

General Overview

- ✓ Typical on-programme learning: 18 months
- ✓ EPA duration: 3 months
- ✓ Maximum funding: £5,000
- ✓ Level 3



The Clinical Coder standard covers reading medical notes or records and analysing the contents which then translate into alphanumeric codes that accurately represent the patients' stay.

Every NHS Hospital in the UK and private healthcare companies has a Clinical Coding Team who are required to meet the NHS Digital Clinical Classifications Service and the World Health Organisation (WHO) requirements and national deadline. The codes are used in a variety of ways within Hospitals, such as:

- Determining the payment required for patients seen or treated.
- Clinically monitor and manage the care provided to patients, for example the frequency occurrence of a patient's condition or how many patients have died and why.
- Statistical use of the data by NHS Managers for beds, staffing and waiting list management and health trends.

On a day-to-day basis, the Apprentice will:

- Assess patient records and notes content.
- Identify and apply medical terminology terms into code.
- Allocate diagnosis and procedural codes to patients records.
- Extract information from all types of clinical documentation and assess relevant health record content.
- Input clinical codes onto Patient Administration Systems.
- Work under pressure to local financial deadlines.
- Communicate with a wide range of stakeholders to gather and share information.
- Undertake background research as necessary.
- Identify data quality issues and take appropriate action.

Entry Requirements

Individual employers will set selection criteria. This might include Level 2 in English language, mathematics, and a science subject (preferable science/biology).

On-Programme Competence Evaluation

The apprentice will complete on and off-the-job training, developing the core knowledge, skills & behaviours, and additional specific skills for each job role.

Gateway Requirements

The employer, supported by the training provider must confirm that the apprentice is ready for EPA, before the EPA process can begin.

The employer, supported by the training provider must sign a declaration to agree the apprentice has met the required criteria for knowledge, skills, and behaviours, as set out in the Clinical Coder standard.

As part of the SIAS EPA service, we will check that all gateway evidence has been met before we begin the process of EPA.

End Point Assessment (EPA)

The assessment plan defines the following methods of assessment for the Clinical Coder standard.

1

Clinical Coding Test

- Paper A – multiple-choice test
 - 20 multiple-choice questions
 - Duration: 45 minutes
- Paper B – Coding test
 - The apprentice will undertake three case studies and assign the correct codes
 - Duration: 1 hour 30 minutes

2

Professional Discussion

- A professional discussion is a two-way discussion which involves both the End Point Assessor and the apprentice actively listening and participating in a formal conversation. The portfolio of evidence must have sufficient content to demonstrate the apprentices' application of the specific knowledge, skills, and behaviours of the job role
- The End Point Assessor must ask the apprentice a minimum of 5 questions
- Duration: 1 hour



Assessment Marking & Grading

Results for each individual assessment method will be available within 15 working days from the assessment date.

The SIAS End Point Assessor, will combine the results of each individual assessment method and provide an overall assessment grade of Fail, Pass or Distinction.



Apprenticeship Certification

Your apprentice will receive a Certificate of Apprenticeship on successful completion of all individual assessment methods.



Guidance & Support

SIAS provide a range of resources which offer EPA guidance and support for the apprentice, the employer, and the college/training provider.

We aim to help employers and colleges/training providers to support the on-going competence evaluation of the apprentices' knowledge, skills, and behaviour to ensure that your apprentice is confident for their EPA. All of our resources are comprehensively mapped to this apprenticeship standard.