Position Title: **Clinical Coder Trainee Grade 2**

Campus: **All / Any**

Directorate: **Finance and Corporate Services**

Department: **Health Information Services**

Reporting to: **Coding Operations Manager Nil**

Direct Reports:

Appointment Terms/Conditions:

Classification and Code: Grade 2 (HS2)

Enterprise Agreement: Health & Allied Services/Managers and Administrative Officers

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over $700m.

Collaboration *We are stronger together.*	***Compassion*** *We show that we care.*	***Accountability*** *We do what we say and say what we do.*	***Respect*** *We appreciate and value all people.*	***Innovation*** *We adapt and innovate to achieve best outcomes.*
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

This is an entry level role aimed at an employee who has completed a clinical coding or HIM qualification with little or no formal coding experience. The employee will undertake an in-house training program to build and consolidate coding skills independence in low level complexity. The Clinical Coder Trainee position will focus on accurately coding inpatient episodes while meeting established throughput quotas.

KEY ACCOUNTABILITIES

Clinical Coding

- Code inpatient episodes in accordance with Australian Coding Standards and ICD-10-AM/ACHI coding conventions.
- Follow directives of Coding Educator, code episodes designated for training purposes, seek assistance as required and take on board corrections and feedback.
- Proactively participate in further training opportunities to improve/increase coding skills. Be receptive to and incorporate feedback regarding coding performance.
- Demonstrate a foundation understanding of medical terminology and clinical concepts.
- Demonstrate ability to find and apply National and State coding advice.
- Identification of documentation deficiencies and subsequent generation of coding queries with assistance as required.
- Participate in training program to accurately code inpatient episodes in accordance with Australian Coding Standards.
- Meet training standards of coding accuracy and volume.
- Participate in coding quality and education activities as expected of a Trainee/Entry Level Clinical Coder.
- It is anticipated that the employee will continue to build coding skills to higher levels if an ongoing position is available at the end of the trainee phase.

KEY PERFORMANCE INDICATORS

KPI	Measure	Method
To achieve high coding accuracy	To attain 90% DRG accuracy and 85% overall coding accuracy by completion of training.	Subject to assessment*
To achieve good coding throughput.	15–20 episodes per day dependent on skill and directives from educator, working toward at least 20 episodes per day on completion of training.	Coding throughput monitoring
To achieve independent coding at lower complexity (≤ 5 day LOS)	Proven ability to take on feedback and apply learnings to enhance coding skills.	Observation by Coding Educator

*Assessment may be through ongoing coding review and/or formal audit assessment of coding performance.

KEY SELECTION CRITERIA

Mandatory

- Health Information Manager or Clinical Coder qualification
- Excellent interpersonal, communication and presentation skills
- Competent with MS Office applications

Desirable Skills

- Knowledge of National Activity Based Funding model
- Knowledge and experience with Digital Medical Records

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

VERSION

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