

JOB DESCRIPTION

POST Clinical Coding Auditor

ACCOUNTABLE TO Associate Director of Data and Analytics

REPORTS TO Clinical Coding Manager

AGENDA FOR CHANGE BAND 6

Job Summary: *An outline of the key duties and responsibilities of the post holder including key relationships and outcomes required.*

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. Advise on complex coding issues ensuring the data accurately reflects the patient care delivered. Work closely with clinical teams to improve documentation. Support the clinical coding team when required. Assist the Clinical Coding Manager in achieving month end coding completion targets.

The post holder will be responsible for the planning development and management of Clinical Coding audit programme. Including feedback meetings and recommendations to clinicians and the coding team. Further develop the Trusts Clinical engagement programme.

Key Relationships

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

- **Main duties and Responsibilities**

- To be responsible for the delivery of the Internal Clinical Coding Audit programme and the trusts annual DSPT Audit.
- Coordinate engagement between Divisional Managers, Clinical Directors clinicians, and Clinical coders. This will include regular meetings with clinical teams, analysis of coded data. ensuring the data reflects the national rules, conventions, and datasets and to ensure income is maximized by undertaking a programme of random and targeted clinical coding audits for all specialties throughout the Trust.
- Identify key area impacting on HRG assignment and tariff making recommendations to the Clinical Coding manager.
- Promote the role of the Clinical Coding Department in a positive manner, with both internal and external stakeholders, ensuring new developments and initiatives are communicated to members of the Clinical Coding Department and senior management where appropriate.
- The post holder will provide expert advice on clinical coded data aspects in support of Payment by Result
- Monitor data quality and clinical coding standards in line with local and national guidelines. Report any complex coding issues as directed for verification Follow up all responses with relevant staff.

- The post holder will work closely with wards and the data quality team, to ensure that data is accurate, timely, standardised, and robust to support performance.
- To represent the trust at the Regional Clinical Coding Advisory group and feedback on / action any issues raised as appropriate.
Assist with the implementation of changes to national guidance and revised coding classifications. This will include awareness session for coding staff and monitoring of adherence to the changes in national guidance.
- 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. Assist the Clinical Coding Manager to prepare and deliver awareness sessions.
- To assist the Clinical Coding Manager in achieving month end coding completion targets.
- Assist in the development and maintenance of Local Clinical Coding policies.
- Provide mentorship to more junior members of staff when required.
- Further develop a team approach within the service by example in all areas of clinical coding

Communication

- 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
- Support the divisions on new clinical practise or procedures agree on the code assignments and cascade knowledge and understanding of the procedure to the Clinical Coding team.
- 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 courses forums as appropriate.

Planning and organising skills

The post holder will plan and Delivery of the Internal Clinical Coding Audit programme and the trusts DSPT Audit.

Professional Development:

- To 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 ICD10 / OPCS Coding.
- Maintain and up to date working knowledge of Clinical Coding national developments, Systemised Nomenclature of Medicine, Clinical Terms (SNOMED CT).

Responsibility for policy/service development

- In conjunction with the Clinical Coding manager development, implementation and maintenance of the Trust's Clinical Coding Policy and Procedure Document in line with national guidance.

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.

Values Based Behaviour's

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| Respect: | We show that we value every individual for who they are and their contribution |
| Excellence | |

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| | 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

AFC Band

| | ESSENTIAL | DESIRABLE |
|----------------------------------|--|------------------------|
| 1. Education and Training | <ul style="list-style-type: none"> Accredited Clinical Coding Qualification (NCCQ) with prior experience in the NHS. Clinical Coding Audit Qualification | Supervisory management |

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| | <ul style="list-style-type: none"> • Clinical Coding Refresher course certificate. • Audit report writing course | <p>Qualification or equivalent experience'</p> <p>Certificate in Medical terminology AMSPAR or equivalent.</p> |
| 2. Experience of... | <ul style="list-style-type: none"> • Auditor experience • Extensive practical Coding experience • Experience in carrying out Clinical Coding to HSCIC approved standards. • Ability to present Audit findings • Experience of working with clinicians and or/senior staff • Planning and prioritisation workload to meet deadlines. • Transferring coding skills and knowledge to others • Strong interpersonal skills for effective working with other team members, operational managers, and clinicians • Ability to communicate effectively both verbally and in writing. • Experience of using reports/data to manage performance and understand/resolve complex issues. • Experience in the production of written reports and presentations • Excellent IT skills including a thorough working knowledge of Microsoft Office packages including Word, Excel and Outlook email. • | <p>Experience of mentoring junior members of the coding team</p> |
| 3. Knowledge of | <ul style="list-style-type: none"> • Comprehensive knowledge of medical terminology and anatomy and physiology • Knowledge of Payment by Results Agenda • Comprehensive knowledge and understanding of clinical coding rules and conventions. • | <ul style="list-style-type: none"> • Knowledge of data protection legislation, Caldicott and other relevant guidance |

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| | | <ul style="list-style-type: none"> • Inpatients, Day Cases, Waiting Lists and some knowledge of Outpatients • Knowledge of Snomed CT |
| 4. Skills | <ul style="list-style-type: none"> • Effective inter-personal skills • PC skills , knowledge of PAS system • Ability to work under pressure • Ability to work on own initiative and as part of a team • Ability to interpret and analyse data | |
| 5. Personal Attributes | <ul style="list-style-type: none"> • Excellent • concentration skills, with attention to detail • Flexible approach to work | |

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. The Trust meets 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, and takes a zero tolerance approach to racism, discrimination, victimisation, bullying or harassment. The Trust is committed to treating people equally, whether they are patients, colleagues, suppliers or other customers. We expect all of our families and staff to feel valued and respected.
3. The Trust is committed to promoting an environment that embraces diversity and promotes equality of opportunity. Staff are expected to apply the values of respect, excellence, innovation, togetherness and openness in all that they do.
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 General Data Protection Regulation (GDPR) and the Data Protection Act 2018
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.
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 familiarise themselves with the Trust's safeguarding and child protection procedures; regular safeguarding and child protection training updates are mandatory for all staff.
9. 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.
10. You must comply with all Trust policies and procedures and attend all necessary mandatory training.
11. 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 Data Protection legislation, but it is also crucial in ensuring patient safety. 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.