

JOB DESCRIPTION AND PERSON SPECIFICATION FOR	Classification and Terminology Specialist	
AGENDA FOR CHANGE BAND	Band 5	
HOURS AND DURATION	As specified in the job advertisement and the Contract of Employment	
AGENDA FOR CHANGE REFERENCE NUMBER	3614	
DBS LEVEL	Standard DBS	
REPORTS TO	Classification and Terminology Assurance Manager	
ACCOUNTABLE TO	Head of Data Privacy/Group Data Protection Officer	
LOCATION	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements. There is a potential for this post to be completely remote working UK based.	
JOB SUMMARY		
<p>The Classification and Terminology Assurance team is responsible for the extraction and translation of inpatient information using the ICD-10 and OPCS-4 Coding Classifications, following and in keeping with the well-defined national coding standards. Coded data is important for clinical audit, governance, and research.</p> <p>Assisting with SNOMED CT implementation, using skills and knowledge as a accredited Clinical Coder.</p> <p>As an Accredited Clinical Coder, you will make judgements on complex clinical information requiring interpretation and comparing options from information provided electronically and in paper-based health records. Clinical Coders have a crucial role in the provision of mandatory data for information, financial and reporting purposes both at local and national level. The post holder will be expected to be an Accredited Clinical Coder (ACC) through completion of the National Clinical Coding Qualification. As part of the role of the post-holder is expected to interact with clinicians, operational</p>		

staff and have responsibility for own workload whilst maintaining accurate clinical coding quality.

1. Analyses data, interprets and reports on results
2. Provides advice and guidance on analyses
3. Develops and designs health related data sets and information
4. Supervisory role leading inducting and training on elements of coding legislative requirements

MAIN DUTIES AND RESPONSIBILITIES:

- To demonstrate the Trust's values in everything you do in the work environment and live up to LPT's Leadership Behaviours
- To be responsible in the use and expenditure of the Trust's resources that you use
- Delivery of Effective Healthcare within the organisation
- To work closely and effectively with leaders and teams to support the effective management of services that offer the best standards for patients, service users and staff.

OPERATIONAL RESPONSIBILITIES

- To accurately analyse, abstract and interpret complex clinical data for coding across all specialities using ICD10 and OPCS classifications and input the data onto the electronic patient record SystemOne.
- To consult with clinicians and their support staff concerning interpretation of case note documentation affecting coding. Able to impart complex clinical coding rules to clinical staff.
- To prioritise own day to day workload including backlog coding.
- To work without direct supervision to ensure personal coding targets are met and the clinical coding team can meet internal and external timescales particularly with respect to National Submission dates.
- To actively participate in clinical coding audits.
- To provide relevant information needed for research, audit, and commissioning to support decision making by clinicians, management, and the finance department.
- To assist with the investigation and correction of coded clinical data rejected or queried by recipient information systems.
- To participate in ongoing clinical coding training to meet national standards and Trust requirements. This may require travelling to other organisations outside of core working hours.

- To attend clinical coding related meetings as directed by the Clinical Coding Assurance Manager. This may require travelling to other organisations outside of core working hours.
- To actively seek documentation for uncoded episodes of care to ensure coding targets are met if required.
- To access, analyse and accurately assign codes on histology report information if necessary.
- Deal with queries from all areas of the trust. Assist in giving advice to other departments regarding the correct usage of clinical codes. To include ICD-10, OPCS 4 and SNOMED CT
- To assist in the delivery of Trust wide SNOMED CT project.
- Use clinical coding expertise to respond to coding queries from Information Services for reporting, and Freedom of Information requests plus other requests from staff throughout the Trust regarding diagnosis and procedure codes.
- To act in a supervisory role leading inducting and training on elements of coding legislative requirements for junior members of staff

Continuing Education, Professional and Personal Development

- Undertake the Trust's corporate and local induction and maintain your learning and compliance with training requirements for your role.
- Participate in supervision via agreed review and appraisal mechanisms.

Clinical Governance, Reduction of Risk, Audit and Research

- Where required, contribute to, audits relevant to the Data Security and Protection Toolkit.
- All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner.
- Operating with Quality in everything you do and Maintaining a Safe Environment

COMMUNICATION & RELATIONSHIPS Skills

- To analyse complex information
- Communicating complex analytical/statistical matters to non-analytical/statistical professionals, advising, and using negotiation skills to agree on statistical techniques to be used
- To work effectively and collaboratively with all staff, clinicians, and colleagues to provide an effective and efficient clinical coding service.
- To use excellent communication skills when exchanging information with colleagues, patients, and relatives on a range of issues, many of which will be complex and/or sensitive. This will require the post-holder to use tact, persuasive and negotiating skills, for example when ensuring that required actions are completed by senior staff or clinicians by agreed deadlines.
- To communicate effectively, professionally and in a timely manner on behalf of allocated Senior Managers, Clinicians, or team. This will require the use of excellent written communication skills to respond

<p>to correspondence on behalf of the allocated individual or team, using professional and clear written communication.</p>	
<p>Knowledge, Training & Experience</p> <p>Knowledge of a range of statistical/numerical techniques, procedures acquired through qualification to degree level, or equivalent relevant experience.</p> <p>In addition, expertise within clinical coding and classifications terminology required.</p>	
<p>Analytical & Judgemental Skills</p> <p>Dealing with statistical/analytical queries, assessing whether analyses are robust e.g. investigating coded data anomalies identified during analyses, instigating corrective action as required.</p> <p>To accurately analyse, abstract and interpret clinical data for coding across all specialities using ICD10 and OPCS classifications and input the data onto the electronic patient record SystemOne.</p> <p>To access, analyse and accurately assign codes on histology report information, if necessary,</p> <p>Use clinical coding expertise to respond to coding queries from Information Services for reporting, and Freedom of Information requests plus other requests from staff throughout the Trust regarding diagnosis and procedure codes.</p> <p>Make judgements on complex clinical information requiring interpretation and comparing options from information provided electronically and in paper-based health records.</p>	
<p>Planning & Organisational Skills</p> <p>Plans tasks and activities that may require adjustment e.g. dealing with statistical responses to urgent, Board level enquiries.</p> <p>Planning and organising work for other staff.</p>	
<p>Physical Skills</p> <p>Advanced keyboard skills/ inputting and manipulating data, information into computer databases</p>	
<p>Policy/Service Development</p> <p>Implements departmental policies within own work area, proposes changes to working practices as a result of new guidelines or legislation</p> <p>Proposing changes to Trust Policy as a result of new guidelines or legislation.</p>	
<p>Financial & Physical Resources</p> <p>Personal duty of care in the use of assigned Trust equipment</p> <p>Responsibility for authorising time sheets for staff</p> <p>Supporting the budget holder with financial administration in relation to clinical coding activity.</p>	
<p>Human Resources</p>	

<p>Acting in a supervisory role leading inducting and training on elements of coding legislative requirements for junior members of staff. Demonstrating activities and work routines to others in own work area Coordinating the work of Terminology and Classification Assurance Team; Supervising other staff including appraisals and recruitment (as panel member).</p>	
---	--

<p>Information Resources Requirement to adapt, design information systems to meet specifications Responsibility for the operation of one or more information systems for department/service</p>	
--	--

<p>Physical Effort Frequent sitting or standing in a restricted position Continuous computer use.</p>	
--	--

<p>Mental Effort Frequent periods of concentration required when checking information and when answering queries from staff. Requirement to concentrate for long periods when analysing complex data requiring accuracy and attention to detail.</p>	
---	--

<p>Emotional Effort The post holder will be exposed to details about patients that may at times be emotionally challenging.</p>	
---	--

<p>Working Conditions Use VDU equipment continuously.</p>	
---	--

<p>The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.</p>	
---	--

OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



Valuing one another



**Recognising and valuing
people's differences**



Working together



**Taking personal
responsibility**



**Always learning and
improving**

ADDITIONAL INFORMATION

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

MOBILITY

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

POLICIES AND PROCEDURES

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

SAFEGUARDING CHILDREN AND ADULTS

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

MENTAL CAPACITY ACT

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

MAKING EVERY CONTACT COUNT

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

HEALTH AND SAFETY

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description. All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.

Personal Data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary
- Accurate and where necessary, kept up-to-date
- Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed
- Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage

CONFIDENTIALITY

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law

7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

EQUALITY AND DIVERSITY

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

INFECTION CONTROL

All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

COUNTER FRAUD

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

SMOKING AT WORK

The Trust has a "Smoke Free Policy", which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

ELECTRONIC ROSTERING

'Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role'.

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Team player. Excellent communication skills.					
Standard Requirements					
Commitment to Equality & Valuing Diversity Principles	3	X	X		
Understanding of Confidentiality & Data Protection	3	X	X		
Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)	3	X	X		
Mobility Via own transport or suitable alternative. Dependence on public transport is not suitable for this role.	3	You must demonstrate how you would meet the stated mobility requirement on your application form			