









PERSON SPECIFICATION

Job Title: Trainee Clinical Coding Officer



Assessment Criteria	Essential	Desirable	Identified
Knowledge and Experience	<ul style="list-style-type: none"> Previous work experience Experience of working in a team Experience of communicating with people at all levels 	<ul style="list-style-type: none"> Experience in using a Patient Administration System Knowledge of Anatomy and Physiology Knowledge of Medical Terminology Previous experience of working in a healthcare environment 	AF, IN, REF
Qualifications/Training	<ul style="list-style-type: none"> GCSE to grade C or above (or equivalent) in English Language 	<ul style="list-style-type: none"> ECDL or equivalent IT 	IN, CERT, REF

	<ul style="list-style-type: none"> • GCSE to grade C or above (or equivalent) in Mathematics • GCSE Grade C or above (or equivalent) in a Science • Computer literate, including experience of using email and Microsoft Word and Excel 	<p>qualification</p> <ul style="list-style-type: none"> • GCSE Grade C or above (or equivalent) in Human Biology or Biology 	
Personal Attributes & Skills	<ul style="list-style-type: none"> • Ability to demonstrate effective communication skills, both verbal and written • Enthusiastic and positive approach to work • Ability and willingness to work flexibly and as part of a team • Ability to be able to deal with distressing and graphic documentation in the clinical records • Ability to deal with distressing sights and smells when regularly visiting the wards • Ability to prioritise own workload with minimal supervision to meet tight deadlines • Accuracy and attention to detail • Flexibility to work at all the Trust sites • Ability to work under pressure in a busy working environment 		IN, CERT, REF

<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