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|  | Position Description TemplateAll Calvary ServicesVersion:3.0 |

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| **Position Title:** | Clinical Coder |
| **Position Number:** | R00669 | **Cost Centre:** | R1500 |
| **Site/Facility:** | Calvary Mater Newcastle |
| **Department:** | Health Information Services and ICT/ Clinical Coding Unit |
| **Enterprise Agreement:** | NEW-NSW Pub HSU |
| **Classification:** | RAO41 – Administrative Officer Level 4, Level 5, Level 6 (dependent upon qualifications and experience) |
| **Reports To:** | Clinical Coding Manager/Manager HIS & ICT  |
| **Date of Preparation:** | 20/06/2016 | **Date Last Updated:** | 10/11/2021 |
| **Pre-Employment Screening Checks:**  | No - National Criminal Record Check (NCRC) required only |
| **Infection Control Risk Category:** | Category B (No contact with clients, blood and body substances and who are not deployed to clinical areas).**COVID-19 vaccination is a mandatory requirement unless assessed exempt** |
| **Primary Purpose** |
| The Clinical Coding Team at the Calvary Mater Newcastle Hospital is a happy and appropriately resourced unit responsible for reviewing and interpreting the health care records of discharged patients to assign accurate coding. Records are in both electronic and paper format, and progressively moving towards more information being available electronically with plans to implement the State Single Digital EMR. Our Coders work in accordance with the National Coding Standards, other appropriate guidelines and local coding rules. The Coding Unit supports timely and accurate reporting of activity and casemix data to assist management and hospital funding as well as supporting research and audit activities when required. |
| Organisational Environment |
| At LCM Health Care our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.Calvary Services include public and private hospital care, acute and sub-acute care, community care and retirement, and aged care services, in both rural and metropolitan areas. |
| Accountabilities and Key Result Areas |
| ***People and Culture:**** Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
* Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.
* Participate in and support the Hospital’s Quality Improvement and Accreditation programmes.
* Demonstrated an understanding of risk management processes and systems.
* Privacy principles are upheld in all work related matters with clinical coders having access to detailed personal and health related information which must never be divulged unless in the course of confidential and appropriate work related discussion. Patient confidentiality must be protected at all times.
* Assists the Coding Manager and Coding Team in a helpful and positive way to assist in providing an efficient and effective Clinical Coding service for the hospital.

***Service Development & Innovation:**** Reviews work practices to determine the most efficient methods of work and discusses with Coding Manager ideas for development or innovation.
* Actively participates in HNE Local Health District Coder Meetings to share ideas and determine the best solutions to difficult coding questions.
* Identifies own learning needs and discusses with Manager.
* Seeks learning opportunities relevant to identified needs.
* Regular performance discussions and a formal annual review are conducted with Manager.

***Wise Stewardship:**** Uses valuable clinical coding skills and knowledge obtained through dedicated learning to code accurately and comprehensively.
* Refers to Coding Manager and other approved resources and people when needed to perform work to the highest personal standards.
* Understands and incorporates into daily work resources availability and throughput needed to comply with external coding deadlines.
* Implements acceptable coding throughput measures in agreement with the Coding Manager.
* Maintain manner that is courteous, punctual and professional.

***Excellence in Care:**** Patient records and computer screens are maintained and secured at all times.
* Privacy of patient personal information is protected at all times.

***Community Engagement:**** Actively participates in meetings and work discussions as required.
* Functions within the Clinical Coding Team, wider HIS & ICT structure and hospital as appropriate.
* Maintains harmonious relations with staff in all areas.
* Maintains a high level of professionalism at all times and in all matters.

***WH&S Responsibilities:*** * Take reasonable care of your own health and safety and the health and safety of others in the workplace;
* Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
* Report to your supervisor any incident or unsafe conditions which come to your attention;
* Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)
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| **Key Relationships** |
| Internal: | * Coding Manager
* Manager HIS & ICT
* Clinical Information Manager
* Coding Unit Team Members
* Clinical Information Department
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| External: | * Hunter New England Local Health District Coding Meeting
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| Direct Reports: | N/A |
| Budget: | N/A |
| Selection Criteria |
| **Essential Criteria:*** ICD10-AM coding qualification and relevant experience
* Medical Terminology skills and proven attention to detail
* Demonstrated Computer Literacy and knowledge of hospital based information systems
* Ability to maintain strict confidentiality in all work matters and to communicate effectively
* Proven ability to work unsupervised, as a member of a team and meet throughput targets
* Knowledge of the Australian Coding Standards and able to apply these
* Understanding of DRG and ABF principles as they apply to clinical coding
* Commitment to the Mission, Vision and Values of Calvary with the ability and desire to uphold these principles

**Desirable Criteria:*** 3M Encoder system experience
* Bachelor of Health Information Management (HIM) or equivalent qualifications acceptable for membership of the Health Information Management Association of Australia (HIMAA)
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| Approvals  |
| Job Holder’s signature: | Date: |
| Manager’s signature: | Date: |

Job Demands Frequency Checklist

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| **Job Demands Frequency Key** |
| **I** | Infrequent - intermittent activity exists for a short time on a very infrequent basis |
| **O** | Occasional - activity exists up to 1/3 of the time when performing the job |
| **F** | Frequent - activity exists between 1/3 and 2/3 of the time when performing the job |
| **C** | Constant - activity exists for more than 2/3 of the time when performing the job |
| **R** | Repetitive - activity involves repetitive movements |
| **N** | Not Applicable - activity is not required to perform the job |

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| **Physical Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Sitting** - Remaining in a seated position to perform tasks – eg required for client interviews |  |  |  | **✓** |  |  |
| **Standing** - Remaining standing without moving about to perform tasks | **✓** |  |  |  |  |  |
| **Walking** - Floor type: even / uneven / slippery, indoors / outdoors, slopes - eg walking between Lorna house and the main hospital via covered walkway |  | **✓** |  |  |  |  |
| **Running** - Floor type: even / uneven / slippery, indoors / outdoors, slopes |  |  |  |  |  | **✓** |
| **Bend / Lean Forward from Waist** - Forward bending from the waist to perform tasks |  | **✓** |  |  |  |  |
| **Trunk Twisting** - Turning from the waist while sitting or standing to perform tasks |  |  |  |  |  | **✓** |
| **Kneeling** - Remaining in a kneeling posture to perform tasks | **✓** |  |  |  |  |  |
| **Squatting / Crouching** - Adopting a squatting or crouching posture to perform tasks | **✓** |  |  |  |  |  |
| **Leg / Foot Movement** - Use of leg and / or foot to operate machinery | **✓** |  |  |  |  |  |
| **Climbing (stairs / ladders)** - Ascend / descend stairs, ladders, and steps – eg if using fire stairs | **✓** |  |  |  |  |  |
| **Lifting / Carrying** - Light lifting and carrying - 0-9 kg – eg notepad / book / clipboard and required writing implements |  |  | **✓** |  |  |  |
| **Lifting / Carrying** - Moderate lifting and carrying - 10-15 kg |  |  |  |  |  | **✓** |
| **Lifting / Carrying** - Heavy lifting and carrying - 16kg and above |  |  |  |  |  | **✓** |
| **Reaching** - Arms fully extended forward or raised above shoulder | **✓** |  |  |  |  |  |
| **Pushing / Pulling / Restraining** - Using force to hold / restrain or move objects toward or away from the body |  | **✓** |  |  |  |  |
| **Head / Neck Postures** - Holding head in a position other than neutral (facing forward) | **✓** |  |  |  |  |  |
| **Hand and Arm Movements** - Repetitive movements of hands and arms – eg report writing |  |  |  | **✓** |  |  |
| **Grasping / Fine Manipulation** - Gripping, holding, clasping with fingers or hands eg report writing |  |  |  | **✓** |  |  |
| **Work At Heights** - Using ladders, footstools, scaffolding, or other objects to perform work | **✓** |  |  |  |  |  |
| **Driving** - Operating any motor powered vehicle |  |  |  |  |  | **✓** |

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| **Sensory Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Sight** - Use of sight is an integral part of work performance eg viewing of X-Rays, computer screens – eg patient / client observation |  |  |  | **✓** |  |  |
| **Hearing** - Use of hearing is an integral part of work performance eg telephone enquiries, answering of telephones |  |  | **✓** |  |  |  |
| **Smell** - Use of smell is an integral part of work performance eg working with chemicals |  |  |  |  |  | **✓** |
| **Taste** - Use of taste is an integral part of work performance eg food preparation |  |  |  |  |  | **✓** |
| **Touch** - Use of touch is an integral part of work performance | **✓** |  |  |  |  |  |
| **Psychosocial Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Distressed People** – eg emergency or grief situations |  |  |  |  |  | **✓** |
| **Aggressive and Uncooperative People** - eg drug / alcohol, dementia, mental illness |  |  |  |  |  | **✓** |
| **Unpredictable People** – eg dementia, mental illness, head injuries |  |  |  |  |  | **✓** |
| **Restraining** - involvement in physical containment of patients / clients |  |  |  |  |  | **✓** |
| **Exposure to Distressing Situations** – eg child abuse, viewing dead / mutilated bodies |  |  |  |  |  | **✓** |
| **Environmental Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Dust** - Exposure to atmospheric dust – eg from building site | **✓** |  |  |  |  |  |
| **Gases** - Working with explosive or flammable gases requiring precautionary measures |  |  |  |  |  | **✓** |
| **Fumes** - Exposure to noxious or toxic fumes |  |  |  |  |  | **✓** |
| **Liquids** - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE |  |  |  |  |  | **✓** |
| **Hazardous substances** - eg dry chemicals and glues | **✓** |  |  |  |  |  |
| **Noise** - Environmental / background noise necessitates people raise their voice to be heard | **✓** |  |  |  |  |  |
| **Inadequate Lighting** - Risk of trips, falls or eyestrain | **✓** |  |  |  |  |  |
| **Sunlight** - Risk of sunburn exists from spending more than 10 minutes per day in sunlight – eg walking from Lorna house to main hospital building |  |  |  |  |  | **✓** |
| **Extreme Temperatures** - Environmental temperatures are less than 15C or more than 35C – eg walking from Lorna house to main hospital building |  |  |  |  |  | **✓** |
| **Confined Spaces** - Areas where only one egress (escape route) exists | **✓** |  |  |  |  |  |
| **Slippery or Uneven Surfaces** - Greasy or wet floor surfaces, ramps, uneven ground – eg covered / enclosed walkway | **✓** |  |  |  |  |  |
| **Inadequate Housekeeping** - Obstructions to walkways and work areas cause trips and falls | **✓** |  |  |  |  |  |
| **Working At Heights** - Ladders / stepladders / scaffolding are required to perform tasks | **✓** |  |  |  |  |  |
| **Biological Hazards** - eg exposure to body fluids, bacteria, infectious diseases – eg inpatients and outpatients |  |  |  |  |  | **✓** |

It is important to ensure that you can perform the position safely.

I have read and understood the physical requirements of the position as indicated in the Job Demands Frequency Checklist.

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