NHS
Barts Health
NHS Trust

SHAPE YOUR STORY

Recruitment Information Pack

Specialist Clinical Coder

WeCare

OurVision | To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

NHS Barts Health NHS Trust

WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours	
W WELCOMING	• Introduce yourself by saying "Hello, my name is …" • Smile and acknowledge the other person(s) presence • Treat others as you would wish others to treat you	• Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors
E ENGAGING	• Get involved in making improvements and bring others with you • Encourage feedback from patients and colleagues and respond to it • Acknowledge efforts and successes; say thank you	• Use feedback to make improvements, and empower colleagues to do this without needing to seek permission • Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable
C COLLABORATIVE	• Give time and energy to developing relationships within and outside own team • Demonstrate pride in Team Barts Health	• Respect and utilise the expertise of colleagues • Know your own and others' part in the plan
A ACCOUNTABLE	• Always strive for the highest possible standard • Fulfil all commitments made to colleagues, supervisors, patients and customers • Take personal responsibility for tough decisions and see efforts through to completion	• Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing • Do not pretend to have all the answers; actively seek out those who can help
R RESPECTFUL	• Be helpful, courteous and patient • Remain calm, measured and balanced in challenging situations	• Show sensitivity to others' needs and be aware of your own impact • Encourage others to talk openly and share their concerns
E EQUITABLE	• Value the perspectives and contributions of all and ensure that all backgrounds are respected • Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out • Work to enact policies, procedures and processes fairly	• Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment • Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them

Job Particulars

Job title	**Specialist Clinical Coder**
Pay Band	Band 6
Location	Across all Barts Health Sites (Base to be agreed)
Reports to	Clinical Board Coding Lead
Responsible to	Clinical Coding Service Manager

1. Job Purpose

The accuracy of clinical coding activity is vitally important for secondary care trusts, not only to secure the correct income but also to inform decision-making regarding the future of clinical services. Coded activity is also used by secondary users within the NHS, Government and external bodies, who produce statistics such as standardised mortality rates and monitor clinical outcomes and key quality indicators.

The Specialist Clinical Coder will have responsibility for coding the more complex specialty cases undertaken at Barts Health. These include Cardiology, Cardiac Surgery and Neurosurgery.

There will be an element of liaising with Operational, Administrative, Finance & Information Teams across the Trust, to ensure appropriate governance processes and policies are in place.

The post-holder will work closely with clinical teams within their respective areas, to ensure that specialty-level data is timely, standardised and robust to support performance and quality metrics.
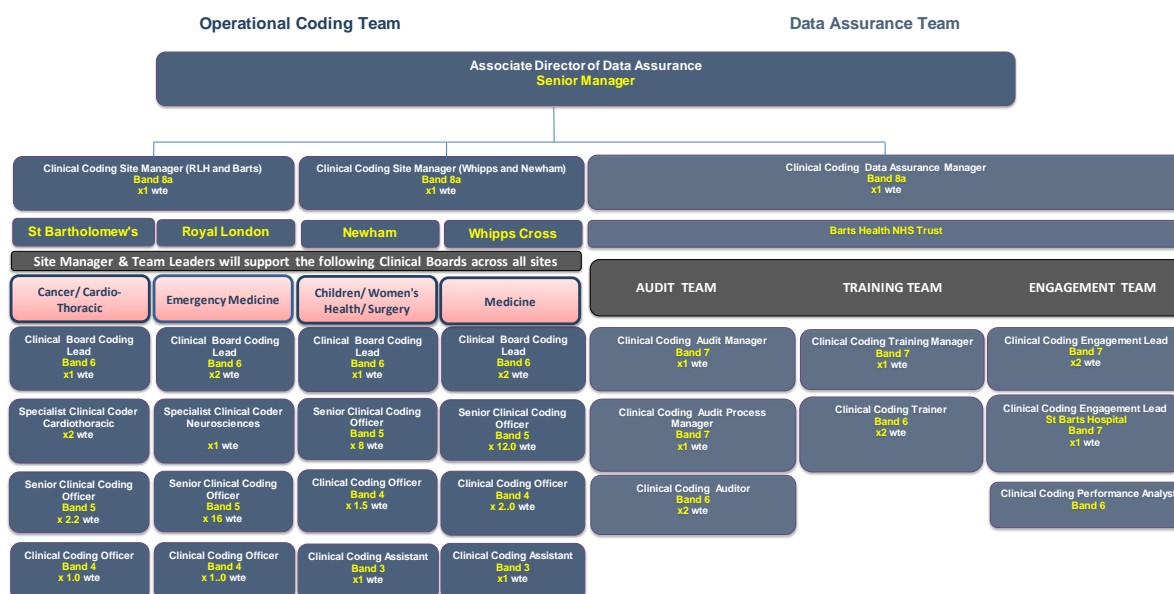
The post holder will contribute positively towards the development of the novice clinical coders, will act as mentor to and assist in the training of less experienced coders.

2. Key Working Relationships

Internal	External
Medical Records	Commissioners and Department of Health
Trust Senior Managers	External Auditors
Clinical Staff	External Trusts (Clinical Coding Teams
Finance Staff	NHS Digital
BI & Reporting Team	
Trust Operational Managers	
Information Governance	
ICT	
Clinical Effectiveness	
Internal Auditors	
Data Quality	

3. Structure Chart

Operational Coding Team

Data Assurance Team

Associate Director of Data Assurance
Senior Manager

Clinical Coding Site Manager (RLH and Barts) **Band 8a** **x1 wte**	Clinical Coding Site Manager (Whipps and Newham) **Band 8a** **x1 wte**	Clinical Coding Data Assurance Manager **Band 8a** **x1 wte**

St Bartholomew's	Royal London	Newham	Whipps Cross	Barts Health NHS Trust

Site Manager & Team Leaders will support the following Clinical Boards across all sites						
Cancer/ Cardio-Thoracic	Emergency Medicine	Children/ Women's Health/ Surgery	Medicine	AUDIT TEAM	TRAINING TEAM	ENGAGEMENT TEAM
Clinical Board Coding Lead **Band 6** **x1 wte**	Clinical Board Coding Lead **Band 6** **x2 wte**	Clinical Board Coding Lead **Band 6** **x1 wte**	Clinical Board Coding Lead **Band 6** **x2 wte**	Clinical Coding Audit Manager **Band 7** **x1 wte**	Clinical Coding Training Manager **Band 7** **x1 wte**	Clinical Coding Engagement Lead **Band 7** **x2 wte**
Specialist Clinical Coder Cardiothoracic **x2 wte**	Specialist Clinical Coder Neurosciences **x1 wte**	Senior Clinical Coding Officer **Band 5** **x 8 wte**	Senior Clinical Coding Officer **Band 5** **x 12.0 wte**	Clinical Coding Audit Process Manager **Band 7** **x1 wte**	Clinical Coding Trainer **Band 6** **x2 wte**	Clinical Coding Engagement Lead **St Barts Hospital** **Band 7** **x1 wte**
Senior Clinical Coding Officer **Band 5** **x 2.2 wte**	Senior Clinical Coding Officer **Band 5** **x 16 wte**	Clinical Coding Officer **Band 4** **x 1.5 wte**	Clinical Coding Officer **Band 4** **x 2..0 wte**	Clinical Coding Auditor **Band 6** **x2 wte**		Clinical Coding Performance Analyst **Band 6**
Clinical Coding Officer **Band 4** **x 1.0 wte**	Clinical Coding Officer **Band 4** **x 1..0 wte**	Clinical Coding Assistant **Band 3** **x1 wte**	Clinical Coding Assistant **Band 3** **x1 wte**			

4. Main duties, responsibilities and results areas

Communication & Relationships

1) To be a specialist coder, within a clinical area across both hospital sites, in order to persuade and motivate clinical teams to engage with the principals of coding ensuring their comprehension and commitment;

2) Communicate with internal staff and external agencies to ensure compliance with performance targets and strategic objectives;

3) Create and maintain good communication links with consultants and clinical teams to ensure quality and depth of coding is achieved;

4) To provide support and specialist advice on coding issues to clinical and operational staff from relevant directorates and departments within the Trust as required;

5) To provide complex specialist coding advice and HRG/ICD/OPCS information for financial and audit purposes;

6) Actively participate in negotiating and influencing changes in operational practices within the Team, to achieve the overall aim of improving the recording of care and quality of recorded data;

7) Communicate all routine and complex clinical-coding issues/concerns at coding-management meetings and suggest possible solutions to problems relating to performance or data quality;

8) Attend relevant Team/ directorate/ operational meetings to share coding performance for specific complex area

9) Actively promote the Clinical Coding service in a positive manner, ensuring new initiatives are communicated to team members and management teams where appropriate;

10) Promote and improve engagement between clinicians and clinical coders, discussing clinical-coding anomalies, agreeing and documenting outcomes.

Knowledge, Training and Experience

11) Support other coders through their learning experience drawing on an in-depth knowledge and application of complex clinical coding criteria;

12) Provide advice and guidance to less experienced staff and facilitate their progress towards Accreditation and provide reassurance and constructive support;

13) Advise clinical teams on coding terminologies and techniques, within specific complex area, guiding them on the appropriate process for recording and documenting care;

14) Ensure continual self-development by keeping up to date with changes in coding practice and classification updates;

15) Keep abreast of National Standards and changes to Clinical Coding legislation, providing relevant training to appropriate groups within the Trust (include induction training);

16) Keep abreast of developments concerning PbR guidance, methodology and any related issues about the reporting of activity contracts and brief colleagues on any such developments;

17) To participate in on-going clinical coding training to meet national standards and Trust requirements. This may require travelling to other organisations outside of core working hours;

18) Keep up to date with relevant technologies, new techniques and developments that might occur and provide training to others within and outside of the Clinical Coding Team.

Analytical and Judgmental Skills

19) To accurately extract, analyse and interpret relevant clinical information and data (including complex conditions and treatments) from a variety of sources including discharge summaries, medical notes, radiology, pathology and post mortem reports;

20) To critically examine and make independent judgments on whether coding should be carried out where diagnosis and procedural information is not transferable to exact codes or whether a more detailed investigation is required for accurate coding;

21) Assist with and provide guidance on data quality issues found through analysis, investigation or validation;

22) Encourage clinician validation of coded data, to instil confidence and assurance of coded-data within the clinical teams;

23) Make judgments and give advice and guidance where opinions differ concerning the coding of complex cases, new diagnoses or procedures not previously performed;

24) Raise any issues/concerns at coding-management meetings and suggest possible solutions to problems relating to performance or data quality;

25) Utilise hospital clinical systems to aid and support coding input.

Planning and Organisational Skills

26) Using own initiative to raise complex coding queries with the Coding Trainer or Coding Manager;

27) To manage own workload, without direct supervision, ensuring all relevant admitted care episodes are coded within the monthly deadlines in preparation for financial assessment, external submission;

28) To adapt coding practice to incorporate new and additional codes released in the regular classification upgrades;

29) Liaise with other disciplines as required regarding patient data clarification to support data quality.

Responsibility for Patient/Client Care

30) Implement solutions supporting clinicians to deliver patient care with appropriate decision-support tools;

31) Comply with the Trust infection prevention policy;

32) Act as a champion for the interests of service users and patients in improvement programmes;

33) Be informative, polite and helpful when meeting patients as part of day to day working.

Training Events

34) Ensure their own coding skills are kept up to date;

35) Take responsibility for developing and pursuing his/ her own professional development in accordance with an agreed Personal Development Plan;

36) Maintain a portfolio of evidence to aid personal development planning and review.

Responsibility for Policy/Service Development

37) To adhere to clinical coding and classification rules, conventions and standards in order to ensure accurate and consistent information to enable the correct HRG assignment;

38) Actively participate in the Coding Governance Group to ensure any planned data recording changes, affecting clinical coding outcomes, follow the appropriate governance processes;

39) Support continuous improvement in the quality of clinical data used for Clinical Governance, Commissioning and Health Needs Analysis;

40) Support changes to Clinical Coding Policies in line with amendments to national Policy and ensure they are communicated to the coding team, via the appropriate Governance Group and relevant clinical/operational teams;

41) Advise on any relevant updates to coding policy/procedures following changes in national coding guidance.

Responsibility for Financial and Physical Resources

42) Ensure own working practice is not wasteful of Trust resources;

43) Maintain office equipment in a clean operative standard, registering faults and problems with ICT when necessary.

Management/HR

44) Contribute to Trust-wide projects as required;

45) Demonstrate commitment to IWL principles and flexible working patterns, to meet the needs of the service and staff;

46) Tackle discrimination and harassment and promote equality and diversity in the workplace.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post-holder.

The post holder might be required to work across any of the Trust's sites at any time throughout the duration of his/her contract, which may entail travel and working across all Barts Health hospital sites.

5. Working conditions

Criteria	Description
Physical	A substantial amount display screen equipment working. Ability to move between hospital sites for meetings/site-based working

	Manual handling of patient records.
	Visits to designated ward area, meeting venues spread across the hospital sites.
Emotional	Exposure to potentially upsetting healthcare information is unavoidable and can include disturbing narrative and or pictures as well as information relating to terminal illness.
	Exposure to highly stressful or emotional circumstances, arising from imparting unwelcome news to stakeholders, such as changes to staff work flows or working practices. Sensitivity to the actual or perceived impact of change to staff or the public.
	Distressing or emotional circumstances when dealing with staff issues
Working Conditions	Frequently required to work outside normal office hours depending on project delivery schedules.
	Travel between sites across London
Mental	Frequent high levels of concentration are required, and work patterns are unpredictable.
	Concentration for report writing and analysing statistics on a frequent basis.
	Dealing with frequent interruptions relating to staffing or project issues.
	Frequent high level of multi-tasking and responsiveness to service issues.
	Managing failures to service either within the direct control of the Trust or via an external supplier.
	Frequently required to work under pressure, with an often-unpredictable workload.
	Problem solving and proposing solutions.

NHS Manager's Code of Conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). www.nhsemployers.org/

Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant (October 2002). www.nmc-uk.org/

Person Specification

Domain	Essential Criteria	Desirable Criteria	Assessment Method

Qualifications	1) Educated to A level including Maths and English or equivalent experience. 2) Accredited Clinical Coding Qualification. 3) Evidence of continuing professional development.	Certificate in Anatomy & Physiology. Medical Terminology qualification.	Application Form
Experience	4) Highly-developed specialist coding knowledge underpinned by theory and experience. 5) Attended refresher and speciality workshops. 6) Ability to code a variety of specialty areas. 7) Working as part of a team and individually, using own initiative as and when required. 8) Experience of using PAS/ hospital systems.	Previous experience of coding complex cases including Neurosurgery and Renal cases.	Application Form Interview References **Coding Test**
Skills	9) Excellent communication and presentation skills - both verbal and written. 10) Excellent interpersonal skills and the ability to communicate complex concepts to diverse groups. 11) Ability to influence others and motivate teams. 12) Microsoft Office applications (Excel, Word, Outlook, PowerPoint). 13) Report writing. 14) Excellent organisational skills.	IDC10, OPCS4, HRG4+, PbR and financial flows.	Application Form Interview References
Knowledge	15) National clinical-coding standards and practices. 16) National & local performance & quality standards.		Application Form Interview References
Other	17) Works autonomously and effectively as part of a team. 18) Approachable. 19) Flexible approach to work with the ability to prioritise own workload. 20) Adaptable to changes in working patterns. 21) Friendly and able to interact with colleagues. 22) Professional appearance. 23) Able to attend training/ meetings across Trust sites and at off-site venues. 24) Ability work across all hospital sites. 25) Awareness of confidentiality in the workplace.		Application Form Interview References

About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.