



## **JOB DESCRIPTION**

**POST** Clinical Coding Lead

**ACCOUNTABLE TO** Clinical Coding Manager

**REPORTS TO** Clinical Coding Manager

**AGENDA FOR CHANGE BAND** Band 5

### **Job Summary:**

The post holder will be a Divisional lead for the delivery of the Internal Clinical Coding Validation assisting with the further development of the Trusts Clinical engagement programme. Development the Coding Service acting as a point of contact for coding issues, building working relationships attending meetings with clinical teams and service managers. Analysis of coded data exploring irregularities, deliver feedback to team to ensure uniformity and quality of coding. Support the clinical coding team when required. Assist the Clinical Coding Team Manager in achieving month end coding completion targets.

### **Key Relationships**

**Coding team members, Clinicians and Clinical Teams, Administrative and Managers within Division, Data Quality, Data Analysts , IDigital team.**

### **Main duties and Responsibilities**

- To participate in the Internal Clinical Coding Validation Programme within the Trust. This will include with regular meetings with clinical teams to explore ways in which to improve coded data, analysis of coded data to improve the quality of coded data.



## Alder Hey Children's **NHS** NHS Foundation Trust

- As an ACC qualified professional, you must have the ability to communicate clearly and with confidence, offer advice and solutions, demonstrate empathy, leadership, attention to detail, reliability and business acumen related to Clinical Coding.
- Monitor data quality and clinical coding standards in line with local and national guidelines. Report any complex coding issues as directed for verification and/or resolution with NHS Digital. Follow up all responses with relevant staff.
- To be responsible for uncoded finished consultant episodes for all specialties and delegate workload to ensure coding targets are met. To work autonomously without direct instruction or supervision when self- allocating work and achievement of daily coding targets. Assist the Clinical Coding Manager in achieving month end coding completion targets.
- Plan and prioritise own workload on a daily.
- Plan staff rotation
- Provide mentorship to more junior members of staff when required.
- Demonstrate effective organisational and time management skills with the ability to work independently and as part of a team. Work flexibly across specialties. Be highly motivated and lead by example with the ability to motivate other team members.
- To be responsible for abstracting and analysing complicated patient clinical records applying the clinical coding rules and conventions, using own judgement to translate cases. Inputting of data onto the Clinical Information System (Expanse) for all inpatient and day case episodes within the timescales agreed between the trust and its' user organisations.
- Routinely extract pathology/histology/radiology information from IT systems to enhance the accuracy of coded data.
- Work on own initiative in collecting information by whatever means required. Occasionally this could include entering very specific areas of the Trust e.g ITU, HDU wards etc, Exercise diplomacy and confidentiality in pursuit of collecting this data.



### **Data Quality:**



- Maintain an up-to-date knowledge of national and local clinical coding guidance and requirements.
- Assist the Clinical Coding Team Manager to identify any complex issues in clinical information contained in the medical record and electronic systems that contradicts clinical coding guidelines.
- Remove or amend clinical codes to Finished Consultant Episodes (FCEs) as directed by the Clinical Coding Manager / Analytics Department. Re-input clinical codes as necessary.

### **Service Development:**

- Communicate effectively with clinicians, managers, information, finance, and other staff members to ensure high quality of coded data. An ability to provide complex Clinical Coding advice and information to colleagues within the NHS.
- Liaise with clinicians, researchers, and healthcare professionals on a regular basis to provide and help with information as required. Be able to explain the requirements of the classifications and how to implement them. Attending forums as appropriate.
- Assist the Clinical Coding Manager to prepare and deliver awareness sessions.
- Attend multidisciplinary meetings to promote clinical coding, the rules and conventions that surround them and raise awareness of the importance of accurate data.
- Promote a thorough knowledge and understanding of the rules and conventions that surround the Classifications of Diseases and Healthcare Related problems, tenth revision (ICD-10) and Office of Population Census and Surveys fourth revision (OPCS-4) to all levels of staff within the Trust.
- Further develop a team approach within the service leading by example in all areas of clinical coding.

### **Professional Development:**

- Take every reasonable opportunity to maintain and improve your professional knowledge and competence.
- To participate in personal objective setting and review, including the creation of a personal development plan.



- Maintain an excellent knowledge of Medical Terminology and Anatomy and Physiology.
- Maintain a high level of competency in the recording of clinical codes and completion of assessments as and when required to measure accuracy and quality of the coded data.
- Keep up to date of the annual renewal, updates and amendments of ICD 10 International Classification of Diseases & OPCS Classification of Interventions & Procedures.
- Maintain and up to date working knowledge of clinical coding national developments e.g. Systemised Nomenclature of Medicine, Clinical Terms (SNOMED CT).



Our values:



We pride ourselves on the quality of our care, going the extra mile to make Alder hey a safe and special place for children and their families.



We are committed to continually improving for the benefit of our patients.



We are open and honest and engage everyone we meet with a smile.



We show that we value every individual for who they are and their contribution.



We work across the Alder Hey community in teams that are built on friendship, dedication, care and reassurance.



## Alder Hey Children's **NHS** Values Based Behaviour's

Respect:	We show that we value every individual for who they are and their contribution
Excellence	We pride ourselves on the quality of our care, going the extra mile to make Alder Hey a safe and special place for children and their families
Innovation	We are committed to continually improving for the benefit of our patients
Together :	We work across the Alder Hey community in teams that are built on friendship, dedication, care and reassurance
Openness:	We are open and honest and engage everyone we meet with a smile

## PERSON SPECIFICATION

**Job Title Lead Clinical Coder**  
**AFC Band: 5**

Criteria	Essential	Desirable	Method of Assessment
Education / Qualification	<ul style="list-style-type: none"> <li>GCSEs (A-C) or equivalent or work based experience</li> <li>Accredited Clinical Coding Qualification (NCCQ)</li> </ul>	<ul style="list-style-type: none"> <li>Accredited Clinical Coding Auditor Qualification</li> <li>EDCL</li> </ul>	A  A  A
Experience	<ul style="list-style-type: none"> <li>Experience in carrying out Clinical Coding to HSCIC approved standards</li> <li>Experience of working with clinicians and or/senior staff</li> <li>Planning and prioritisation workload to meet deadlines</li> <li>Transferring coding skills and knowledge to others</li> </ul>	<ul style="list-style-type: none"> <li>Experience of undertaking presentations relating to clinical coding</li> <li>Experience of mentoring junior members of the coding team</li> </ul>	A/I  A/I  A/I  A/I

Skills / Ability / Knowledge	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of medical terminology and anatomy and physiology</li> <li>• Knowledge of Payment by Results Agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of data protection legislation, Caldicott and other relevant guidance</li> </ul>	A/I
	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Inpatients, Day Cases, Waiting Lists and some knowledge of Outpatients</li> </ul>	A/I
	<ul style="list-style-type: none"> <li>• Comprehensive knowledge and understanding of clinical coding rules and conventions</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Snomed CT</li> </ul>	
	<ul style="list-style-type: none"> <li>• Effective inter-personal skills</li> </ul>		A/I
	<ul style="list-style-type: none"> <li>• PC skills , knowledge of PAS system</li> </ul>		
	<ul style="list-style-type: none"> <li>• Ability to work under pressure.</li> </ul>		A/I
	<ul style="list-style-type: none"> <li>• Ability to interpret and analyse data</li> </ul>		A/I



Qualities / Attributes	<ul style="list-style-type: none"> <li>Excellent concentration skills, with attention to detail</li> <li>Flexible approach to work</li> </ul>		A/I/  A/I

## Mandatory Statements

1. As an organisation which uses the Disclosure and Barring Service (DBS) Disclosure service, the Trust complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.  
We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all job applicants will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position. A decision will be made depending on the nature of the position and the circumstances and background of the offences.
2. The Trust is pro-diversity and anti-discrimination. Trust policies prohibit discrimination, victimisation, bullying or harassment. The Trust is committed to treating people equally, whether they are patients, colleagues, suppliers or other customers. We would like all our families and staff to feel valued and respected because we try to understand and provide for their individual needs.
3. The Trust is committed to promoting an environment that embraces diversity and promotes equality of opportunity.  
Staff should apply the values of respect, excellence, innovation, togetherness and openness in all that they do to ensure that Alder Hey truly belongs to everyone.
4. In the course of your duties you may acquire or have access to confidential information which must not be disclosed to any other person unless in the pursuit of your duties or with specific permission given on behalf of the Trust. You must ensure that you handle personal information in accordance with the requirements of the Data Protection Act 1998.
5. You are reminded that, in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities, and are required to co-operate with the Trust in meeting statutory requirements.
6. You must ensure that you adhere to the Trust Infection Control policies and procedures at all times. You have a duty of care under the Health Care Act to prevent the spread of infection.



## My Alder Hey. My Values.

7. Within the NHS, good patient care is reliant on the availability of complete, accurate, relevant and timely data. The quality of information can limit the capability to make operational decisions about the way care is planned, managed and undertaken. Poor information quality can lead to poor decision making and may put service users at risk. High quality information means better, safer patient care. Where you are required to record data on systems, whether patient or staff data, or paper or electronic format you must ensure that it is up to date, accurate, complete and timely. You have a responsibility to ensure that you feel sufficiently knowledgeable about the system you are asked to use and what is required of you in order to fulfil your task accurately. Where an error is created or discovered by yourself on any system which you cannot rectify, you must contact the relevant helpdesk / system owner or your Line manager. Please read the Data Quality and Information Governance Policies located on the Intranet and ensure you understand your responsibilities.
8. Alder hey Children's NHS Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Staff have a responsibility to ensure they are aware of specific duties relating to their role and should familiarize themselves with the Trust's safeguarding and child protection procedures, regular safeguarding and child protection training updates are mandatory for all staff. All individuals will have some risk management responsibilities with which you are required to comply, for details of your responsibilities please refer to the current Risk Management Strategy which is available on the intranet and in the local strategies folder.
9. You must comply with all Trust policies and procedures and attend all necessary mandatory training.
10. As an employee of the Trust you will be accountable for the data entered into records and systems. It is very important that the Trust records the most up to date patient demographic details, including full name, D.O.B., address, contact number, NHS number, GP and GP Practice. This is not only to fulfil our legal obligation under Principle 4 of the Data Protection Act, which states '*Personal data shall be accurate and, where necessary, kept up to date*', but it is also crucial in ensuring patient safety.
11. All staff should take ownership of records that are accessed and take the opportunity to check that the data held is correct.
12. This document provides an outline of the main responsibilities of the post. It is not intended to be an exhaustive list of duties.
13. Your job description will be subject to regular review with your Line Manager.