

Person Specification & Scoring Sheet

Job Title	Clinical Coding Specialist Coder	Band	5
Candidate			

	Essential Criteria	Desirable Criteria	Score
Qualifications	<ul style="list-style-type: none"> Educational ability equivalent to diploma level or acquired through equivalent experience or A-levels including English and/or Mathematics and/or a science subject. Accredited Clinical Coder qualification ACC Computer skills including Word, Excel and Outlook Coding Standards Course Workshops for example to include: <ul style="list-style-type: none"> Neoplasm Vascular Obstetrics Trauma / Orthopaedic Refresher Workshop Urology Evidence of ongoing professional development 	<ul style="list-style-type: none"> Accredited Clinical Coding Auditor/Trainer qualification 	
	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. 3 years minimum Experience of working within the NHS Substantial Clinical Coding expertise -Medical Terminology; and Anatomy and Physiology Excellent command of English for all personal, written and electronic forms of communications Excellent interpersonal communication skills, written, and verbal Experience of decision-making by own initiative and liaison with colleagues Ability to work individually or as a team member Be committed and responsible to designated duties 	<ul style="list-style-type: none"> Proven ability to liaise with multidisciplinary teams at all levels of NHS Acute Trusts structure 	

	<ul style="list-style-type: none"> • Ability to prioritise workload • Ability to work under pressure to meet strict deadlines 		
Skills	<ul style="list-style-type: none"> • Expert coder in 5 disciplines -4 of which must include General Medicine, General Surgery, Orthopaedics, Obstetrics • Achieves National Coding Standards at IG level 3 at audit • Performance targets of minimum 35 FCE's per day over sustained time period • Ability to produce detailed work which requires concentration / attention to detail whilst working in an environment where you will be prone to interruptions e.g. telephone calls • Post holder will need to use a PC /VDU for a substantial proportion of the working day. 	<ul style="list-style-type: none"> • Report writing skills • Presentation skills • Supervisory skills 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of computer use, coding procedures & conventions; • Knowledge of medical terminology, anatomical and physiological terms: acquired through work-based training. • Good knowledge and use of information / informatics systems used within the NHS. • Knowledge of Information Governance and GDPR • Knowledge and participation in service development projects • Knowledge of Trust procedures and protocols 	Knowledge of Payment by results and healthcare resource groups	
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 as you may be required to work at other sites ▪ Must embark on refresher courses 		

	as directed by NHS digital <ul style="list-style-type: none"> ▪ Workshops to enhance skills ▪ Full driving licence ▪ Compliance with Trusts behavioural framework <ul style="list-style-type: none"> ○ Compassionate ○ Respectful ○ Accountable ○ Collaborative ○ Forward Thinking 		
--	---	--	--

Total Score:	
Out of total possible score:	

Comments	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;
-----------------	---

Scoring Key:

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

Interview Panel Administration		Please tick
Photo ID	Please confirm that you have viewed a piece of photo ID to confirm that the candidate presenting themselves for interview is who they say they are	<input type="checkbox"/>
Qualifications	Please confirm that you have seen original qualifications to verify that the candidates meets the minimum essential criteria for the role	<input type="checkbox"/>

Signature:		Date:	
Print name:		Position:	