

Band 5 Person Specification

Job Title	Clinical Coding Specialist/Mentor		
AfC Band	Band 5	Job Code	409-6102150

Method of Assessment: 'A' Application Form 'C' Certificate 'I' Interview 'R' Reference 'T' Test/Presentation

Person Specification		Essential	Desirable	Assessment
Qualifications				
1	GCSEs (A-C) or equivalent	X		A/C
2	ACC Status	X		A/C
3	Degree or equivalent		X	A/C
4	AMSPAR Medical terminology		X	A/C
Knowledge & Experience				
1	Mentoring junior staff.	X		A/I
2	Experience of coding a wide variety of specialities	X		A/I
3	At least 2 years' experience as a Senior Clinical Coder		X	A/I
4	Supervision/Appraisal of junior staff		X	A/I
5	Experience of liaising with Clinicians, Directorate Managers and Senior nursing staff		X	A/I
Skills				
1	Ability to work on own initiative and as part of a team.	X		A/I
2	Planning, organising workload to meet deadlines	X		A/I
3	Effective interpersonal skills	X		I
4	Excellent concentration skills with attention to detail	X		T
5	Excellent communication skills	X		A/I
6	In depth understanding of medical terminology	X		A/I
Other				
1	Flexible approach to work	X		A/I
2	Ability to travel to various hospital locations by own car/assisted driver		X	A/I