

Job Description

Job Title:	Medical Administration Apprentice – Clinical Coding Outpatient Clerk
Job Band:	Apprentice
Hours:	37.5 hours per week
Tenure:	18 months Fixed Term
Department:	Clinical Coding
Responsible to:	Clinical Coding Manager
Apprenticeship Training Provider:	Walsall college

Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high quality patient experience in a caring and supportive environment that aligns with our vision of providing safe, caring and effective services because people matter.

Trust Strategy 2019 – 2021



Care better every day



Job Summary

This job description describes the role that an apprentice will be working towards during the training period. The successful candidate will be given the opportunity to acquire all the skills necessary to undertake the duties as described below.

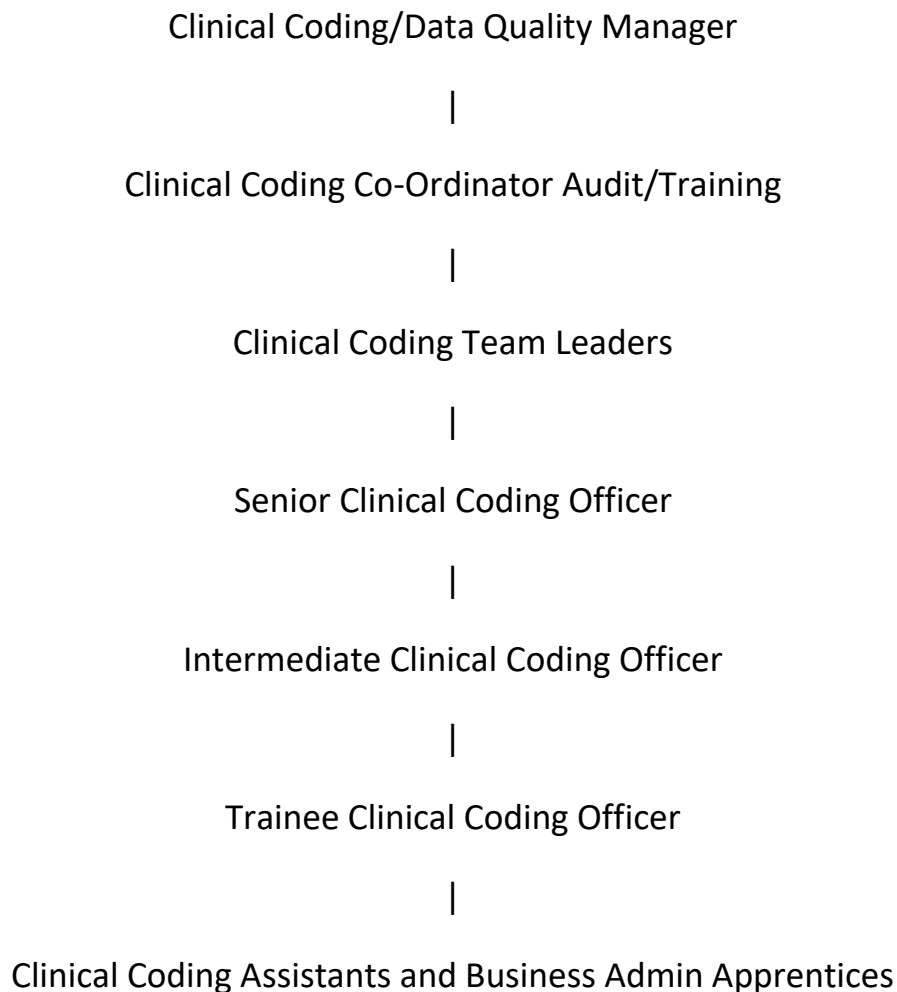
Supervision and support (direct and indirect) will be provided or available during all tasks, with progression being dependent on the completion of set objectives throughout the apprenticeship period. This will enable the apprentice to work within specific teams to gain confidence, experience and build a portfolio of evidence for apprenticeship accreditation.

As a member of the Dudley Group NHS Foundation Trust team, you will assist in the day-to-day operational work of the team in which you are placed. This will involve liaising with members of staff across the team, locality and organisation, external organisations as required and members of the public.

To gain knowledge of the functions within your immediate team and the wider Trust.

To be responsible for supporting a range of administration functions.

Structure Chart



Principal Duties & Responsibilities

This job description describes the role that an apprentice will be working towards during the training period. The successful candidate will be given the opportunity to acquire all the skills necessary to undertake the duties as described below.

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PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assist the department with timely collection of outpatient procedure information, and in accordance with the National Clinical Coding Standards use the Classification of Interventions and Procedures (OPCS) to assign the necessary codes
2. Using Data Collection Forms and case notes, verify the patients diagnosis and procedures carried out during the patient's attendance to OPD and assign the appropriate codes using International Classification of Diseases (ICD10) and OPCS.
3. To use own judgment and translate terminology where the diagnosis or procedures is not specific checking where necessary with the Clinical Coding Team Leaders.
4. To liaise with outpatient staff on any queries arising from the collection of the data.
5. To input the coded data on the OASIS Patient Administration System.
6. To highlight Data Quality issues on the OASIS PAS system.
7. To obtain outstanding information relating to uncoded outpatient attendances and to take necessary action to code the missing attendance within the Trust's agreed timescales.
8. To acquire and maintain knowledge of the Clinical Coding Instruction Manuals and Coding Clinics.
9. In the absence of the Clinical Coding Assistants to assist in the timely collection and return of the case notes from the wards including tracking the notes in and out of the department.



CARE

A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.



RESPECT

A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



RESPONSIBILITY

A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.

10. To deal with telephone enquiries ensuring all messages are passed to staff in a timely manner.
11. To communicate with other members of staff, colleagues and service users across the Trust relevant to the role e.g. verbal, electronically, telephone etc.
12. To participate in appropriate study and personal development opportunities.
13. To comply with both the Trust and departmental policies and procedures.
14. There may also be a requirement to undertake other similar duties as part of this post in order to provide a quality service. These will be consistent with the level of responsibilities outlined above.
15. This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.

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Location

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russell's Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community based sites across the borough.

Code of Conduct

It is expected that all staff would be able to demonstrate that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

Improvement Practice

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice". As part of your role you will be asked to take part in improvement activity relevant to your post.



No Smoking

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

Health and Safety

The Trust has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee’s responsibility, however, to manage their own health and wellbeing.

All Trust employees are required to comply with relevant Health and Safety legislation and the Trust’s policies relating to Health & Safety and Risk Management.

Prepared by:	Paul Allen
Date:	21/10/19

