Clinical Coding Academy
Network:

Principles of Trainee Association
Introduction
Clinical Coding Academies are recognised as regional centres of excellence for training in respect of clinical coding practice and for ‘the application of standards’. Clinical Coding Academies engage with and are supported by the Clinical Classifications Service (CCS), who are the Centre of Expertise and the guardians of national clinical coding standards, being responsible for ‘the setting of National Standards’; both their development and maintenance.

Clinical Coding Academies have collective ownership of a library of specialty workshop training materials, endorsed by the CCS. This library will be continually updated and expanded.

NHS trust-based clinical coding trainers may require access to training materials owned by the Clinical Coding Academies to deliver courses locally. With the exception of the Mental Health Standards Course, access to training materials may only be granted through the trainer associating with one of the Clinical Coding Academies.

The aim of this document is to set out the principles of association, describing:

(i) What the Clinical Coding Academies require of the trust-based trainer
(ii) What the trust-based trainer may expect in return

Requirements of trust-based trainers

Qualifications and Experience
The qualifications and experience outlined in this section are a necessary pre-requisite for association. Coding Academies will need to establish that these requirements are met before proceeding with an association agreement.

Trust-based trainers wishing to associate with a Clinical Coding Academy must be on the CCS List of NHS Approved Experienced Clinical Coding Trainers. They must have had experienced trainer status for a minimum of one year, preferably with classroom experience. Candidates must be able to supply the following:

- Curriculum Vitae
- Summary of training delivery experience during the previous year
- Summary of attendance at conferences, training courses, regional fora and any other relevant events during the previous year
- Any other relevant information

Contribution
The trust-based trainer is required to make a contribution towards the Clinical Coding Academy network. That contribution might be in one or more forms including, but not limited to;

- A contribution to module development or material (e.g. case studies, quiz material etc)
- Quality assurance of modules developed
- Piloting and providing constructive feedback of modules developed
- Delivering training on behalf of a coding academy (in place of an academy trainer) if required
Delivering training as a satellite of a coding academy

The quality of contribution must be judged to be of an acceptable standard. Clinical Coding Academies are obliged to facilitate the highest quality contributions, for example by working closely with the trust-based trainer and providing a clear specification of the module to be developed and review of drafts as work is in progress. The ownership, or intellectual property right (IPR), of all specialty workshop modules will remain with the Clinical Coding Academy Network, although contributions will be acknowledged by named credits within the training material and/or trainer instruction booklet.

Delivering training as a satellite of an Academy

In the case where there is opportunity for a trust-based trainer to deliver training on behalf of, or as a satellite of, a Clinical Coding Academy, the relevant Academy will wish to assess that trainer’s suitability so to do. The relevant Academy will invite the trainer to deliver up to one day’s training to a larger group in a classroom situation in order to facilitate that assessment. Please note there may be a nominal charge for this assessment, depending on where it is held.

An Academy assessor will complete the TAP forms during the session and will hand out evaluation forms (Appendix A) to the participating course delegates. Following the assessment day, the evaluation forms will be reviewed with the TAP Assessment Forms and feedback will be provided to the candidate as to their suitability to become an associated trainer. The TAP assessment methodology and process will only be used to assess the candidate in relation to association to a Clinical Coding Academy. This will not affect the status of existing TAP certification and the results cannot be used for any purpose other than association. Regardless of the results of this assessment, the TAP profiles will not be handed to the trainer or The Training Foundation or the Clinical Classifications Service.

In cases where a trust-based trainer wishes to deliver training as a satellite of a Coding Academy, the following conditions will also apply:

- There will be a charge (to the trust at which the trainer is based) for the use of the training materials. The amount charged will be related to the number of people based at the same trust as the trainer and to whom the trainer will deliver training.
- Should numbers and venue allow and with prior agreement with the trust-based trainer, the Coding Academy may allocate training places to people who are not from the same trust as the trainer. The Coding Academy will deal directly with these attendees (or their employing trust) in respect of course fees.
- All attendees will be requested to complete the online course evaluation.
- The Coding Academy will issue the course completion certificates directly to all attendees.
- The Coding Academy may attend any training session without giving notice.
**What trust-based trainers can expect in return**

Except in the case where training is being delivered as a satellite of the Coding Academy the amount contributed will determine what the trust-based trainer receives in return for their contribution. The following examples are offered as a guide but it will be up to the individual Clinical Coding Academies to agree the specific return:

<table>
<thead>
<tr>
<th>What trust-based trainers might contribute</th>
<th>What trust-based trainers might receive</th>
</tr>
</thead>
<tbody>
<tr>
<td>A contribution to module development or material (e.g. case studies, quiz material etc)</td>
<td>Free access to the module(s) contributed towards for local training delivery for that financial year</td>
</tr>
<tr>
<td>Quality assurance of modules developed</td>
<td>or Free access to an equivalent module(s) for local training delivery for that financial year</td>
</tr>
<tr>
<td>Piloting and providing constructive feedback of modules developed</td>
<td>Free access to the module(s) contributed towards for local training delivery for that financial year</td>
</tr>
<tr>
<td></td>
<td>or Free access to an equivalent module(s) for local training delivery for that financial year</td>
</tr>
<tr>
<td></td>
<td>or Credit towards trainer days for annual maintenance of trainer status for that particular financial year</td>
</tr>
<tr>
<td>Delivering training as backfill for academy trainer so that they can focus on module development</td>
<td>Any of the above, amount to be determined in proportion to the number of training days delivered</td>
</tr>
</tbody>
</table>

*All trust-based trainers wishing to work in association with a Clinical Coding Academy will be required to sign a memorandum of understanding.*

*Clinical Coding Academies reserve the right to terminate an association if the quality of the contribution is not deemed to be of an acceptable standard or if the conditions stated in the signed contract of association are broken. Association applicants will have the right to seek mediation through the Clinical Classifications Service if they do not agree with the decision of the Clinical Coding Academy.*
Contact details for Clinical Coding Academies

**MiAA**

**West Midlands Clinical Coding Academy**

coding.academy@miaa.nhs.uk
Tel: 0151 296 7613 / 0151 296 7610

WMCCA@uhb.nhs.uk

coderight@nhs.net
Tel: 07342 075959
Appendix A: Delegate Evaluation Form

Clinical Coding Course Title: .................................................................

From: .................................................. To: ..................................................

Delegate Name: ......................................................................................

Job Title: .................................................................................................

Organisation: ..........................................................................................

<table>
<thead>
<tr>
<th>The Trainer</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of clinical coding</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Communicated information clearly</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Ability to answer questions</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Management of the training environment</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Varied approach according to delegates’ needs</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Provided feedback</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Overall rating of the Trainer</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>
Please describe how the Trainer helped, hindered or influenced you:


Please add any specific comments about the Trainer:

