

Job Details

Job Title:	Clinical Coding Training Lead
Band:	Band 6
Division:	IM&T
Base:	RAEI / WRI/ LEI Hospitals

Reporting Arrangements

Managerially Accountable to:	Clinical Coding Manager
Professionally Accountable to:	Clinical Coding Manager
Responsible for:	Novice Coders

Job Purpose

Please give a brief overview of the vacancy

To be responsible for the provision of a comprehensive Clinical Coding training programme for Novice Coders that adheres to national guidelines ensuring a high standard of clinical coding is achieved and maintained.

Plan and deliver refresher training for established Clinical Coders

Abstract and analyse clinical information and translate into clinical codes using National Coding schemes

Deputise for the Clinical Coding Manager

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Duties and Responsibilities

Key Results from Postholder

- Train novice coders to abstract and analyse clinical information and translate into clinical codes using National Coding schemes
 - Train experienced Coders in the use of the Electronic system and support its use to analyse and improve data quality and increase income
 - Ensure the novice coders are fully informed of changes to code assignment, coding methodology and local policy amendments to enable information to be cascaded within the department.
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- Regularly attend Coding Workshops and Refresher courses to attain and maintain coding skills. Following such training, to update coding books to ensure standardisation of coding.
- To use medical notes, and where not available, other source documentation eg. Discharge summaries, to identify patient diagnoses and any procedure carried out during the inpatient episode of care.
- To translate the information contained in source documents in accordance with the coding rules and guidelines using the International Classification of Diseases (ICD10) and the Office of Population Censuses and Survey (OPCS4)
- Analyse feedback pertaining to training packages and review and update them accordingly
- Consult with Divisional Coding Leads for clarification on new interventional procedures and clinical practice to ensure correct understanding for code assignment and support cascading this information.
- Support the Clinical Coding Manager in evaluating working practices and implementing change.
- Assist the Clinical Coding Manager in developing departmental policies and procedures.
- Responsible for the novice coders accurate entry of clinical coding against inpatient activity and waiting list entries.
- Responsible for the development and maintenance of training materials to support accurate data entry into the appropriate IT System e.g PAS
- Responsible for the development of training materials to support use of other electronic systems

Planning and Organisational Duties

- Manage the training and induction for all new staff in clinical coding, and advise the Clinical Coding manager of the best means to ensure the ongoing training and development of experienced coding staff.
- Ensure all experienced coders attend appropriate workshops and refresher courses as applicable.

Communication and working relationships

- Act in the capacity of a coding expert, providing clinical coding expertise within the coding office, ensuring adherence to national guidelines and to act as a source of advice to the Clinical Coding Dept and Divisions.
- Participate in Junior Doctors induction and present at Clinical and Divisional meetings as required

Responsibility for Finance

- Support the Clinical Coding Manager in maintaining expenditure within the clinical coding budget.

Responsibility for Human Resources

- Line Management responsibilities for the Novice Coders
- Conduct Personal Development Reviews for Novice Coders, setting objectives, monitoring progress and performance of staff as appropriate.
- Participate in recruitment, appraisals, sickness and absence management within the department
- Take responsibility for the clinical coding department in the absence of the Clinical Coding Manager

Responsibility for Health and safety

- Comply with Trust Health & Safety Policies and Procedures

Responsibility for Teaching

- Train novice coders to abstract and analyse clinical information and translate into clinical codes using National Coding schemes
- Train experienced Coders in the use of the Electronic system and support its use to analyse and improve data quality and increase income
- Analyse the learning needs of individual novice coders and ensure the training delivery methods meet their needs to support learning
- Plan and deliver refresher training for established Clinical Coders

Standard Duties and Responsibilities

The Trust operates a No Smoking Policy.

All Wrightington Wigan and Leigh NHS Foundation Trust staff employed within Clinical Environments and have contact with children, vulnerable adults; service users and their families must familiarise themselves, be aware of their responsibilities and adhere to Local Safeguarding Children's Board, Local Safeguarding Adult Board and WWL Procedures for Safeguarding and Protecting Children which are available on the Trust Policy Library.

In accordance with Part 7 of the Immigration Act 2016, employees who are required to interact regularly with the public, both face to face, and by telephone, are required to be able to 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.

Compliance with the Data Protection Act 1998 and Information Governance – the postholder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Compliance with the Health & Safety at Work Act 1974 – the postholder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Compliance with the Health & Social Care Act 2008 – Code of Practice on the Prevention and Control of Infections and related guidance – the post holder is required to fulfil a proactive role towards the reduction and management of healthcare related infection in all of their actions. This entails compliance with Trust Infection Prevention and Control policy and related Standard Operating Procedure (SOP's); along with risk assessment of all situations; as staff have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff must be fully compliant with Trust Infection prevention and Control eLearning policy.

All applicants to any post within the Trust are required to declare any involvement either directly or indirectly with any firm, company, relevant person or organisation which has any interest with the Trust, the services provided by the Trust or any element of patient care. Failure to do so may result in an employment application being rejected, or if it is discovered after appointment the omission of such information could lead to dismissal. This includes any form of private practice relating to medical care.

Compliance with Trust Policies and Procedures including the Code of Conduct.

Responsibility for all records (including patient health, financial, personal and administrative) that they gather or use as part of their work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images.

Any other duties appropriate to the grade.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

This document is also available in audio, large print, Braille and other languages upon request. For more information call 01942 773106.