![NHS Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust]

JOB DESCRIPTION

Job Title: **Trainee Clinical Coding Officer**

Band: Band 2

Department: Clinical Coding Services

Responsible to: Clinical Coding Services Manager

Accountable to: **Head of Applied Information**

JOB PURPOSE

- Clinical coded data is fundamental to supporting the Trust's objectives of providing the highest quality clinical care. The income of the Trust is reliant on accurate and timely data.   This information is also used for resource management, clinical research, clinical audit, and healthcare contracting.

- Clinical Coding Officers are required to work to a high level of accuracy using their own initiative up to their level of experience. An ability to work to deadlines is essential.

- Possession of good communication skills is essential as a key component of the post is dealing with enquiries regarding the clinical coding process.

- The post holder will work towards attaining the NHS Terminology and Classifications Service's Clinical Coding Standards Proficiency Certificate to achieve Accredited Clinical Coding status.

MAIN DUTIES AND RESPONSIBILITIES

- Abstract and analyse complex patient clinical records, translate the relevant information into ICD-10 5th Edition and OPCS-4.10 clinical codes, prioritise the codes

by applying National Clinical Coding Rules and Conventions and input into the Patient Administration System (PAS) via the 3m Medicode Encoder.
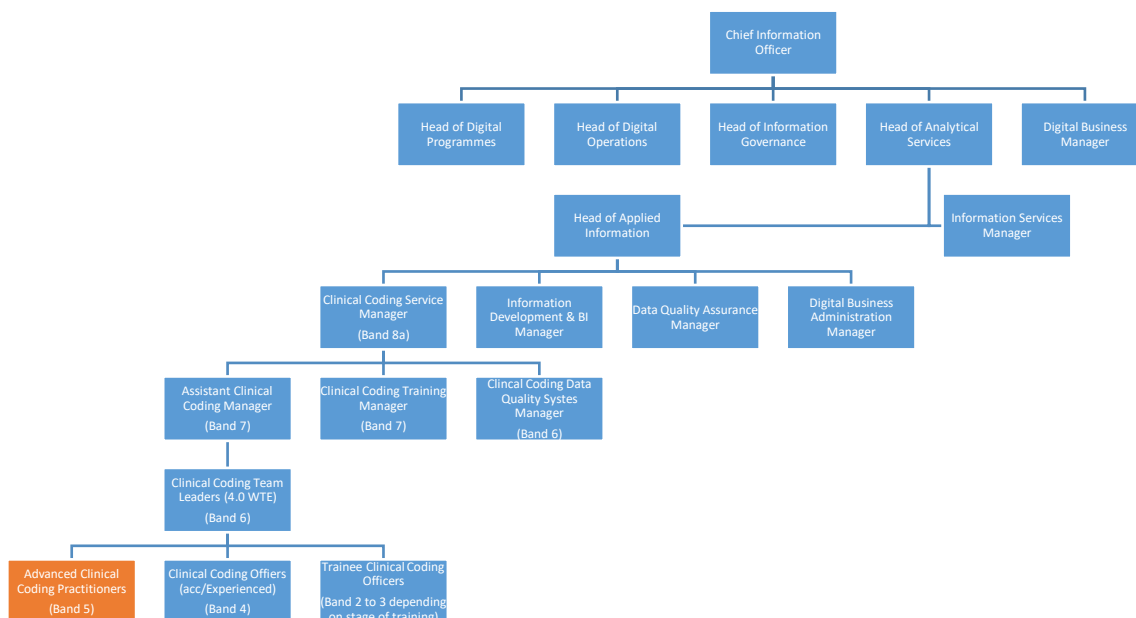
- Apply the process of decision making, requiring the assimilation of complex facts and data from a variety of sources which are often inconsistent in content and location.

- Participate in training courses in line with NHS Terminology and Classifications Service's mandatory training modules in Anatomy and Physiology, Medical Terminology and National Clinical Coding Rules and Conventions.

- Contribute to timely completion of coded activity to ensure that Trust Income is secured, and data complete for national submission.

- Requires adherence to Local Clinical Coding Policies in absence of National Standards.

- Requires frequent use of multiple computer systems from which data is extracted or input. Input inaccuracies could have both financial and statistical implications.

- Take part in internal and external Clinical Coding Audits. Adopt measures that result from these audits.

- Communicate and liaise with Clinical Coding Staff concerning clinical coding issues using International Classification of Diseases ICD-10 5th Edition and OPCS Classification of Interventions and Procedures, version 4.10.

- Communicate with multi-disciplinary staff regarding clinical coding issues under the supervision of the Advanced Clinical Coding Practitioner, Clinical Coding Training Manager, Clinical Coding Team Leader, Clinical Coding Manager or Assistant Clinical Coding Manager.

- Liaise with secretaries, medical records clerks, and ward clerks for the provision of case notes.

- Liaise with Clinical Coding Advanced Practitioner/Clinical Coding Team Leader to make internal changes to Service delivery. Escalate to Assistant Clinical Coding Manager or Clinical Coding Manager where necessary.

- Participate in the clinical coding rotation process as required to cover specialties at times of annual leave or other types of leave.

- Use available systems to generate uncoded episode reports to monitor coding backlog and ensure the backlog is managed and actioned in a structured manner.

- Use the case note tracking system to clearly identify the location of patient case notes once clinical coding is complete.

- May involve exposure to potentially distressing or disturbing information and/or photographs when reading through detailed case histories.

- Requires attention to detail and a high level of concentration for extended periods of time.

SCOPE AND RANGE

Number of inpatient episodes for the Trust 2022-23   132,963

ORGANISATIONAL STRUCTURE

APPENDIX 1 - SPECIFIC TERMS

- All staff and volunteers working within the trust have a duty to be aware of their own and the organisation's roles and responsibilities for safeguarding and protecting children and young people, and vulnerable adults. You must be competent to recognise abuse, respond appropriately and contribute to the processes for safeguarding, accessing training and supervision as appropriate to your role. The prevention and control of infection is an integral part of the role of all health care personnel. Staff members, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies in order to ensure the highest quality of care to patients. If your normal duties are directly or indirectly concerned with patient care you must ensure you receive sufficient training, information and supervision on the measures required to prevent and control risks of infection.

- You must be aware of and adhere to Health and Safety legislation, policies and procedures, to ensure your own safety and that of colleagues, patients, visitors and any other person who may be affected by your actions at work. You are reminded of your duty under the Health & Safety at Work Act 1974 to take reasonable care to avoid injury to yourself and others; to officially report all incidents, accidents and hazards using the Critical Incident Reporting Procedure; to use safety equipment provided for your protection at all times and to co-operate with management in meeting statutory requirements.

- Maintaining confidentiality of information related to individual patients or members of staff is a very important aspect of your work within the Trust. Failure to maintain confidentiality of such information may constitute a serious disciplinary offence. Staff should also bear in mind the importance of sharing essential information with carers and others, with the consent of each patient. There will also be circumstances where critical risk information will need to be shared with partner agencies, subject to guidance and advice available from your manager. You should remember that your duty, to respect the confidentiality of the information to which you have access in the course of your employment with the Trust, continues even when you are no longer an employee.

- This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post. It may be amended at a future time after discussion to take account of changing patterns of service and management.