

Job Description

Job Title: Clinical Coding Divisional Lead	NHS AfC: Band 6
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Accountable to: Head of Clinical Coding
Responsible for: Senior Clinical Coders
Key Relationships with: Clinicians, Operational Teams, Health Records, Information, Finance and Planning and Commissioning Team.

Purpose of Role:

This means specific accountability to:

- You will be responsible for ensuring that national coding rules and conventions are followed and standards adhered to. The requirement is to take over the current in-depth coding and validations with the clinicians at the trust and develop it further; ensuring the high standard of clinical coding is maintained and developed.
- Analyse and code clinical notes using ICD10 and OPCS 4._ classifications.
- To mentor a section of the coding department, to ensure accurate, timely and consistent clinical coding within set standards and targets. To provide the Divisions with a high quality, comprehensive Clinical Coding service.
- To set up and perform internal coding validations within Women and Children division, by analysing and identifying variances against benchmarks.
- Assist the Clinical Coding site Manager to develop implement and maintain the clinical engagement with the clinicians at Divisional level.

Key Responsibilities:

- To be responsible for data validation with the clinicians in their own specialty (i.e. Surgery, Medical or Women & Children) and to be prepared to work for up to two years in a specialty.
- To liaise with clinicians and their support staff concerning interpretation of case note documentation affecting coding.
- To accurately abstract and interpret clinical data for coding inpatient data using ICD10 and OPCS 4._ classifications and input the data onto the patient administration system (PAS)/Careflow EPR
- To mentor a sub-set of the clinical coding team.
- To assist the Clinical Coding site Manager and the Auditor/Trainer on preparation of local agreements and coding policies.
- To assist clinical coders prioritise their work load
- To work with the Clinical Coding site Manager to ensure all coding timescale are met and ensure Clinical Coders meet their targets.

- To investigate, and correct complex clinical coding data rejected or queried by recipient information systems and advise the Data Standards Manager of such problems that could impact on Trust Performance.
- 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.
- To attend clinical coding related meetings as directed by the Clinical site Coding site Manager. This may require travelling to other organisations outside of core working hours
- Any other duties, appropriate to the grade as required.
- Work with the Training lead and Auditor to implement action plans from internal and external reviews, audits, validation exercises and other related activities and requirements.
- To provide a mentoring role to Trainee Clinical Coders, communicating complex rules and supporting development of skills.
- To provide relevant information needed for research, audit and commissioning to support decision making by clinicians and managers.
- To contribute to the resolution of documentation issues and coding queries by consulting with the Clinical Coding Trainer and site Manager, and by liaising with medical staff for clarification of information.
- To contribute to the impact for clinical coding, of the implementation of HRG v4 and provide an audit function to test the implementation and recording requirements.
- To work with the Clinical Coding Trainer to ensure that training is maintained where necessary to sustain audit recommendations and monitor accordingly.
- To participate in external events to maintain expertise and continually improve the quality of the audit programme.
- To participate in the ongoing training to meet national standards, Trust and National requirements including attending ICD and OPCS4._ refresher courses as required.
- Provide an audit validation to new services in terms of coding of activity for all new developed services within the trust.

General

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

Date:

Person Specification

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Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> Proven experience post ACC qualification in clinical coding in an acute trust Excellent communication skills 	<ul style="list-style-type: none"> University degree preferably in Medicine related studies NHS Digital approved Clinical Coding Auditor or working towards it
Qualifications	<ul style="list-style-type: none"> Accredited Clinical Coder (ACC) ECDL 	<ul style="list-style-type: none">
Knowledge	<ul style="list-style-type: none"> Knowledge and understanding of medical terminology, human anatomy and physiology Clinical coding of all specialities Understanding of uses and importance of clinical coding Good understanding of HRGs and PbR/SHMI 	<ul style="list-style-type: none">
Personal Skills	<ul style="list-style-type: none"> Ability to identify various data quality errors. Ability to analyse and interpret complex clinical information from a wide variety of sources Able to organize and prioritise own & sub-set of coders workload under pressure and meet deadlines Excellent written and verbal communication skills Ability to show initiative and to work within a team 	<ul style="list-style-type: none"> To be able to interpret various clinical coding reports.