SA Health Job Pack

Job Title	Trainee Clinical Coder
Eligibility	Open to Everyone
Job Number	690176
Applications Closing Date	26 April 2019
Region / Division	Southern Adelaide Local Health Network
Health Service	Corporate and Support Services - Finance
Location	Bedford Park
Classification	ASO2
Job Status	Multiple Vacancies – Temporary until 3 April 2020
Total Indicative Remuneration	$59,718 – $64,366 p.a.(pro-rata)

Contact Details

Full name	Jenny Harrison – Manager Clinical Coding Service
Phone number	8204 4213
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Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

☒ Child Related Employment Screening – **DCSI**

☐ Vulnerable Person-Related Employment Screening - **NPC**

☐ Aged Care Sector Employment Screening - **NPC**

☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category C (minimal patient contact)
This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). Please click here for further information on these requirements.

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -
- **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to http://www.sahealthcareers.com.au/information/ for further information regarding
- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements

Southern Adelaide Local Health Network (LHN)
JOB AND PERSON SPECIFICATION
(NON-MANAGERIAL)

Role Title:	**Trainee Clinical Coder**
Classification Code:	**ASO2**
Position Number:	**M55686**
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	Flinders Medical Centre
Division:	Finance
Department/Section / Unit/ Ward:	Clinical Coding Service
Role reports to:	**Operationally**: Manager Clinical Coding Service **Professionally**: Manager Casemix/ABF Funding
Role Created/ Reviewed Date:	March 2019
Criminal History Clearance Requirements:	☐ Aged (NPC) ☒ Child- Prescribed (DCSI) ☐ Vulnerable (NPC) ☒ General Probity (NPC)
Immunisation Risk Category:	☐ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☒ Category C (minimal patient contact)

JOB SPECIFICATION

Primary Objective(s) of role:

The Trainee Clinical Coder is responsible to the Manager, Clinical Coding Service for the timely and accurate translation of medical and procedural terminology into ICD-10-AM (International Classification of Diseases 10th Revision-Australian Modification) current edition, for use in statistical analysis, epidemiology, hospital planning, research, and for the auditing of quality patient care. An important end-product of the coding process is the assignment of AR-DRG's (Australian Refined Diagnosis Related Groups) upon which casemix funding for inpatients is dependent. The Trainee Clinical Coder will be mentored by an experienced Clinical Coder for guidance. A structured training program will be followed where by the trainee clinical coder will be expected to be able to abstract information from the case notes, use initiative and/or judgment; apply specific knowledge and skills and apply coding related skills. As the Trainee Clinical Coder progresses through the training program they will be required to take on more complex cases while maintaining speed and accuracy.

Key Relationships/ Interactions:

Internal
- Operationally reports to *Manager Clinical Coding Service*
- Professionally reports to *Manager Casemix/ABF Funding*
- Works collaboratively with staff and all members of the health care team;
- Contributes to the day to day operations of the unit.
- Phase One: The trainee clinical coder will be mentored by the Coding Educator/Auditor or an experienced coder for an initial period of 6 months using hard copy books to code and working through a structured training program of all the body systems, meeting specific proficiencies.
- Phase Two: After successfully completing phase one the trainee clinical coder will be mentored by the Coding Educator/Auditor or an experienced coder for 6 months and work through a structured training program using the 3M Encoder and coding more complex case notes in the same body systems as phase one, meeting specific proficiencies.

External
- Relevant government and non-government organisations as required to meet the needs of the client group.

Challenges associated with Role:

Major challenges currently associated with the role include:
• Understanding and applying learned concepts of Clinical Coding
• Improving accuracy and speed
• Continued learning and understanding of medical conditions and procedures

Delegations: (as defined in SALHN instruments of delegations)

Financial   N/A
Human Resources   N/A
Procurement   N/A

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:
• *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
• *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
• Meet immunisation requirements as outlined in the *Immunisation for Health Care Workers in South Australia Policy Directive.*
• Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
• *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
• Disability Discrimination.
• Information Privacy Principles.
• Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
• Relevant Australian Standards.
• Duty to maintain confidentiality.
• Smoke Free Workplace.
• To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- Some out of hours work may be required to meet deadlines.
- The incumbent may be required to participate in self-evaluation activities with the Manager, Clinical Coding Service
- The incumbent will be required to participate in ongoing education (both internally and externally) to ensure clinical coding skills and clinical knowledge is maintained.
- Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED

Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.

Commitment to achieving and complying with National Safety & Quality Health Service Standards.

Ensure that an effective and accurate casemix coding service is provided in accordance with the Department of Health (DoH) Casemix Reporting Standards, Australian Coding Standards, the South Australian Coding Standards and ICD-10-AM Classifications by:

- Using knowledge learned from HIMAA courses to translate the narrative descriptions of diagnoses and procedures from casenotes into valid, accurate and complete ICD-10-AM codes in accordance with National and State standards.
- Liaising with designated Coding Mentor or Manager regarding queries or problems in determining appropriate codes in order to ensure consistency
- Trainee Coders will code using hard copy or Turbo Coder books in the first instance to become proficient in looking up pathways. Once proficient then will progress to using 3M Codefinder.
- Trainee Coders will not have coding autonomy to complete patient separations. All casenotes coded will be checked by Coding Mentor and if necessary corrected by trainee coder prior to data being entered and saved on codefinder.
- Liaise with medical and other health care personnel (under direction of mentor/manager) regarding accurate medical record documentation for clear interpretation for translation into codes.
- Check that the AR-DRG coincides with conditions coded.
- Accessing laboratory and radiology results via VAX interface or Oacis. Interpret reports using learned knowledge to ensure accurate code selection.
- Audits will be a regular occurrence for trainee clinical coders to determine coding accuracy and standard of clinical documentation. Retrieve medical records from file as required. Accept responsibility for follow-up and correction of personal coding errors.
- Liaise with other Coding staff to build knowledge and experience.
- Meet KPI's in set time frames as suggested by MRAU in Trainee Coding Proficiencies.

Contribute to ongoing education and staff development by:

- Participating in regular staff meetings
- Participating in relevant courses, including Coding Seminars, workshops and forums for continuing and further education.
- Updating ICD-10-AM coding books with assigned codes as directed and in accordance with current criteria.
- Participating in staff discussions relevant to coding.
- Use appropriate resources to help assign ICD-10-AM codes e.g. dictionaries, internet, anatomy books, abbreviation books etc.
- Participate in PR&D on a yearly basis.

Acknowledged by Occupant:_____ Date:_____/_____/_____

Person Specification

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Recognised Medical Terminology Course, e.g. HIMAA.
- Successful completion of the Health Information Management Association of Australia Clinical Coding Course in ICD-10 AM (basic or intermediate level)
  or
  Part thereof of HIMAA Certificate IV – Successful completion of Perform Clinical Coding (Cluster 3)

Personal Abilities/Aptitudes/Skills

- Proven commitment to the principles and practise of:
  o EEO, Ethical Conduct, diversity and OHS&W;
  o Quality management and client oriented service;
  o Risk management.
- Ability to integrate, compute and interpret information required to produce coded clinical data.
- Keyboard skills.
- Organisational, analytical and numeracy skills. Able to prioritise and meet deadlines.
- Communicate and relate effectively in individual and group situations with health professionals including medical, nursing, administrative and clerical personnel.
- Ability to use initiative
- Ability to build and maintain effective interpersonal relationships and work as part of a team.

Experience

- Experience in working effectively in a team environment

Knowledge

- Understanding of Work Health Safety principles and procedures
- Understanding of Quality Management principles and procedures
- Understanding of Delegated Safety Roles and Responsibilities
- Awareness of National Safety and Quality Health Service Standards
- Knowledge of and ability to apply the National and State Coding Guidelines
- Sound knowledge of ICD-10-AM, coding methods and standards
- Satisfactory knowledge of relevant medical terminology
- Understanding the day to day operation of a hospital
- Knowledge of medical record practice and procedures

DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

- Encoder/Codefinder software

Experience

- Proven experience in basic computing skills, including email and word processing
- Medical Record or other health related services background, in a hospital environment.
- Some coding experience is expected

Knowledge

- Awareness of the Charter of Health and Community Services rights.
- Knowledge of word processing, spreadsheets and Access using PC.
- Understanding of the ISAAC data collection process and procedures.
- Knowledge of AR-DRG's and the casemix funding model/ABF

Educational/Vocational Qualifications

- Health Information degree
- Successful completion of the Health Information Management Association of Australia Clinical Coding Course in ICD-10 AM (basic or intermediate level), 9th edition.

Other details

- Nil stated

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socio economic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The Southern Adelaide *Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.*

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has two hospitals, Flinders Medical Centre and Noarlunga Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

VALUES

SA Health Values
The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics
The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the South Australian Public Sector values as:

- Service – Proudly serve the community and Government of South Australia.
- Professionalism – Strive for excellence.
- Trust – Have confidence in the ability of others.
- Respect – Value every individual.
- Collaboration & engagement – Create solutions together.
- Honesty & integrity – Act truthfully, consistently, and fairly.
- Courage & tenacity- Never give up.
- Sustainability – Work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence
The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

SALHN Vision
We believe in providing the standard of health care that we desire for our own families and friends.

SALHN core value TRUST
Building positive relationships; with our patients, employees and partners.

APPROVALS

Job and Person Specification Approval
I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: **Role Title:**

Signature: **Date:**

ROLE ACCEPTANCE

Incumbent Acceptance
I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name: **Signature:**

Date: