

Person Specification

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|------------------|-------------------------|-----------------|--|
| Job Title | Senior Clinical Coder | | |
| AfC Band | Band 4 (subject to AfC) | Job Code | |

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

| Person Specification | | Essential | Desirable | Assessment |
|-----------------------------------|--|-----------|-----------|------------|
| Qualifications | | | | |
| 1 | NVQ level 3 clerical admin or Equivalent experience | ✓ | | A |
| 2 | 5 GCSE's (Grade A to C) in the Sciences/Anatomy/Physiology (or equivalent) | ✓ | | A |
| 3 | Level 2 or Relevant Experience in an NHS Clinical Role | ✓ | | A |
| 4 | Accreditation Clinical Coding Qualification (ACC) | ✓ | | A |
| Knowledge & Experience | | | | |
| 1 | Significant Clinical Coding Experience | ✓ | | A |
| 2 | Adherence to ICD and OPCS Clinical Coding Standards | ✓ | | A |
| 3 | Patient Administration and other Trust Systems literate | ✓ | | A |
| 4 | Advanced Knowledge of Anatomical and Physiological Terms | ✓ | | A |
| 5 | Enhanced knowledge of medical terminology | ✓ | | A |
| 6 | Experience in coding a variety of specialties | ✓ | | A |
| Skills | | | | |
| 1 | Effective Communicator | ✓ | | I |
| 2 | Transferring clinical coding skills to others | ✓ | | A |
| 3 | Ability to represent the Coding dept. at multi disciplinary meetings | ✓ | | I |
| 4 | Accurate keyboard skills | ✓ | | I |
| 5 | Effective organisational skills | ✓ | | A/I |
| 6 | Ability to relate to people at all levels and to display a courteous and professional attitude | ✓ | | A |
| 7 | Excellent knowledge, understanding and maintenance of clinical coding rules and conventions | ✓ | | A |
| 8 | Excellent concentration skills, with attention to detail | ✓ | | A |
| 9 | Ability to discuss complex procedures with Clinicians giving advice as to how information must be documented to ensure the Trust maintains its data quality e.g. revenues and mortality indicators through accurate coding | ✓ | | A |
| 10 | Self-motivated and able to work effectively on own initiative and as part of a team | ✓ | | A |
| 11 | Ability to organise workload, manage time and prioritise tasks to meet challenging deadlines | ✓ | | A |
| 12 | Willingness to work across sites | | ✓ | A |
| 13 | Ability to adapt to changes in working pattern | ✓ | | A |
| 14 | Ability to apply a flexible approach to working | ✓ | | A |
| 15 | Committed to personal and professional development and willing to undergo further training according to the requirements of the post | ✓ | | A |

| Other | | | | |
|-------|---|---|--|---|
| 1 | Physical Movement of Case notes around the Organisation | ✓ | | A |
| 2 | Ability to sit in a restricted position and work at a PC for long periods of Time | ✓ | | A |
| 3 | Working across sites/ undertaking training courses - movement of ones own manuals/ materials to facilitate this | ✓ | | A |
| 4 | Ability to Concentrate for Long Periods of Time | ✓ | | A |
| 5 | Attention to detail and accuracy | ✓ | | A |
| | Ability to absorb information and disseminate on an as and required basis | ✓ | | |
| 6 | Clinical Coding ACC accreditation | ✓ | | A |
| 7 | Demonstrate competency across all coding specialties | ✓ | | A |
| 8 | Ability to handle indirect exposure to distressing/emotional information in case notes including photographs | ✓ | | A |
| 9 | Ability to absorb feedback (positive and negative) with regards to personal performance | ✓ | | A |