

Unit Title: Prepare, Conduct and Report the Results of a Clinical Coding Audit	
Level:	Three
Credit Value:	5
GLH:	38
OCNLR Unit Code:	PA1/3/LQ/072
Ofqual Unit Reference Number:	Y/508/3907

*This unit has 4 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand current legislation, national guidelines, policies, protocols and good practice related to reporting on the results of a clinical coding audit.	1.1. Summarise the current legislation, national guidelines, policies, protocols and good practice guidelines for the production of a clinical coding audit at local and national levels. 1.2. Describe the clinical coding audit process in accordance with local and national standards. 1.3. Describe the impact of the clinical audit process on data validation.
2. Prepare to carry out a clinical coding audit.	2.1. Conduct pre-interviews with health professionals. 2.2. Analyse pre-audit questionnaires. 2.3. Agree the scope of the piece of work with health professional(s). 2.4. Agree a timescale for the piece of work. 2.5. Define the audit methodologies. 2.6. Implement the audit methodologies. 2.7. Locate and abstract the specified audit data according to national standards. 2.8. Describe how clinical data is indexed, stored and cross mapped to clinical terms within classification systems. 2.9. Describe how to use information systems and technologies to analyse and present data. 2.10. Explain the importance of sequence codes and the primary diagnosis.

<p>3. Be able to carry out a clinical coding audit.</p>	<p>3.1. Carry out data validation according to national standards.  3.2. Examine supporting operational processes.  3.3. Analyse the audit data.  3.4. Complete auditing processes within the agreed timescale.  3.5. Describe where the best sources of clinical data may be found.</p>
<p>4. Be able to record and present the results of a clinical coding audit.</p>	<p>4.1. Complete records in line with local policy and protocol.  4.2. Explain how health records are assembled and used.  4.3. Present the audit data.  4.4. Produce a final report in line with local policy and protocol.</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	