

January 2017 Proposal to develop a new apprenticeship standard

Page 1: Proposal to develop a new apprenticeship standard

Q1. Name of proposed trailblazer group

Clinical Coding

Q2. Please state if this is a new or existing trailblazer group. If existing please give details of which standards you are already working on.

New Group

Q3. Please confirm that you have read the Trailblazer Guidance on gov.uk and are content that your proposal meets all the criteria for approval

Yes I have

Q4. Number of standards proposed for development. Please be aware that commitment from at least 10 employer members for each proposed standard is required

1

Q5. Please insert details about each proposed standard below.

	Name of occupation covered by the proposed standard	Do you intend to include a degree in the standard?	Estimated overall annual take up across England	When do you estimate this apprenticeship would be ready to deliver starts?
1	Clinical Coder	No	600	January 2018
2	-	-	-	-
3	-	-	-	-
4	-	-	-	-
5	-	-	-	-
6	-	-	-	-

Q6. Please provide a clear description of the occupation(s) covered by the proposed standard(s) and what it involves, at a minimum setting out: the main duties, responsibilities and high level competencies required; the scope and limits of the occupation i.e. be clear what it does not involve; who else would this occupation typically work with / relationship between roles If this standard is intended as a 'core with options' please confirm and provide detail of the individual sub-occupations planned (Guidance paragraph 62)

Clinical Coding is "the translation of medical terminology as written by the clinician to describe a patient's complaint, problem, diagnosis, treatment or reason for seeking medical attention, into a coded format" which is nationally and internationally recognised. Every NHS Trust in the UK has a Clinical Coding Team as well as Private Healthcare companies.

The key component of a coder's role is to accurately assign ICD-10 and OPCS-4 classification codes to all completed inpatient and day case consultant episodes of care.

A summary for the role is to abstract, analyse, translate and data enter Clinical Coding on patient records in accordance with National and International Coding Standards, and Trust guidelines; and following complex rules and conventions of the diagnosis and procedure classification frameworks. To provide accurate and timely allocation of diagnostic and procedure codes for clinical and management purposes, including funding, commissioning, research, benchmarking and audit. To deal with enquiries from clinical, administrative and management staff; liaise with clinicians, and locate and collate missing clinical data, e.g. case notes, histopathology, investigation results, for clinical coding.

Job roles are fairly standard across the country and the main duties and responsibilities of a Clinical Coder are :-

1. To obtain case notes for uncoded episodes, for verifying, correcting and coding.
2. Liaise with medical secretaries, ward personnel, departmental staff and health records clerks to locate, retrieve and return case notes.
3. Responsible for the accurate tracking of case notes in and out of the department and ensuring that the case notes are forwarded to their correct destination on leaving the clinical coding dept.
4. To be responsible for filing loose sheets and results, marrying up temporary notes with main case notes.
5. Return notes to Central Library, clinics and secretaries as required, tracking all notes on PAS
6. Visit the wards daily to pick up discharged patients case notes and coding discharge letters. Liase with ward clerks; checking against the previous days 'ward discharge list' checking that all the notes are ready for collection. Track notes received daily from the main wards and departments and file appropriately in the clinical coding filing system.
7. Answer telephone enquiries and requests for notes that are tracked to the department.
8. Open and distribute post received daily. File clinical results / and other relevant documentation within patients case notes.
9. Maintain confidentiality of all coded and other patient information.

Q7. Have you submitted a proposal for an apprenticeship standard in this occupation(s) before? If yes provide details and outline how this proposal differs.

No

Do you intend for the standard(s) to replace or partly replace any existing apprenticeship frameworks? If yes provide details.

No. Health Informatics was a framework which was used previously to train small numbers of new recruits into this area but this has now been switched and was very generic.

Q8. Do you expect any age restrictions to apply to this standard? If yes, please state why (bearing in mind apprenticeships cannot be undertaken by anyone under the age of 16)

No

Q9. Please provide information that demonstrates the proposal is for a recognised, standalone occupation, for which there is genuine demand in the job market and where further training, beyond the apprenticeship, is not required for full competence. For example: any informal consultation already undertaken to evidence wider support, employment statistics etc (supporting documents can be uploaded at the end of the application)

Accurate and comprehensive coded clinical data is essential for reliable and effective clinical and statistical analysis. A regular internal programme of clinical coding training ensures the quality of coded clinical data to satisfy NHS regulatory bodies that organisations exemplify best practice and promote a culture of continuous improvement. Clinical Coding is a unique and specialist job role and it has been recognised that there is a national shortage of Clinical Coders so the development of an apprenticeship standard would provide a new entry point into this career.

Currently there is a national curriculum which leads to accreditation produced by the Clinical Classifications Service of NHS Digital which is the service that sets the national clinical coding standards that all coders must abide by as well as developing the national training materials and who are fully supportive of this Trailblazer Group. It is a requirement that all NHS organisations and Private Healthcare providers ensure that all its clinical coders are sufficiently trained to ensure that they maintain the highest standards of clinical coding. Training programmes for clinical coding staff entering coded clinical data must be comprehensive and use material that conforms to the national clinical coding standards. This requirement further describes that novice clinical coders undertake formal Clinical Coding Standards Course classroom training which will be embedded into the proposed Apprenticeship standard. Copies of the Information Governance Toolkit Requirements are attached below.

There is a genuine high demand in the job market for this role but there is also a huge lack of awareness of the occupation and the potential opportunities for a long term career in Coding. It is also an ageing workforce so the creation of an apprenticeship standard would mean that we could reach a new demographic and ensure there are a steady stream of new recruits into the industry who can develop the core knowledge, skills and behaviour to be successful while working towards the ACC status.

We envisage that when this standard is approved that every NHS Trust in the UK will use the apprenticeship as an entry level route into this role so there will be sustainable numbers year on year. We have commitment from Health Education England that they would support and promote this new standard nationally. We also have the largest Private Healthcare Providers on board and committed.

Q10. Please provide information that confirms the proposed occupation is unique and does not significantly overlap with occupations covered by any approved standards or standards in development. Where there is potential for overlap you must speak to the existing Trailblazer(s) before submitting your proposal, and outline the results of any discussion you have had to determine the extent of overlap and why you have still opted to propose the development of this standard. The existing list of standards in development, is here [The list of existing published standards and Trailblazer contact details, is here](#)

Clinical Coding is a unique and specialist job role and it has been confirmed by Skills For Health that this is the sole Trailblazer Group so there is no potential overlap with other standards in development. A request was sent out via the Regional Health Education England Apprenticeship Leads and all interested parties were invited to be part of the steering group.

The Trailblazer group will include NHS Digital who have written the current national curriculum content and the 3 x Clinical Coding Academies who currently deliver the training nationwide.

Q11. Please provide information that demonstrates that the occupation will require rigorous and substantial training of at least a year, with 20% off-the-job. For example: detail of the technical skills required or an overview of any existing training programmes or modules. Please also confirm the typical length of time you expect the apprenticeship to take for someone new to the occupation

We are planning 18 months to 2 year Level 3 programme for new recruits depending on previous experience leading to the Accredited Coder status and potentially a Level 4 programme for existing staff wishing to progress their careers into Clinical Coding Manager roles or Approved Clinical Coding Auditor and/or Approved Clinical Coding Trainer roles

The current Clinical Coding Standards Course (CCSC) pre-requisite criteria ensure that an applicant has the base skills and knowledge required to become a clinical coder and has a personal commitment to continued professional development including completion of assessment based learning in a variety of formats, e.g. classroom-led learning, eLearning, self-learning. There must also be a structured training plan in place agreed with their line manager detailing the time and resources available to complete all mandatory elements before, during and after the course, as necessary.

Q12. Please provide information that demonstrates how the occupation is at a sufficiently high level to allow the successful apprentice to develop transferable skills that will enable them to perform this role in a business of any size or relevant sector. For example: highlight the main transferable skills, the range of sectors/environments someone in this occupation could work in

Although this is a specialist job role it is an integral role in every NHS Trust and Private Healthcare provider. The official accreditation pathway which leads to the ACC status is seen as the quality assurance mark for every professional coder. With the ACC Accredited Clinical Coder status a coder could move into a similar role in any NHS Trust or Private Healthcare Provider. The success of the current training programmes delivered for this job role leading to professional accreditation depends upon the commitment and competence of the individual and clear support from their clinical coding manager. It is therefore essential that an individual and their organisation understand the base knowledge and skills required as well as the ongoing commitment. We would ensure this is also the case for the Apprenticeship standard. There is currently a National Clinical Coding Training Handbook which is updated yearly and this would form the basis of the training content for the new apprenticeship programme. The contents of the national clinical coding training programmes provide the necessary training in the general and specialist knowledge and skills required to use the national clinical coding standards for the following classifications used in everyday clinical coding within the NHS. This Handbook provides the activities, roles and protocols which individually and collectively ensure that standards associated with national clinical coding training are met.

Q13. In future, Technical Education will be arranged around the common framework of 15 technical education routes identified in the Sainsbury Review. These encompass all employment-based and college-based activity. The aim of these new routes is to facilitate the progress of young people from compulsory schooling into skilled employment and the highest levels of technical competence. A technical route could be followed either through an apprenticeship or in a college where the training would be supported by a substantial work placement, with both programmes being based on employer-designed occupational standards. In light of this, we have introduced a new criterion requiring any standard approved for development to align with one of the 15 technical routes. Details of the 15 routes can be found on page 22 of the Government Skills Plan here Please detail which of the 15 Sainsbury Technical Education Routes your standard(s) aligns to. Also, if an occupational map is available for this route, there will be a link to it on the Trailblazer Guidance webpage see here. Please refer to this and specify which occupation detailed in the route map your proposed standard covers.

	Proposed Standard (s)
Agriculture, Environmental and Animal Care	-
Business and Administrative	-
Catering and Hospitality	-
Childcare and Education	-
Construction	-
Creative and Design	-
Digital	-
Engineering and Manufacturing	-
Hair and Beauty	-
Health and Science	Clinical Coding aligns to Health & Science with elements of Business and Medical Administration
Legal, Finance and Accounting	-
Protective Services	-
Sales, Marketing and Procurement	-