

## JOB DESCRIPTION

### 1. JOB DETAILS

<b>Job Title:</b>	Clinical Coding Speciality Lead
<b>Band:</b>	6
<b>Base</b>	Royal Surrey NHS Foundation Trust
<b>Department / Portfolio</b>	Clinical Coding
<b>Reports to:</b>	Head of Clinical Coding
<b>Accountable for</b>	Clinical Coders, Trainee Coders

### 2. JOB PURPOSE

The post holder is responsible for providing high quality and timely coded clinical data. This requires to extract clinical information from casenotes, discharge letters and electronic systems and translate this into diagnostic and procedure codes with the application of all coding rules and conventions of ICD-10 (International Classification of Diseases, Version 10) and OPCS-4 (Classification of Interventions and Procedures), incorporating national standards as set down in the Clinical Coding Instruction Manual ICD-10 and OPCS-4.

The role will also encompass the mentorship for clinical coding team members providing training, work check and informal/formal audit where necessary.

#### 2.1 JOB SUMMARY

- The operational management of a coding team to provide accurate, timely and complete clinical data for episodes of care for all specialties of the Trust.
- To assist in the development of training packages for clinical coders, clinicians and managers to improve knowledge of clinical coding and related topics.
- To assist in the development and implementation of policy and systems to ensure a clinical coding service that meets best practice guidance.
- To provide expert knowledge in the use of clinical coding classifications and associated systems.
- The post-holder will be responsible for supporting the Head of clinical coding, providing rigorous leadership and direct supervision to a stream of the Trust's clinical coding function.



### **3. KEY RESULT AREAS/MAIN DUTIES AND RESPONSIBILITIES:**

- The day to day organisation of the clinical coding team to collect, abstract and code clinical information relating to all patient admissions to the Trust.
- To assist in setting standards for the clinical coding function which meet local requirements, are compliant with National standards and meet the requirements for Payment by Results and other processes that rely on high quality coded clinical information.
- To ensure that all coding is completed within agreed timescales. To identify, prioritise and resolve outstanding coding so that local and National deadlines for Payment by Results.
- In liaison with the Head of Clinical Coding, manage team workloads, plan for and provide suitable cover across the Trust at all times to ensure that coding completeness deadlines are met.
- To interpret and implement all updates of UK National Clinical Coding Standards across the Trust.
- To take an active role in the coding of finished consultant episodes.
- To ensure regular delivery of patient healthcare records upon the patient's discharge.
- To allocate work to other staff as appropriate to ensure that monthly deadlines are met.
- To use judgement to resolve complex coding queries where the information available is ambiguous or there are differing opinions. To define codes for new interventions in consultation with relevant clinicians and national governing bodies.
- To ensure that processes are in place for coders to routinely meet with clinicians to validate coding.
- To work with clinicians and managers to resolve issues with the coding process.
- To assist the Internal Auditors in regular Internal Clinical Coding Audits.
- To assist in external audits of clinical coding. Including investigation of commissioner queries relating to clinical coding of individual cases
- Ensure that the skills and knowledge base of the members of the team are kept up to date and evolve to meet changing circumstances – through a combination of internal and external training events to improve the effectiveness and quality of coding.
- To act as a mentor to less experienced members of the coding team
- To provide 'coding awareness' training for clinicians and other Trust staff as required.
- To attend Directorate and Care Group meetings to promote and improve awareness of clinical coding.
- To participate in surveys on behalf of the department for both internal and external organisations.

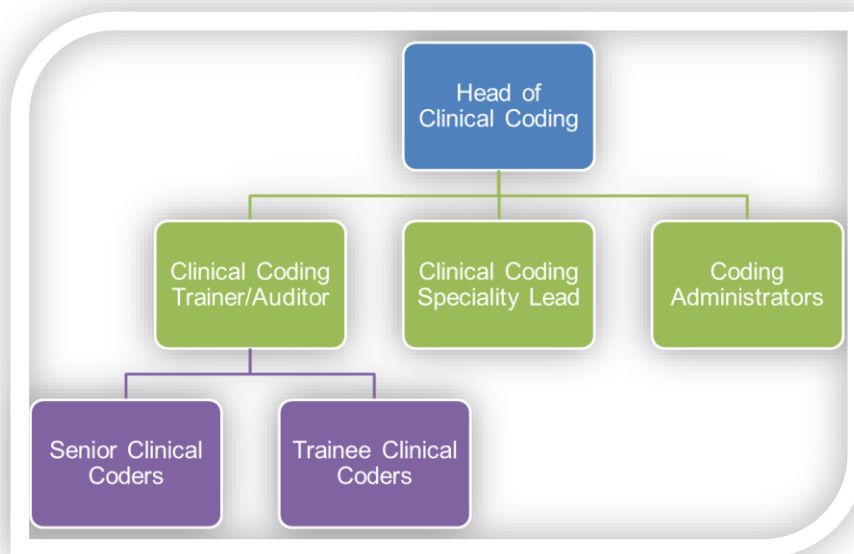


- To assist the Head of Clinical Coding in the development and implementation of the trust-wide coding policies and procedures to maintain consistency in coded clinical data.
- To contribute towards the future development of the coding service and assist in the preparation, development and update of clinical coding plans in line with the Trust strategic direction.
- To provide coding advice for other Trust staff in the collection of clinical information in other areas e.g. out-patients and in-patient clinical systems development e.g. Discharge Summaries. To provide clinical codes for diagnoses and procedures to support the analysis of clinical information by the Information Development Team and others.
- To undertake any other duties appropriate to the grade as may be requested.
- Develop collaborative partnerships and effective working relationships with colleagues in other teams/directorates to deliver a cohesive approach to the provision and use of patient information
- **This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder.**

#### 4. KEY WORKING RELATIONSHIPS AND COMMUNICATION

Internal to the Trust	External to the Trust
Clinicians Medical and nursing staff, Trust Management Finance Department Information Department Ward Staff Secretarial Staff Coding Audit Team Coding Training Team Health records and Information and Computing teams	NHS Digital Clinical Coding Academies Other NHS organisations

## 5. DEPARTMENT CHART OR REPORTING STRUCTURE OF THE POST:



## 6. OTHER RESPONSIBILITIES

### Management

- To take full management responsibility of the team, providing leadership, recognising and developing the teams, mentoring, coaching and training them to utilise the strengths to enhance the departments' performance and build organisational capability.
- Assessing staff performance against agreed performance standards/objectives and/or competencies at least annually and develop meaningful and achievable personal development plans and objectives
- To be responsible for the self- development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post.

### Finance

- To take overall responsibility of all computer equipment within the clinical coding department.

### Confidentiality

- All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law. Any member of staff found to have permitted unauthorised disclosure of personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy. No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.



## Equal Opportunities

- The Royal Surrey is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.
- Staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

## Corporate Governance

- The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.
- One of the controls assurance standards relates to Health & Safety. Under the Health & Safety at Work Act 1974, all of us have a duty:
  - To take reasonable care of ourselves and others at work;
  - To co-operate in meeting the requirements of the law.
- All staff must have an understanding of the Trust's Health and Safety policy and be aware of the responsibilities associated with this.
- All staff must adhere to the Trust's Infection Control Policies and maintain the standards laid down in those policies, complying with dress codes and hygiene codes in all clinical areas.

Further details are available from the Trust's Health & Safety Advisors.

## Safeguarding

Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care. All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

## Infection Control

Infection Prevention and Control is the responsibility of all Trust staff.

All staff have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

### Our vision, mission and values

The Trust undertook a listening exercise with its staff which has formed our vision, mission and values. We are currently working with staff to define our new behaviours which will become part of everything we do.

#### Our Mission

Together we deliver compassionate, safe care every day.

#### Our Vision

To provide nationally celebrated, community focused health and care.

#### Our values are:

- **Continuously improving**  
Continuously improving is not just a value.  
It's what unlocks our innovation.
- **Excelling together**  
Excelling together is not just a value.  
It's what we do every day.
- **Caring together**  
Caring together is not just a value.  
It's what sets our Royal Surrey family apart.
- **Learning together**  
Learning together is not just a value.  
It's what keeps our services safe.

### 7. RIDER CLAUSE

This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

Signed (Employee):----- Date:-----

Print name (Employee):-----

***Royal Surrey NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.***





**Royal Surrey**  
NHS Foundation Trust



**WORLD CLASS CARE  
FOR OUR COMMUNITY**

## PERSON SPECIFICATION

### POST: Clinical Coding Speciality Lead

### BAND: 6

\*Assessment will take place with reference to the following information

A=Application form

I=Interview

T=Test

C=Certificate

Area	Essential	Desirable	Assessment
<b>Values and Behaviours</b>			
<b>ESSENTIAL CRITERIA FOR ALL POSTS</b>			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	√		A/I
Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care	√		A/I
Value diversity and difference, operates with integrity and openness	√		A/I
Treating others with compassion, empathy and respect	√		
Share information openly and effectively with patients, staff and relatives	√		
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	√		A/I
Uses evidence to make improvements, increase efficiencies and seeks out innovation	√		A/I
Actively develops themselves and others	√		A/I
<b>Qualifications</b>			
Education to degree level or equivalent knowledge/skills/ experience as a Clinical Coder with proven successful outcomes.	√		A/I/C
Nationally Accredited Clinical Coder Qualification (ACC).	√		A/I/C
Evidence of continued professional development and attendance of formal clinical coding specialty workshops.	√		A/I
NHS Approved Clinical Coding Auditor, completed national Clinical Coding Auditor's programme		√	A/I/C
NHS Trained Clinical Coding Trainer, passed national Clinical Coding Trainer's Programme (or equivalent)		√	A/I/C
<b>Knowledge and Experience</b>			
Extensive knowledge and use of the practical clinical coding using ICD and OPCS Classification of Surgical	√		A/I/T





Operations and Procedures, including knowledge of the correct application of the rules and conventions.			
Ability to analyse and make judgements on complex patient clinical records	√		A/I/T
Experience in training and mentoring clinical coders to a high level	√		A/I
A detailed understanding of medical terminology, anatomy and physiology	√		A/I/T
Experience in the use of Microsoft Office suite	√		A/I
Experience in the conduct of clinical coding audits		√	A/I
<b>Skills and Capabilities</b>			
Excellent clinical coding skills	√		A/I/T
Excellent at extracting clinical information from any type of source documentation used for coding	√		A/I/T
Well-developed planning and organisational skills	√		A/I
A good understanding of the relevance of Clinical Coding in the context of HRGs and the Payment by Results initiative	√		A/I
Basic computer skills and willingness to acquire new knowledge including learning how to use Medicode and the Trust's PAS system	√		A/I
Good problem-solving skills	√		A/I
Professional customer services manner	√		A/I
A good eye for detail and accuracy	√		A/I
Good written and verbal communication skills	√		A/I
Familiarity with the Microsoft Office suite of products	√		A/I
The ability to prioritise own work and work to tight deadlines	√		A/I
Well-developed report writing & presentation skills		√	A/I
<b>Personal Attributes</b>			
Used to working in a busy environment	√		A/I
Adaptability, flexibility and ability to cope with uncertainty	√		A/I
Professional calm and efficient manner	√		A/I
Effective organizer/prioritisation skills	√		A/I
Demonstrates a strong desire to improve performance and make a difference by focusing on goals	√		A/I
Accuracy and attention to detail	√		A/I
Approachable, courteous and able to communicate effectively with managers and staff	√		A/I
Ability to work under own initiative	√		A/I