JOB DESCRIPTION

Job Title:	Clinical Coding and Data Entry Assistant
Band:	Band 2
Ward/Department:	Commissioning and Quality Assurance
Location:	St Nicholas Hospital
Accountable to:	Director of Commissioning and Quality Assurance
Report to:	Commissioning and Quality Assurance Team Leader
Responsible for:	Commissioning and Quality Assurance Function

MAIN PURPOSE OF THE JOB

• To assist the central Commissioning and Quality Assurance Team in meeting the Trusts overall clinical coding requirements.

• To carry out duties as delegated by the Commissioning and Quality Assurance Team Leader to ensure diagnostic coding is extracted and translated into the correct clinical coding terminology and entered into the patient record from identified source documentation available.

• To assist clinicians with related clinical coding queries and provide specialist advice to clinicians.

• Assist the Commissioning and Quality Commissioning team in the provision of timely and relevant monitoring reports to the organisation to ensure the diagnostic coding is maintained at a high level.

• To assist the Commissioning and Assurance Quality Team to ensure data entry requirements are completed as identified by the Team Leader.

• Provide cross cover for the Commissioning and Quality Assurance Team as identified by the Team Leader

DIMENSIONS

Northumberland, Tyne and Wear NHS Trust is one of the largest mental health and disability Trusts in England, employing more than 6,000 staff, serving a population of approximately 1.4 million, providing services across an area totalling 2,200 square miles. We work from over 160 sites across Northumberland, Newcastle, North Tyneside, Gateshead, South Tyneside, Sunderland and North Easington.

The post holder will commit to the vision and values of the Trust
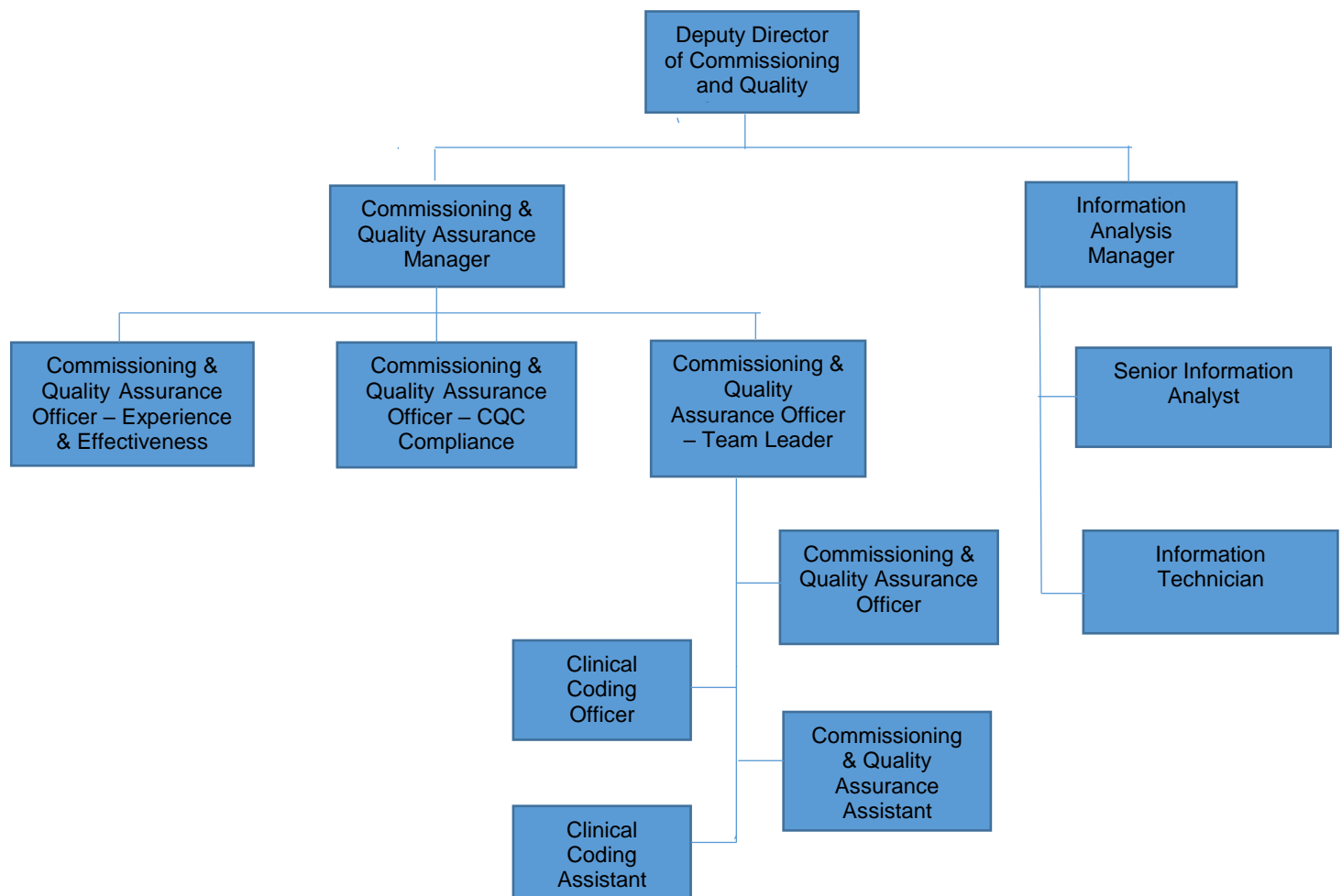**VISION AND VALUES**

Our Vision is: "We Strive to provide the BEST CARE, delivered by the BEST PEOPLE, to achieve the BEST OUTCOMES."

Our Values are:-

- Caring Compassionate

- Respectful

- Honest and Transparent

OUR SHARED PURPOSE IS TO MAXIMISE OUR CONTRIBUTION TO **HIGH QUALITY**, **COMPASSIONATE CARE** AND TO ACHIEVE **EXCELLENT HEALTH AND WELLBEING OUTCOMES**

ORGANISATIONAL CHART

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                        Deputy Director
                        of Commissioning
                          and Quality
                               |
          ┌────────────────────┴────────────────────────┐
   Commissioning &                              Information
   Quality Assurance                             Analysis
     Manager                                      Manager
        |                                            |
 ┌──────┼──────────────┐                    ┌────────┴────────┐
Commissioning &   Commissioning &   Commissioning &    Senior Information
Quality Assurance Quality Assurance   & Quality            Analyst
Officer –         Officer – CQC    Assurance Officer
Experience &      Compliance       – Team Leader
Effectiveness                            |           Information
                                         |           Technician
                              Commissioning &
                              Quality Assurance
                                  Officer
                      Clinical
                      Coding
                      Officer   Commissioning
                                & Quality
                                Assurance
                      Clinical  Assistant
                      Coding
                      Assistant
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COMMUNICATION & RELATIONSHIPS

- Provide and receive routine information to inform individuals across the Trust where required
- Ability to work with staff at all levels
- Able to communicate effectively at all levels, both written and verbal. Good interpersonal and communication skills

KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE

- General level of education to O Level/GCSE or equivalent
- Knowledge and awareness of a range of clinical coding topics acquired through relevant training or experience
- Knowledge of input procedures acquired through job training

ANALYTICAL AND JUDGEMENTAL SKILLS

- Use judgement to interpret most appropriate ICD10 coding
- Ability to apply the necessary clinical coding conventions where appropriate
- To ensure accuracy of work produced

PLANNING AND ORGANISATIONAL SKILLS

- Be able to prioritise own workload to meet deadlines, refers to manager for guidance where necessary
- To meet deadlines relating to the assignment of diagnostic codes

PHYSICAL SKILLS

- Standard keyboard and telephone skills
- Input patient/client related data into computer

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PATIENT CARE AND FAMILY INVOLVEMENT

POLICY AND SERVICE DEVELOPMENT

- Post holder works within and adheres to Trust Policies and Procedures to maintain consistently high standards
- Follows agreed local variations to coding rules, comments on proposed changes

FINANCIAL AND PHYSICAL RESOURCES

- Responsible for the safekeeping of IT equipment.

HUMAN RESOURCES

- Demonstrates duties to new starters
- Participates in staff development and annual appraisal programmes, to maintain the highest standards of practice

INFORMATION RESOURCES

- Process and assign appropriate ICD10 codes from clinical case note information and input data into IT systems applicable to job role
- Ensures secure storage of resources and confidential information within own area
- Process patient/client related data, generate standard reports

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RESEARCH AND DEVELOPMENT

- Contribute positively to the annual clinical coding audit relating to the Information Governance Toolkit

FREEDOM TO ACT

- Prioritises own workload within departmental procedures and policies
- Refers complex issues to the Clinical Coding Officer
- Uses initiative to deal with routine enquiries
- Works within standard data entry procedures

Effort and Environment

Physical:

- Required to sit at a desk for long periods of time
- Inputting into computer for a substantial proportion of working time

Mental:

- Prolonged concentration required when converting information into codes
- Data entry requires accuracy and constant checking of codes

Emotional:

- Daily indirect exposure to distressing or emotional circumstances
- Uses discretion in dealing with issues which are sensitive and confidential

Working Conditions:

- Uses VDU equipment for prolonged periods on a daily basis

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SAFEGUARDING

Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting in which the care takes place. It is every employee's responsibility to be aware of relevant Trust Policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.

HEALTH AND SAFETY

Contribute to maintaining a safe environment of care through effective risk management. Identify risks and develop appropriate strategies to manage the risks including responding appropriately to untoward/emergency situations.

TRUST CLINICAL GOVERNANCE STRATEGY

It is the responsibility of all health care professionals to play an active role in delivering the clinical governance agenda. There is a specific responsibility for individual health care professionals to be involved in auditing their own and their team's clinical performance, and to engage in activities, which continuously improve, the quality of services they provide.

Information of a Confidential Nature or Access to Confidential Information

"To be aware of the nature of information dealt within the NHS and to work in a manner which ensures confidentiality and security of this information"

INFECTION CONTROL

All Trust staff (clinical and non-clinical, including locum and agency staff employed by external contractors) have a personal responsibility to ensure the risk of infection to themselves, service users and visitors is minimised by ensuring that they (1) are familiar and adhere to, current Trust policy and guidance on infection prevention and control, (2) participate in the Trusts induction programme and statutory/required training in infection prevention and control and (3) consider infection prevention and control as part of their appraisal and/or personal development plans'.

CALDICOTT RESPONSIBILITIES:

1. **Justify the purpose (s) of every proposed use or transfer** - every proposed use or transfer of patient-identifiable information within an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.
2. Don't use it **unless it is absolutely necessary** - Patient-identifiable information should not be used unless there is no alternative.
3. **Use the minimum** necessary - Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identification.
4. Access should be on a strict **need-to-know** basis - Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.

5. Everyone with access to it should be **aware of their responsibilities** - Action should be taken to ensure that those handling patient-identifiable information are aware of their responsibilities and obligations to respect patient confidentiality.

6. **Understand and comply with the law** - Every use of patient-identifiable information must be lawful. Each department must have someone responsible for ensuring that the organisation complies with legal requirements.

ACCESS TO CONFIDENTIAL INFORMATION:

To be aware of the nature of information dealt with within the NHS, and to work in a manner which ensures confidentiality and security of this information.

This job description is not intended to be an exhaustive list of the duties and responsibilities of the post and the post holder may be requested to carry out any other duties appropriate to the grade or post.
The post may change over time to meet organisational requirements and the job description may be changed after consultation with the post holder at any time.

JOB DESCRIPTION AGREEMENT

Post Title: …………………………………………………………………………….

Post Holder's Name: …………………………………………………………………….

Post Holder's Signature: ……………………………………….. **Date:**…………………

Line Manager's Name: …………………………………………………………………..

Line Manager's Signature: ……………………………………**Date: …………………..**

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
Certificates and Experience	Educated to O Level/GCSE and/or equivalent experience	Clinical coding experience and/or qualification
Knowledge	Working knowledge of Microsoft applications Ability to maintain and update Patient Information Systems e.g. RiO Knowledge of working office procedures	
Skills	Good communication and interpersonal skills, both verbal and written Ability to prioritise own workload Discrete in handling confidential and sensitive information Flexible attitude to cope with fluctuating workloads and the occasional requirement to cover the function in cases of staff absence Good organisational and planning skills	
Behaviours	Good interpersonal skills Ability to uphold confidentiality at all times	

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