

Person Specification & Scoring Sheet

Job Title	Senior Clinical Coder	Band	4
Candidate			

Top Tip for candidates! Please use the supporting information section of the application form to provide examples that demonstrate how you meet each of the criteria listed below.

	Essential Criteria	Desirable Criteria	Score
	<ul style="list-style-type: none"> Knowledge of and understanding of ICD-10 and OPCS-4 classifications – Attended National Clinical coding Standards course 		
Qualifications	<ul style="list-style-type: none"> Good standard of education including 5 GCSE/Equivalent. Including Mathematics / English 	<ul style="list-style-type: none"> ECDL/ Equivalent 5 speciality workshops NCCQ (National Clinical Coding Qualification) 	
	<ul style="list-style-type: none"> Candidates: Please be aware that you will be asked to present your original qualifications at interview. 		
Experience	<ul style="list-style-type: none"> Clinical Coding experience in a variety of specialties Solid Grounding in medical terminology and physiology Working in a busy and noisy office environment Proven experience of computer systems such as PAS EPR Substantial experience of working on the NHS 	<ul style="list-style-type: none"> Experience of working with clinicians and/or senior clinical staff Experience of mentoring junior members of the clinical coding team Experience of Data Quality meetings 	

Skills	<ul style="list-style-type: none"> ▪ Keyboard skills ▪ Excellent organisational skills and attention to detail ▪ Be committed and responsible to designated duties ▪ Good verbal communication skills. ▪ Ability to prioritise work. ▪ Ability to work under pressure to meet strict deadlines ▪ Ability to work on own initiative and as part of a team 	<ul style="list-style-type: none"> ▪ Microsoft office suite including outlook. ▪ AMSPAR or equivalent ▪ Previous Nursing, Medical or NHS experience ▪ Good writing skills 	
Knowledge	<ul style="list-style-type: none"> ▪ Excellent knowledge and understanding of clinical coding rules and conventions ICD10 / OPCS4 ▪ Knowledge of hospital IT systems 	<ul style="list-style-type: none"> ▪ Knowledge of DSPT ▪ Knowledge of SNOMED-CT 	
Additional	<ul style="list-style-type: none"> ▪ Speak English to an appropriate standard relevant to their role, i.e. with confidence and accuracy, using correct sentence structures and vocabulary, and without hesitation ▪ Flexible approach to work as you will be required to work at other sites ▪ Ability to work flexible hours ▪ Must embark on workshops to enhance skills 	<ul style="list-style-type: none"> ▪ Full Driving license 	

WWL Behaviours	<p>When we are:</p> <p>4ward Thinking We seek out new and creative way of working to make a positive difference.</p> <p>Working together We actively seek opportunities to work in partnership with others</p> <p>Accountable We take personal responsibility for ourselves and our actions</p> <p>Respectful We recognise that everyone counts and makes a valuable contribution</p> <p>Demonstrate Compassion We take time to show kindness and care to others</p>	
-----------------------	---	--

Total Score:	
Out of total possible score:	

Comments	<p>Please record here any pertinent comments following interview, particularly details of how the candidate meets, or fails to meet, the requirements of the person specification;</p>
-----------------	--

Scoring Key: <ol style="list-style-type: none"> 1. Showed multiple clear evidence of a likely lack of competence in relation to the essential criteria 2. Showed sufficient negative evidence to be judged lacking in ability in relation to the essential criteria 3. Showed more positive than negative evidence of meeting the essential criteria 4. Showed clear evidence of meeting the required criteria and some of those in the desirable criteria 5. Showed multiple clear evidence of meeting all of the essential and desirable criteria 		
Signature:		Date:
Print name:		Position: