Job Title: Coding Engagement Lead Band 5

Person Specification

		Essential	Desirable	Measured By
Education and Qualifications	Accredited Clinical Coder	x		A & I
Experience	Significant coding experience in the NHS as a band 4 clinical coder, including the ability to code across Medical and Surgical specialties	x		A & I
	Experience of using ICD-10 and OPCS 4.9 Coding Manuals	x		A & I
	Ability to interpret and utilise Clinical Coding Standards.	x		A & I
	Experience supervising and mentoring Trainee coders	x		A & I
	Use of encoding software		x	A & I
	Use of other hospital information systems or EPR		x	A & I
Further Training	Completion of Clinical Coding Foundation Course, and Refresher Course where appropriate.	X		A & I
	Completion of Speciality Workshops		X	A & I
Skills and Knowledge	Able to code a range of specialities to 90% accuracy rate	X		A & I
	Computer literacy with accurate keyboard skills	X		A & I

		Essential	Desirable	Measured By
	Knowledge of anatomy/ human biology	X		A & I
	Knowledge of Medical terminology.	X		A & I
	Knowledge of Healthcare Resource Groups (HRG's)	X		A & I
	Ability to explain complex coding issues to a wide range of staff groups.	X		A & I
	Effective communication skills, with the ability to relate to a variety of professional groups	X		A & I
	Effective organisational skills	X		A & I
	Ability to prioritise	X		A & I
	Ability to use Microsoft Excel, Word and Powerpoint.		X	A & I
Other Factors (e.g. car driver/owner)	Committed to skills development	X		A & I
	Able to work well within a team and be flexible in working practices	X		A & I
	Ability to work under pressure whilst maintaining accuracy	X		A & I
	A demonstrated awareness of modern clinical coding practice and issues	X		A & I
	Understanding of patient confidentiality	X		A & I
Values and Behaviours (PROUD)	▪ **Patients first** - *please give examples of expected behaviours*			Interview
	▪ **Respectful** - *please give examples of expected behaviours*	✓		Interview
	▪ **Ownership** - *please give examples of expected behaviours*	✓		Interview
	Unity - *please give examples of expected behaviours*	✓		Interview

In hospital and in the community
proud to make a difference

		Essential	Desirable	Measured By
	▪ **Delivery** - *please give examples of expected behaviours*	✓		Interview