translation and input of medical terminology.

Extract diagnostic and procedure information from both the patient's paper and electronic health record. Support the transfer from a paper to an electronic system, ensuring clinical codes are captured accurately and comprehensively throughout the patient's electronic health record.

To provide consistently recorded data to well defined standards. The Clinical Coding Department uses the ICD10 and OPCS4 classifications to record all diagnoses, procedures and any operations for all in-patient, day case and regular day/night admissions.

Support and deliver on the Trust's coding improvement work programmes. Ensuring improvement schemes, training and awareness sessions and clinician engagement events are suitably supported and delivered upon.

Ensure internal clinical coding productivity targets are consistently achieved and bettered.

To provide accurate information to support Healthcare Resource Groups in facilitating the Payment by Results process within the NHS.

### 2. MAIN DUTIES & RESPONSIBILITIES

To code all primary and secondary diagnoses, procedures and all operations for patients admitted to the Trust to current targets and input these codes using the computer systems available.

To abstract the clinical information from the manual and computerised health record and then analyse that information to provide the codes, with adherence to the rules, regulations and conventions of clinical coding. This includes where the information is sometimes very complex and not readily codeable.

To provide clinical coding advice to the Divisional team, both managerial and clinical and to provide support and mentoring to less experienced members of the Clinical Coding Department.

To develop and maintain the expertise and skills necessary for sustained quality of information within the Division, particularly in respect of the rotational aspects of the coding function. This will involve planning staff cover and training staff to ensure continuity.

To understand and maintain the need for accuracy of clinical coding, as this has a direct impact on the finance department and funding for the Trust.

To work with clinicians/senior managers within the Division and Trust wide to develop local policies and guidelines for the accurate and efficient coding of clinical activities.

To keep up to date with the latest developments in coding by attending regular specialist workshops and refresher courses, and through training and experience, have an extensive working knowledge of anatomy, physiology and medical terminology.

To work alongside clinicians, performing complex audits of coding practices, reporting back on necessary changes and subsequently develop protocols for improved practice.

Use available electronic reporting systems to identify patient episodes that have not been coded. Use these reports to help manage personal workload, contribute to departmental planning and meet targets for submission of data. This may also involve the coder accessing and coding the episode on the ward or in depts.

To provide cover for absence, of coding staff, as and where required ensuring continuity of data collection.

To develop sufficient knowledge to work unsupervised on coding, seeking advice from the coding trainer or clinician where appropriate.

To provide prospective coding advice of planned treatments for patients added to the waiting list.

To provide specialist coding advice to clinicians and information staff on request.

To resolve any documentation issues and / or coding queries by consulting with colleagues and the Clinical Coding Management, and by liaising with medical staff for clarification of information.

To determine the location of missing source documents i.e. the health record, to ensure targets are met.

Undertake annual performance development reviews in line with the Trust Appraisal Process.

To be responsible for ordering and stock maintenance of stationery and other office essentials.

To deliver and collect case notes from departments where necessary.

To manage and maintain the effectiveness of, and to identify possible improvements in, the Clinical Coding procedures and protocols within the Trust.

Maintain confidentiality of all coded and other patient data at all times in line with the Trust's Data Protection Policy.

To achieve the departmental coding quality / accuracy targets.

To achieve internal operational productivity targets.

To recode episodes that have been coded incomplete or those that are awaiting results.

To attend meetings at divisional / clinical level when required.

To attend any other meeting that is appropriate as necessary.

To attend Clinical Coding Conferences when available.

To comply with both the Trust and departmental policies and procedures and implementing local policies when required.

To attend training courses, specialist workshops and clinical coding conferences when available.

To provide guidance, advice and mentoring to trainee clinical coders

Provide advice where appropriate to trust staff following queries or as a result of error reporting

To attend any mandatory training: eg refresher courses, corporate mandatory training

The clinical coding staff have their work allocated by the Clinical Coding Management but are responsible for managing their own workload to ensure work is accurate and complete to meet targets.

### **3. GENERAL DUTIES**

#### **3.1. Human Resources:**

Be responsible for the day-to-day supervision of own team, including work allocation and checking.

Provide regular performance reports on progress, status and achievements for own area to be used by both Management and Users.

Support the development of staff in line with Appraisals, Investor in People and other associated guidance.

Provide training for staff from own or other disciplines on own subject area, when required.

Assist in ensuring appropriate level of cover is provided, arranging on call and 24 hour working where appropriate.

Participate in an on-call or out-of-hours service, when required.

### **3.2. Financial / Physical Resources:**

Assist in the management of financial resources allocated to own areas

Be responsible for the safe use of IT / network hardware and software, including installation, repair and maintenance

Assist in the monitoring of maintenance and support contracts allocated to own area.

Liaise with external agencies, suppliers and contractors in line with agreed contracts.

Participate in the procurement process where relevant, ensuring processes and procedures are followed in a timely and efficient manner and providing assistance for the development of procurement documentation as required.

Liaise with Trust Purchasing and Supplies Consortium and other users advising on IT related aspects of purchasing to ensure that all technical requirements are met whilst ensuring that Trust Standing Financial Instructions (SFIs) and procurement guidelines are followed and adhered to.

### **3.3. Project and or Programme Management:**

Assist in assigned projects or programmes when required, using NHS Project Management standards, such as Prince2.

Participate in the preparation and completion of associated project or programme management documentation.

### **3.4. Policy / Service Development / Governance:**

Act as an ambassador for Informatics Service by developing and maintaining excellent working relationships with users across the organisation to deliver a high quality, standard IT culture to achieve local requirements and national targets.

Participate in the development and maintenance of a culture of service provision and continuous improvement for own areas.

Implements policies for own work area and propose changes to policies, in line with legislation, Trust and NHS policies and guidelines across the Trust, where appropriate.

Pro-actively participate in ensuring that Informatics services delivered within the Trust reflect best practice with respect to organisational, NHS and legislative requirements and guidelines including IT Infrastructure Library (ITIL), Data Protection Act (1998), Information Standards, Information Security and compliance with NHS Information Governance.

Participate in Information Governance and security as required and ensure appropriate governance and security in own area.

Participate in quality management system, undertaking audits designed to improve IT systems and services.

Ensure change management is applied in own areas and follows implemented policies and procedures.

Ensure all documentation relating to own area is complete and fit for purpose and all releases relating to hardware, software and documentation is controlled.

Participate in risk management and service continuity for own area and assist in the Informatics service continuity planning.

Participate in Root Cause Analysis (RCA) for allocated incidents and problems

### **3.5. General:**

Undertake aspects of Informatics Services, as part of a fall-back service when required, as appropriate.

Comply with all legal, regulatory and Trust requirements including policies, standing financial instructions, standing orders and procedures.

Perform duties at all locations where Trust staff are based, including locations not owned by the Trust and other locations determined by the duties of the post.

Travel to off-site venues, as required to attend courses, conferences as designated.

Undertake other duties as required as designated by line manager or other senior Informatics managers.

#### **3.5.1. Health & Safety at Work:**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardise the health and safety of either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at Work.

The successful candidate must not wilfully endanger him/herself or others while at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where provided.

ALL accidents must be reported to your Senior Officer and you are asked to participate in accident prevention by reporting potential hazards.

### **3.5.2. Security**

The successful candidate has a responsibility to ensure the preservation of NHS property and resources.

### **3.5.3. Confidentiality and Use of Information**

To ensure, as far as is reasonably possible, that access to information is restricted to users who are known to have right of access to that information.

To ensure the requirements and principles of information governance, and /or data protection legislation and related Trust policies are adhered to.

### **3.5.4. Equal Opportunities**

Manchester University NHS Foundation Trust (MFT) encourages Equal Opportunities and operates an Equal Opportunities Policy. All individuals regardless of race, ethnicity, nationality, gender or disability are encouraged to apply for all advertised posts.

### **3.5.5. Smoking Control Policy**

Staff are prohibited from smoking on Trust premises in line with the Trust Smoking Control Policy. Persistent contravention of this policy may be viewed as a disciplinary matter.

### **3.5.6. Infection Control**

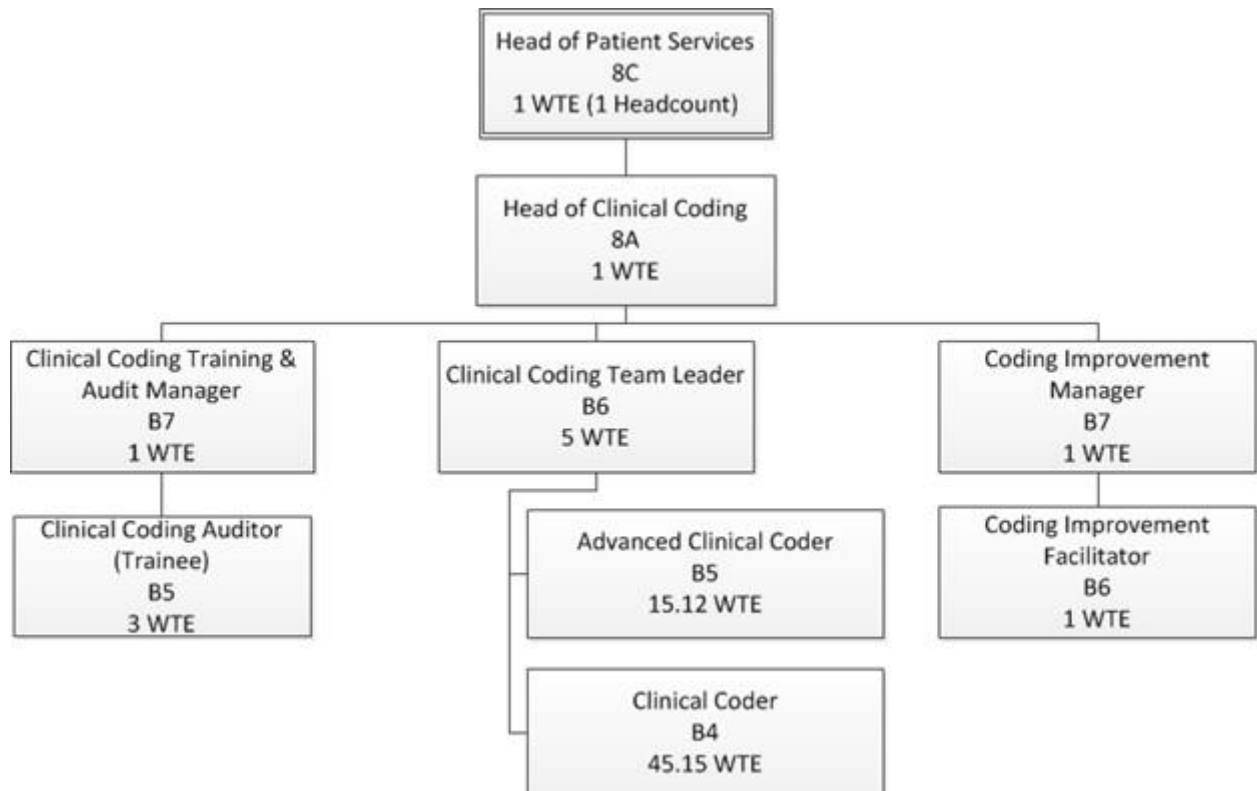
It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual

The Trust operates a system of Team Briefing, which is based on the principle that people will be more committed to their work if they fully understand the reasons behind what is happening in their organisation, and how it is performing.

It is expected that all employees will attend the monthly briefing sessions.

**This job description is not intended to be a complete list of duties and is subject to review as the work of the Department develops and resources change. An ability to adapt to new circumstances will be essential.**

#### 4. ORGANISATION CHART



#### PERSON SPECIFICATION

<b>Post Title</b>	Advanced Clinical Coder
<b>Band</b>	5
<b>Summary of Role</b>	Accurately translate clinical documentation into the ICD10 / OPCS classification for each inpatient finished consultant episode

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	National Clinical Coding Examination (ACC). Or equivalent experience		Application Form & Interview
	Good general standard of education to at least GCSE level. Or equivalent experience		Application Form / Interview
<b>Experience / Knowledge</b>	Ability to code a range of specialties to a high degree of accuracy without close supervision.		Application Form / Interview

	Extensive knowledge of medical terminology and anatomy and physiology.		Application Form / Interview
	NHS or Healthcare setting administrative experience		Application Form / Interview
	Keyboard skills and data entry		Application Form / Interview
<b>Attributes</b>	Ability to develop skills quickly in a new environment		Application Form / Interview
	Ability to work as part of a team		Application Form / Interview
	Demonstrate the ability to work on own whilst maintaining a team approach		Application Form / Interview
	Ability to work under pressure and meet deadlines		Application Form / Interview
	Ability to persuade and influence senior managers/clinicians to effect change within the recording and coding of clinical practices		Application Form / Interview
	Attention to detail		Application Form / Interview
	Excellent communication skills		Application Form / Interview