

PERSON SPECIFICATION

*Job Title: Trainee Clinical Coding Officer*



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

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

<p><b>Demonstrates our We Care values and the DBTH Way</b></p>	<ul style="list-style-type: none"> <li> Demonstrate an understanding of the importance of quality of care.</li> <li> Demonstrate that you will be open to improving everything that you do.</li> <li> Be accountable for own actions and those of their team.</li> <li> Demonstrate that everyone's contribution is valued.</li> <li> Have an ability to work efficiently, effectively and professionally in a multidisciplinary team.</li> <li> Work to ensure the care group/directorate improves efficiency and reduces waste.</li> <li> Displays networking skills.</li> <li> Have an ability to consider and implement new solutions.</li> </ul>		
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Key for 'Identified': AF = Application form, In = Interview, P = Presentation, REF= References, CERT=Certificates