

Unit Title: Produce Coded Clinical Data for External Audit Purposes	
Level:	Three
Credit Value:	5
GLH:	38
OCNLR Unit Code:	PA1/3/LQ/073
Ofqual Unit Reference Number:	K/508/3989

This unit has 5 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand current legislation, national guidelines, policies, protocols and good practice related to producing coded clinical data for an external audit.	1.1. Summarise the current legislation, national guidelines, policies, protocols and good practice guidelines for clinical coding at local and national levels.
2. Understand procedures involved in producing clinical data.	2.1. Explain the meaning of a range of clinical terminology. 2.2. Describe the importance of the sequence of codes, the primary diagnosis and procedures/interventions. 2.3. Describe a range of uses of clinical coded data. 2.4. Describe ways in which health records are assembled and used. 2.5. Describe where to find a range of sources of clinical data.

<p>3. Prepare to produce coded clinical data.</p>	<p>3.1. Explain how and where to access information relating to clinical terminology.</p> <p>3.2. Describe how rules and conventions are applied to clinical data to achieve clinical codes.</p> <p>3.3. Explain the ways in which classifications and nomenclatures are used in clinical coding.</p> <p>3.4. Agree a timescale for producing coded clinical data.</p> <p>3.5. Identify clinical data after searching the health records.</p> <p>3.6. Extract the clinical data identified.</p> <p>3.7. Identify any requirements for additional clinical data.</p> <p>3.8. Access any additional clinical data.</p>
<p>4. Be able to carry out the production of coded clinical data.</p>	<p>4.1. Explain when and how to refer any issues concerning the clarity and accuracy of the clinical data to the appropriate person for resolution.</p> <p>4.2. Evaluate any procedures, interventions and investigations carried out to establish the primary procedure and any relevant secondary procedures.</p> <p>4.3. Establish the level of detail of clinical data to meet national standards.</p>
<p>5. Complete the production procedure.</p>	<p>5.1. Establish the correct sequence and order of codes related to a single episode in accordance with national standards.</p> <p>5.2. Record data in line with local policy and protocol.</p> <p>5.3. Enter data into the system in line with local policy and protocol.</p> <p>5.4. Complete the process of assigning the correct codes from clinical data within agreed timescales.</p> <p>5.5. Select the classification cross map in accordance with national rules and standards from an identified clinical concept.</p>

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log/diary		Practice file	