Clinical Coding Trainer Programme (CCTP) Handbook 2019-20
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1 Introduction

The Clinical Coding Trainer Framework provides the activities, roles and protocols which individually and collectively ensure that standards associated with training delivery in the application of national clinical coding standards are met.

The Clinical Coding Trainer Programme (CCTP) provides the necessary training in the general and specialist knowledge and skills required to use the national clinical coding standards training materials to deliver clinical coding training within the NHS.

The success of the training delivered depends upon the competence of the trainer; the key resource for delivery of the Clinical Coding Standards and Clinical Coding Standards Refresher Courses, the NCCQ (UK) Revision Programme, and the Mental Health Clinical Coding Standards and Mental Health Clinical Coding Standards Refresher Courses. It is therefore essential that an individual and their organisation understand the base knowledge and skills required as well as the ongoing commitment.

1.1 Purpose of document

The document provides an outline of the CCTP so that the reader has a thorough understanding of:

- Pre-requisite skills and knowledge
- Entry level Assessment Day
- Train the Trainer Course content (both modules)
- Ongoing post-course requirements and Continued Professional Development to maintain Approved Clinical Coding Trainer status.

1.1.1 Audience

Accredited Clinical Coders interested in developing their existing skills and knowledge to become an Approved Clinical Coding Trainer and maintaining these skills through continued professional development.

Line Managers to understand the level of commitment required by the individual and organisation to embed and support a skilled trainer in the department to deliver a regular and robust cycle of clinical coding training within the organisation / department.

1.1.2 Background

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.

The Clinical Coding Trainer Programme (CCTP) supports organisations by ensuring only the most highly skilled staff qualify to become Approved Clinical Coding Trainers and that continued professional development in this expert field is maintained.

2 Pre-requisite skills and knowledge

The CCTP pre-requisite criteria ensures that an applicant has the base skills and knowledge required to become a trainer.
A Clinical Coding Trainer must possess a wider range of skills and knowledge than those required for day-to-day clinical coding. Whilst excellent technical coding skills are necessary for someone to become an Approved Clinical Coding Trainer, they are not sufficient.

It is essential therefore, that applicants fulfil all of the following criteria prior to applying to the CCTP:

1. Attain Accredited Clinical Coder status (ACC) by passing the National Clinical Coding Qualification (UK) examination and a minimum of 3 years clinical coding experience post accreditation before submitting an application for the programme. (Provides certificate)

2. Attend a Clinical Coding Standards Refresher Course delivered by a Terminology and Classifications Delivery Service Approved Clinical Coding Trainer within 3 years of the application date. (Provides certificate of successful completion)

3. Have proven expertise and specialist knowledge in the application of the rules and conventions of ICD-10 and OPCS-4 and a thorough understanding of national clinical coding standards for these classifications.

4. Have proven experience in coding across a wide range of speciality areas including general medicine, general surgery, trauma and orthopaedics and obstetrics as a minimum. (Acceptable evidence includes if the applicant can list dates when they have been responsible for coding these specialties within their organisation).

5. A basic knowledge of anatomy and physiology and medical terminology. (Provides certificate if completed a formal training course, e.g. AMSPAR)

6. Excellent communication skills both verbal and written to enable effective interaction across multi-professional teams and with clinical coders of all capabilities.

7. Excellent planning and organisational skills.

8. Excellent time management skills.

9. Excellent observation and listening skills.

10. Experience in problem solving. (A practical example must be provided to demonstrate this)

11. Proven ability in use of Microsoft PowerPoint. (Provides details of previous presentations delivered and a sample presentation they have developed, which can be on a subject of their choice).

12. Demonstrated commitment to continued professional development.


14. Knowledge of Data Protection laws. (The applicant should have undertaken mandatory annual Data Security Awareness Level 1 training within their own
organisation and be able to provide a certificate as evidence of this training. 
(Provides an up to date certificate, i.e. one dated within the last 12 months)

15. Knowledge and understanding of the principles of the Approved Trainer Code of Conduct.

IMPORTANT INFORMATION:

Criteria 1, 2 and 14 – Will be evidenced by provision of certificates. (This may also be applicable to criterion 5 if a formal course in A&P or medical terminology has been undertaken)

Criteria 3 to 12 – Will be evidenced within the applicant’s CCTP Curriculum Vitae through the provision of practical examples, dates of on-the-job specialty coding (not workshop attendance) and any other requested supporting information (for example criterion 11 requires a sample presentation in addition to details of other previous presentations delivered). Please see section 3.1 below for additional guidance.

To ensure that these criteria are fully evidenced, we recommend numbering them in the CV and then evidencing them by the provision of text providing the evidence and detailing practical examples where appropriate.

The CV can be downloaded from the NHS Digital Delen website.

Criteria 3 to 15 - Will be demonstrated through successful completion of the CCTP Assessment Day. (See also CCTP Assessment Day Bibliography.)

It is important that the applicant and Line Manager work together to ensure the applicant meets all of the criteria listed above.

It is not necessary for an applicant to already hold the TAP Certificate in Training Delivery Part A - new to training (formerly the Training Foundation ‘Certificate in Education and Training’) prior to their CCTP application. It is recommended that applicants only book on to this course once they have successfully passed the CCTP Assessment Day (refer to Section 6.1). Applicants can choose to apply for/attend the ‘Certificate in Training Delivery Part A – new to training’ course before applying for the CCTP but this is an organisational decision only and not a pre-requisite.

3 Applying to attend the Clinical Coding Trainer Programme (CCTP)

The Clinical Coding Trainer Programme is very popular and places are offered on a first come first served basis and subject to availability. Available places can only be secured by submitting a fully completed course Booking Form, a CCTP CV clearly evidencing ALL the necessary listed criteria and all other required documentation with the initial application. (See IMPORTANT INFORMATION in section 2. Pre-requisite skills and knowledge)

The course Booking Form and CCTP CV can be downloaded from the NHS Digital Delen website

When submitting an application to the programme a purchase order covering both the cost of the Assessment Day and the Train the Trainer course must be included. Should the candidate not be successful on the Assessment Day, only the cost of the Assessment day will be charged.
3.1 The Clinical Coding Trainer Programme Curriculum Vitae

The Clinical Coding Trainer Programme Curriculum Vitae (CCTP CV) is the applicant’s first step towards demonstrating they have the necessary qualifications and skills to become an Approved Clinical Coding Trainer. Completing this should be compared to reviewing a job description and matching key skills when applying for a job.

Entry onto the CCTP is subject to the applicant evidencing within the CCTP CV that they fully meet skills 3 to 12 of the pre-requisite criteria.

Applicants must provide practical examples demonstrating use of skills 3 to 12 in either a current or previous role. Just stating ‘I have time management skills’/’I have developed PowerPoint presentations’/’I’ve attended a XXXX Specialty Workshop’ does not evidence application of these skills, nor does it demonstrate excellent written communication skills, which is also a fundamental criteria for attending this programme.

When completing the CCTP CV, the relevant sections should be populated with descriptions of how an applicant meets the pre-requisite criteria and how they utilise these skills and knowledge in their current or previous role (this can, as previously mentioned, be supplemented with practical examples). It is the applicant’s opportunity to describe exactly how and why they believe they would make a good trainer. It is not acceptable to simply embed word/PDF/Screenshots into the CV against the individual pre-requisite criteria with no accompanying text, doing so will result in the application being rejected.

All of the required information must be present within the CCTP CV template. Responses must be laid out in a structured way, any track changes and comments must be removed before submission. If you attach your own CV document, stating “Please see CV” (or similar) on the CCTP CV template, the application will be declined.

We do not provide specific feedback as to why a CV has been declined. The Terminology and Classifications Delivery Service would encourage all applicants prior to their application being submitted to review and discuss their CV with their line manager to ensure they have provided clear practical examples that evidence each skill.

Applicants are allowed two submissions of their CV. If unsuccessful at the second attempt the applicant will be advised to re-apply the following year or for the next available programme.

4 The Clinical Coding Trainer Programme Assessment Day

4.1 Overview

The Assessment Day ensures that only competent, experienced and accredited clinical coders are admitted onto the Clinical Coding Trainer Programme (CCTP).

4.2 Purpose

- The applicant’s second step towards demonstrating that they have the skills and knowledge to become an Approved Clinical Coding Trainer
- An opportunity for applicants to network with potential Approved Clinical Coding Trainers from other organisations
4.3 Attendance Criteria

The Assessment Day is open to existing accredited clinical coders (ACC) who have submitted a CCTP CV obtained via Delen that evidences the pre-requisite criteria skills 1 to 12 and provided the appropriate certificates/documents with their application. The applicant and their line manager must both confirm their ongoing commitment to all aspects of the CCTP on the course Booking Form available on the NHS Digital Delen website.

4.4 Assessment Day Objectives

Attendees must meet the required pass marks and skills criteria in all aspects of the Clinical Coding Trainer Assessment Day before being invited to complete the Clinical Coding Trainer Programme. These are set out below:

- Correctly answer at least 95% of questions in the written Practical Pre-assessment Paper (Demonstrates pre-requisite criteria 3, 4, and 7). The paper is 1.5 hours in length. Suggested timeframes for completion would be 30 minutes per section; Section A = Four ICD-10 Scenarios, Section B = Four OPCS-4 Scenarios and Section C = Two Case Studies. For the Case Studies you will be expected to include a brief rationale/explanation for TWO ICD-10 codes and TWO OPCS-4 codes as part of your answer to demonstrate your ability to effectively communicate the key learning points to others.

- Correctly answer at least 90% of questions in the written Theory Pre-assessment Paper (Demonstrates pre-requisite criteria 3, 4, 5, 6, 7 8, 9, 10, 11, 12, 13, 14 and 15). The paper is 1.5 hours in length. Suggested timeframes for completion would be Section D = Quickfire Theory Questions = 15 minutes, Section E = Training Delivery Questions = 30 minutes, Section F = Training Theory Questions = 15 minutes, Section G = Medical Terminology = 15 minutes and Section H = Anatomy and Physiology = 15 minutes.

- Explain the key learning points to include and why when training a clinical coding standard of your choice to novice coders by delivering a pre-prepared 10 minute PowerPoint presentation to the selection panel and fellow participants. (Demonstrates pre-requisite criteria 6, 7, 10 and 11)

- From criterions 6 to 12 only, select three key pre-requisite skills and using a pre-prepared flip chart outline in no more than five minutes how you use these in your current (or a previous) role, explaining why you think these are essential for a good clinical coding trainer. (Demonstrates three of the pre-requisite criteria 6, 7, 8, 9, 10, 11 and 12)

Important information

To support selection of individuals with the highest level of skills and knowledge the CCTP Assessment Day is challenging. The CCTP Bibliography is a useful preparation tool for candidates preparing for the Assessment Day to provide an indication of the various sources of questions in the written assessment papers. A ‘summary of common errors’ document from the previous year’s Assessment Day(s) can also be found on the Delen CCTP page to help candidates in their preparation. Due to limited question topics past Assessment Days papers are not available.

Both papers allow delegates to further demonstrate that they possess all of the pre-requisite criteria for attending the CCTP. Applicants must also note the following:
• The practical paper contains ICD-10 and OPCS-4 coding scenarios and two case studies. (Demonstrates pre-requisite criteria 3, 4, 6 and 8)

• The theory paper contains sections to assess delegates’ understanding of current national coding standards, planning and organisational skills, problem solving skills and the ability to effectively communicate key facts about current national coding standards and include:
  
  o A short section based on Clinical Coding Standards Course slides (this section does not require previous knowledge of the Clinical Coding Standards Course material as this is only available to Approved Clinical Coding Trainers; the purpose of this section is to test candidates ability to ‘think like a trainer’). These questions amount to approximately one-quarter of the written assessment score and are based on how a trainer would explain national standards for a particular ICD-10 and OPCS-4 issue to novice coders and what methods and materials they would use to support their training and why (Demonstrates pre-requisite criteria 3, 4, 6, 7, 8, 9, 10 and 11). Please refer to Appendix 1 for an example question and answer

  o A short section of questions about clinical coding training and the associated framework. These short-answer questions amount to approximately one-quarter of the theory paper score and are all based on the content listed in the CCTP Bibliography. (Demonstrates pre-requisite criteria 8, 12, 13, 14 and 15) Please refer to Appendix 1 for an example question and answer

• The theory paper also contains a number of anatomy and physiology and medical terminology questions (Demonstrates pre-requisite criteria 5).

The Terminology and Classifications Delivery Service practices the policy that no written papers will be returned to Assessment Day delegates after the event. Detailed feedback including relevant scanned extracts from the answer papers where applicable is provided on the candidate’s Individual Feedback Form.

4.5 Reference Materials

Delegates can refer to National Standard reference products when completing all sections of the Practical and Theory Assessment Papers.

Access to these and the other reference materials permitted are included to act as an ‘aide memoire’ rather than replacing the need for the candidate to revise the subject as many questions require them to describe national standards in their own words. Experience has shown that those who rely too heavily on the reference products during the written assessments often struggle to complete them within the allotted timeframe.

Each applicant must supply their own reference books for use during the Assessment Day:

• Volumes 1 and 3 of ICD-10 5th Edition (fully updated to reflect the errata published in the Coding Clinic Ref 112 and 114)

• OPCS-4.8 Volumes I and II

• National Tariff Chemotherapy Regimens List* (current version)

• National Tariff High Cost Drug List* (current version)
• Chemotherapy Regimens Clinical Coding Standards and Guidance OPCS-4*(current version)
• High Cost Drugs Clinical Coding Standards and Guidance OPCS-4*(current version)
• National Clinical Coding Standards OPCS-4 reference book (2019) *
• Clinical Coding Trainer Code of Conduct 2019-20*
• Clinical Coding Trainer Programme Handbook 2019-20*
• Basic Anatomy and Physiology manual*

Delegates are welcome to bring laptops/tablets to access electronic versions of the products highlighted with an*. These can all be obtained via Delen. Delegates may also use the ICD-10 and OPCS-4.8 e-Versions**. These products can be downloaded via TRUD: https://isd.hscic.gov.uk/trud3/user/guest/group/0/home

• Coding Clinic Ref 88: Coding of Co-morbidities

Delegates can download the latest version of the Coding Clinic onto their laptops/tablets if desired. This can be obtained via Delen.

** 4.6 Assessment Day Timings**

08.45-16.00*

*Based on previous Assessment Days and may be subject to change. Times will be verified in the Assessment Day Joining Pack sent to all successful applicants 3 weeks prior to the Assessment Day.

** 4.7 Registration**

All aspects of the registration form (with Terms and Conditions) and all associated required documentation must be completed and returned by each applicant. Should the applicant be unsuccessful in passing the assessment day a nominal charge will be made to cover costs.

Applicants requiring overnight accommodation prior to the Assessment Day will need to arrange this separately. If booking hotel accommodation as an NHS applicant, always ask for Government rate where this is available. Please see the application form ‘Registration Terms and Conditions’ for further details.

** 4.8 Dress Code**

The dress code for both the Clinical Coding Trainer Programme (CCTP) Assessment Day and the Train the Trainer Course is smart casual. The wearing of jeans is not permitted.

** 4.9 Next Steps**

Successful completion will result in an invitation to attend the modular Train the Trainer Course.

If successful, the candidate will need to book their place on a ‘Training Delivery Part A – new to training’ course directly with the Training Foundation (http://www.trainingfoundation.com).
This 5 day course and the associated webinar ‘Managing Challenging Behaviour’ must be completed prior to Module 2 of the Train the Trainer course (refer to section 6.1). [The Terminology and Classifications Delivery Service does not make this booking on the candidate’s behalf].

5  CCTP Assessment Day Bibliography

5.1 Purpose
Everyone who attends the Clinical Coding Trainer Programme (CCTP) Assessment Day must be prepared to further demonstrate that they have the pre-requisite skills and meet criteria 3-15 in order to be accepted onto the CCTP. The bibliography provides a list of the documents and publications used to source the questions for the written assessment papers. Applicants should also refer to section 4. Clinical Coding Trainer Programme Assessment Day for information about content of the Assessment Day.

5.2 Bibliography
Delegates are expected to refer to the most current versions available for all documents and publications listed in this bibliography when studying for the Clinical Coding Trainer Programme (CCTP) Assessment Day. Links are provided to web based products.

5.2.1 References needed for Clinical Coding Trainer Programme Assessment Day Paper 1 – Practical and Case Studies and Paper 2 – Theory

- **World Health Organisation International Statistical Classification of Diseases and Health Related Problems (Tenth Revision) 5th 2016 Edition Volumes 1, 2 & 3.**

  Available to purchase from The Stationery Office book shops. For details of how to order the three volumes visit:


    Available for download via [Delen](https://delen.co.uk)

  - **OPCS Classification of Interventions and Procedures, Version 4.8 (April 2017) Volumes I Tabular list and Volume II - Alphabetical Index.**

    Available to purchase from The Stationery Office:


  - **National Clinical Coding Standards OPCS-4 reference book (2019)**

    Available for download via [Delen](https://delen.co.uk)

  - **National Tariff Chemotherapy Regimens List**
• National Tariff High Cost Drug List

• Chemotherapy Regimens Clinical Coding Standards and Guidance OPCS-4

• High Cost Drugs Clinical Coding Standards and Guidance OPCS-4

All available for download via Delen

• The Coding Clinic

Publication providing updates to national clinical coding standards and guidance published by the Terminology and Classifications Delivery Service. Available via Delen.

• The Clinical Coding Trainer Code of Conduct

A document outlining the key principles, standards and protocols an approved clinical coding trainer is required to follow when using the national clinical coding training materials. Available from Delen

• Data Security and Protection Toolkit Standard 3 – Clinical Coding Training Guidance

The Data and Security Protection Toolkit Requirements for clinical coding training in an acute and mental health setting.

• The Guide to Data Protection

Outlines the legal obligations and principles that must be applied when handling personal information under the Data Protection Act 2018. Available from the Information Commissioner’s Office web site:

http://ico.org.uk/for_organisations/data_protection/the_guide/the_principles

• Other useful information

Section 7. Maintaining Approved Clinical Coding Trainer Status and Continual Professional Development (in this document)

• Current versions of the ICD-10 and OPCS-4 Exercise and Answer Booklets available on request from information.standards@nhs.net

NB: Some of the above Links may be subject to change.

6 Train the Trainer Course

6.1 Course Overview

This practical, skills-based programme allows recently qualified Apprentice Clinical Coding Trainers to practice their newly developed training delivery skills by delivering mock training sessions from the Clinical Coding Standards Course. This course has the primary objective
of preparing and approving the new trainer to be able to deliver formal classroom training to novice clinical coders to ensure the quality of ICD-10 and OPCS-4 code assignment.

This is a unique 10-day course over two modules, one of which is developed, updated and delivered by the Terminology and Classifications Delivery Service – the authoritative source of clinical classifications (ICD-10 and OPCS-4) and coding standards that underpin the health, public health and social care systems by providing quality information to support evidence-led care to patients and populations.

The course is divided into two modules:

- **Module 1**: Certificate in Training Delivery Part A – new to training (5 days + completion of the webinar – Managing Challenging Behaviours) provided by the Training Foundation in Coventry, Manchester or London depending on availability. **NB:** This module must be fully completed before Module 2 (as outlined in section 4.9).

- **Module 2**: Five-day ICD-10 and OPCS-4 Train the Trainer Module provided by the Terminology and Classifications Delivery Service usually in Leeds, Bristol or London – (location will be dependent on the total number of delegates for the Train the Trainer course nationwide and their geographical location). Some pre-course preparation and eLearning is required as detailed in the Course Joining Pack which is sent out at least 3 weeks before the course start date.

Students will be expected to deliver mock training sessions and participate in interactive individual and group activities.

### 6.2 Benefits to the delegate

- Provides an optimal learning environment

- Gives access to highly experienced and skilled Terminology and Classifications Delivery Service-based Approved Clinical Coding Trainers

- Provides understanding of the correct application of the Terminology and Classifications Delivery Service national Clinical Coding Standards Course training materials

- Develops delegate confidence to deliver clinical coding training back in the workplace, through practical activities and assessments throughout the course

- Gives a greater understanding of the role and importance of clinical coding training within the delegate's working environment

- Gives access to the national clinical coding training materials and associated templates to support local training delivery

"An excellent content delivered with enthusiasm and professionalism with lots of activities to maintain interest."

"Thoroughly enjoyed the whole week... The Trainer Course is well worthwhile as I feel I can now deliver training with confidence, knowledge and the correct skills."
• Provides a basic understanding of participating in Webinar-based training

• Supports an ongoing record of continued professional development through access to the Terminology and Classifications Delivery Service online Approved Clinical Coding Trainer Log Book

• Provides an opportunity to network with Approved Clinical Coding Trainers from other organisations

6.3 Benefits to the organisation

• A skilled, learner-focused Approved Clinical Coding Trainer who can deliver formal clinical coding training that complies with the Clinical Coding Trainer Framework and is engaging to all novice clinical coders

• A skilled Approved Clinical Coding Trainer who understands the need for accurate, high quality coded clinical data to support healthcare planning, reimbursement, management of services, statistical analysis and research

• Increased effectiveness of formal training events and of learning transferred to the workplace

• The opportunity to deliver a more cost-efficient in-house clinical coding training programme to satisfy internal data quality and Information Governance/Data Security and Protection, Clinical Governance and other NHS regulatory body requirements

6.4 Attendance Criteria

This course is only available to existing accredited clinical coders (ACC) who have demonstrated that they meet all the Clinical Coding Trainer Programme Pre-Requisite Criteria; have successfully met the required pass marks in all aspects of the Clinical Coding Trainer Assessment Day and have confirmed, along with their line manager, their ongoing commitment to all aspects described on the Booking Form available on the NHS Digital Delen website.

• Achieve the required criteria for all three TAP profiles (Activity, Structure and Style) during delivery of an individual mock training session (Marked Assessment 1)

• Meet a minimum of 13 of the 16 criteria for describing via flip chart the materials they would use when developing a training session for experienced clinical coders on the given OPCS-4 issues (Marked Assessment 2) NB: The criteria are internal marking criteria

• Develop and present a short PowerPoint presentation describing the information they have researched on their given Wider Coding Issues to meet a minimum of 9 of the 12 criteria (Marked Assessment 3) NB: The criteria are internal marking criteria

• Score a minimum of 95% in the Clinical Coding Standards Course Record of Assessment exercise (Marked Assessment 4)

• Work as a group to create two practice/reinforcement activities that can be used to support delegate learning of the given ICD-10 and OPCS-4 chapters (not assessed)
6.5 What will the course cover?
Delegates will build on the training delivery skills taught by The Training Foundation and will learn how to adapt these skills in a clinical coding training environment.

Preparing for a clinical coding training course
- Preparing the environment for the delivery of a clinical coding learning event
- Preparing appropriate trainer and delegate resources
- Communicating pre-course eLearning module requirements
- Delivering training individually
- Co-delivering training with a fellow delegate trainer

Structuring clinical coding training
- Monitoring and controlling progress of the group and individuals
- Assessing achievement of the course/session objectives

Facilitating clinical coding training
- Generating a positive learning climate
- Dealing with challenging learners
- Praising learners when appropriate
- Discussing appropriate Development Plan agreements with delegates and line managers

Using different training methods
- Selecting training aids appropriate to delegate needs and the particular classification chapter being taught
- Building in different activity options

Establishing and maintaining credibility
- Projecting a professional, knowledgeable and confident image
- Ensuring an anti-discriminatory attitude at all times
- Articulate the wider secondary uses of coded clinical data
- Appreciate the use of coded clinical data as part of the electronic health record

Ongoing requirements
• Maintaining Approved Trainer status including annual completion of the Approved Clinical Coding Trainer Log Book

• Continued professional development

6.6 Course Materials
Each delegate receives:

• Delegate course folder

• Written exercises and handouts

• Samples of a number of Terminology and Classifications Delivery Service National Clinical Coding Standards Course training materials

• Approved Clinical Coding Trainer Requirements Framework, User Guide and associated templates and Approved Clinical Coding Trainer Code of Conduct

6.7 Reference Materials
Each delegate must supply their own reference books for use during the course:

• Volumes 1 and 3 of ICD-10 5th Edition (fully updated to reflect the errata published in the Coding Clinic Ref 112 and Ref 115

• OPCS-4.8 Volumes I and II

• National Tariff Chemotherapy Regimens List* (current version)

• National Tariff High Cost Drug List* (current version)

• Chemotherapy Regimens Clinical Coding Standards and Guidance OPCS-4* (current version)

• High Cost Drugs Clinical Coding Standards and Guidance OPCS-4* (current version)


• National Clinical Coding Standards OPCS-4 reference book (2019)*

**NB:** Delegates are welcome to bring laptops/tablets to access electronic versions of the products highlighted with an*. These can all be obtained via Delen.

Delegates may also use the ICD-10 and OPCS-4.8 e-Versions**. These products can be downloaded via TRUD:

https://isd.hscic.gov.uk/trud3/user/guest/group/0/home

• Coding Clinic Ref 88: Coding of Co-morbidities

**NB:** Delegates can download the latest version of the Coding Clinic onto their laptops/tablets if desired. This can be obtained via Delen.
6.8 Course Timings
Day One: 08.45-17.00*
Day Two: 09.00-16.30*
Day Three: 09.00-16.45*
Day Four: 09.00-17.00*
Day Five: 09.00-15.00*

**NB: Evening work is required most days**

*Based on previous Train the Trainer courses and may be subject to change. Times will be verified in the Train the Trainer Course Joining Pack sent to all successful applicants at least 3 weeks before the course.

6.9 Registration
All aspects of the Booking Form available on the NHS Digital Delen website (with Terms and Conditions) must be completed for each delegate.

The price includes all tuition, materials and refreshments on the five-day course (*unless otherwise indicated in the Course Joining Pack*).

Delegates requiring overnight accommodation during the course will need to arrange this. If booking hotel accommodation as an NHS delegate, always ask for Government rate where this is available.

6.10 Next Steps
Following successful completion of the course, each delegate receives:

- Terminology and Classifications Delivery Service Approved Apprentice Clinical Coding Trainer certificate
- Access to the Terminology and Classifications Delivery Service Clinical Coding Standards Course materials and all associated templates
- Access to the online Approved Clinical Coding Trainer Log Book and associated Appendices
- Access to the Approved Clinical Coding Trainer Workspace and individual folder on the Workspace.

7 Maintaining Approved Clinical Coding Trainer Status and Continual Professional Development

To maintain Approved Clinical Coding Trainer status, trainers must evidence continued professional development (CPD).
Apprentice Clinical Coding Trainers must undergo a trainer promotion assessment following completion of 42 days classroom-based delivery / awareness sessions no earlier than 6 months and no later than two years following the Train the Trainer course.

Trainers must maintain an on-line Approved Clinical Coding Trainer Log Book (to be submitted to the Terminology and Classifications Delivery Service no later than 31 March every year), attend annual Approved Clinical Coding Trainer Forums and attend a three-yearly dedicated Trainer Refresher Course.

Approved Clinical Coding Trainers must also undergo formal TAP Re-Certification of their training delivery skills every three years.

Failure to comply with all ongoing requirements will result in approved status being revoked.

### 7.1 Approved Clinical Coding Trainer Log Book

The Approved Clinical Coding Trainer Log Book provides evidence of continued professional development, including:

- qualifications, experience and training
- completion of a minimum of 21 training delivery days in each financial year (plus recording time spent on preparation, delivery and post-course marking and admin)*
- a list of all training delivery undertaken
- trainer evaluation to be completed by the person commissioning the training and the trainer's Line Manager
- reflection on what went well or any particular acknowledgements lessons learned from each training course/awareness session delivered to support ongoing improvements

* Depending on the Train the Trainer Course dates, newly qualified trainers will be expected to evidence up to 5 days training delivery for every F/Y quarter once they qualify as an Approved Apprentice Clinical Coding Trainer.

### 7.2 Approved Clinical Coding Trainer Forum

#### 7.2.1 Overview

These are free one-day interactive events designed to inform and update Approved Clinical Coding Trainers and provide the opportunity for input into the ongoing development of the Clinical Coding Trainer Framework.

The forum is part of the Clinical Coding Trainer Programme, is held annually and attendance is mandatory for all Approved Clinical Coding Trainers, including those newly qualified.

The content will vary but the general format will include presentations / interactive sessions facilitated by the Terminology and Classifications Delivery Service and guest speakers wherever possible. The forum will:

- Inform of classification updates and changes to national coding standards and associated materials
- Advise on planned updates to the Clinical Coding Trainer Framework
• Promote group discussion and input into future Framework updates
• Encourage sharing best practice
• Provide the opportunity to network with other approved clinical coding trainers
• Provide access to guest speakers from secondary use organisations

7.2.2 Benefits to the delegate
• Share training delivery experiences and best practice
• Opportunity to network with Approved Clinical Coding Trainers from other organisations
• Provides a tool to support Trusts in developing and maintaining their internal clinical coding training programme
• Access to highly experienced and skilled Terminology and Classifications Delivery Service-based Approved Clinical Coding Trainers
• Promotes continual professional development (CPD)
• Is one of the criteria for maintaining Approved Clinical Coding Trainer status

7.2.3 Benefits to the organisation
• A skilled Approved Clinical Coding Trainer who is up-to-date on the latest classification updates and changes to national clinical coding reference products and materials and who has a commitment to their ongoing CPD.
• The continued opportunity to deliver a more cost-efficient in-house clinical coding training programme to satisfy internal clinical data quality and Information Governance / Data Security & Protection Toolkit, Clinical Governance and other NHS body requirements, in accordance with the Terminology and Classifications Delivery Service national clinical coding training materials.
  • Sharing best practice processes with other NHS organisations.

7.2.4 Attendance Criteria
This Forum is open to all existing Approved Clinical Coding Trainers and must be attended every year.

Failure to comply with all ongoing requirements will result in approved status being revoked.

7.2.5 Forum Materials
Each delegate receives:
• Copies of all slide handouts
• A Terminology and Classifications Delivery Service Approved Clinical Coding Trainer Forum certificate of attendance
7.2.6 Reference Materials
Unless otherwise confirmed in the Trainer Forum Joining Pack, it is generally not necessary for delegates to bring any reference materials with them on the day; just thoughts and ideas they can share with fellow delegates.

7.2.7 Forum Timings
09.30-16.00 *

* Based on previous Trainer Forums and may be subject to change. Times will be verified in the delegate Trainer Forum Pack issued 3 weeks before the Forum.

7.2.8 Registration
All aspects of the Booking Form available on the NHS Digital Delen website (with Terms and Conditions) must be completed for each delegate.

All materials and refreshments on the Forum are included (unless otherwise indicated in the Joining Pack).

Delegates requiring overnight accommodation will need to arrange this separately. If booking hotel accommodation as an NHS delegate, always ask for Government rate where this is available.

7.3 Approved Clinical Coding Trainer Refresher Course
7.3.1 Overview
This training course is fundamental to the continued professional development of all Terminology and Classifications Delivery Service Approved Clinical Coding Trainers by assessing they are keeping their practical coding skills and theoretical knowledge up-to-date for the OPCS-4 and ICD-10 clinical classifications and associated updates to ensure they deliver accurate and consistent clinical coding training to the NHS.

This is a unique three-day course of classroom-based training developed, updated and delivered by the Terminology and Classifications Delivery Service – the authoritative source of clinical classifications (ICD-10 and OPCS-4) and coding standards that underpin the health, public health and social care systems by providing quality information to support evidence-led care to patients and populations.

The course aims to consolidate both the practical coding skills and theoretical knowledge of the Approved Clinical Coding Trainer through a number of assessment based exercises to ensure they continue to deliver training in compliance with national clinical coding standards.

The course contains a number of interactive activities to promote useful discussion and problem-solving to support the trainer to meet the wide and varied needs of their learners, as well as providing useful feedback on improvements to the content and format of the national training materials.

Some pre-course preparation is required as detailed in the Course Joining Pack which is sent out at least 3 weeks before the course start date. This includes achieving a minimum of 85% on the Anatomy & Physiology eLearning Module which delegates must go through as a

“Very useful to have a refresher for those delivering the courses to reinforce learning points. Very enjoyable and it’s nice to meet other trainers.”
mini-refresher. As proof of successful completion a screen print will need to be provided to the trainers on the first day of the course.

7.3.2 Benefits to the delegate

- Share training delivery experiences and best practice
- Opportunity to network with Approved Clinical Coding Trainers from other organisations
- Opportunity to refresh and consolidate existing practical coding skills for ICD-10 and OPCS-4
- Opportunity to refresh and consolidate existing theoretical coding knowledge for ICD-10 and OPCS-4
- Opportunity to refresh and consolidate existing medical terminology and anatomy and physiology knowledge
- Opportunity to apply this knowledge to consistently and accurately identify the correct ICD-10 and OPCS-4 codes for a range of typical case note and more complex scenarios
- Opportunity to monitor their progress through the ongoing assessment which features as part of this course
- Access to highly experienced and skilled Terminology and Classifications Delivery Service-based Approved Clinical Coding Trainers
- Promotes continual professional development (CPD)
- Is one of the criteria for maintaining Approved Clinical Coding Trainer status

7.3.3 Benefits to the organisation

- A skilled Approved Clinical Coding Trainer who is up-to-date on the latest classification updates and changes to national clinical coding reference products and who has a commitment to their ongoing CPD.
- A learner-focused trainer who can deliver formal clinical coding training that is accurate and engaging to all clinical coders.
- Improved effectiveness of formal training events and of learning transferred to the workplace.

“An excellent course. The course was thought provoking. There was good discussion & it has given me the impetus to move on into the future.”

“Excellent course which left me with many points to consider about my own personal development... all positive!”
• The continued opportunity to deliver a more cost-efficient in-house clinical coding training programme to satisfy internal clinical data quality and Information Governance/Data Protection and Security Toolkit, Clinical Governance and other NHS body requirements, in accordance with the Terminology and Classifications Delivery Service national clinical coding training materials.

• Sharing best practice processes with other NHS organisations.

• Their approved trainer can undergo their three-yearly TAP Training Delivery Skills Re-Certification assessment during this course reducing both cost and time away from the office.

7.3.4 Attendance Criteria

This course is only open to Terminology and Classifications Delivery Service Approved Apprentice and Experienced Clinical Coding Trainers who have successfully completed the Clinical Coding Trainer Programme, and who have previously attended a Clinical Coding Standards Refresher Course.

To retain Approved Clinical Coding Trainer status, it is mandatory that a trainer attends a Trainer Refresher Course every three years to maintain and update their practical coding skills and theoretical knowledge. A trainer will attend their first Trainer Refresher Course three years after their last attendance on a regular Clinical Coding Standards Refresher Course, as opposed to three years after obtaining 'Approved' status.

Delegates will be able to:

• Assign ICD-10 and OPCS-4 codes to at least 90% accuracy for the given quick fire and case study scenarios.

• Present your training experiences for ICD-10 and OPCS-4 topics of your choice to the rest of the group for a period of up to 15 minutes.

• Present your case study for discussion to the rest of the group for the period of 15 minutes.

• Score at least 90% in the given Theory using their books and manuals where necessary.

• Score at least 85% in the Anatomy and Physiology eLearning module prior to attending the course and provide a certificate/screen shot as evidence.

• Select the correct answer for a wider coding issue multiple choice question without reference to notes.

• Present the given group work topic(s) in a structured format to the course trainers.

NB: The above objectives may be subject to change during 2019/20 as the Terminology and Classifications Delivery Service develops a completely new version of the course including Re-Certification assessment sessions. Any revised objectives will be notified in the Course Joining Pack.
Development Plans will require completion after the course if the required scores for the practical, theory and A&P exercises are not met.

7.3.5 What will the course cover?

Structuring clinical coding training

- Further tips and advice on monitoring and controlling progress of the group and individuals during training
- Assessing achievement of the course/session objectives
- Creating Development Plans

Facilitating clinical coding training

- Generating a positive learning climate
- Dealing with challenging learners
- Praising learners when appropriate
- Using different question techniques

Using different training methods

- Selecting training aids appropriate to delegate/organisation needs and the particular classification chapter being taught
- Building in different activity options
- Incorporating different training media where applicable
- Using training experience to develop alternative ways of communicating key learning points to coders

Establishing and maintaining credibility

- Projecting a professional, knowledgeable and confident image
- Ensuring an anti-discriminatory attitude at all times
- Learning the value of networking with other Approved Clinical Coding Trainers

7.3.6 Course Materials

Each delegate receives:

- Copies of all slide handouts
- A copy of exercise scores from the three-day course and an informal progress report at the end of the course (copied to their line manager, if applicable)
- A Terminology and Classifications Delivery Service Approved Certificate of successful course completion valid for three years.
7.3.7 Reference Materials
Each delegate must supply their own reference books for use during the course:

- Volumes 1 and 3 of ICD-10 5th Edition (fully updated to reflect the errata published in the Coding Clinic Ref 112 and Ref 115)
- OPCS-4.8 Volumes I and II
- National Tariff Chemotherapy Regimens List* (current version)
- National Tariff High Cost Drug List* (current version)
- Chemotherapy Regimens Clinical Coding Standards and Guidance OPCS-4* (current version)
- High Cost Drugs Clinical Coding Standards and Guidance OPCS-4* (current version)
- National Clinical Coding Standards OPCS-4 reference book (2019)*

**NB:** Delegates are welcome to bring laptops/tablets to access electronic versions of the products highlighted with an*. These can all be obtained via Delen.

Delegates may also use the ICD-10 and OPCS-4.8 e-Versions**. These products can be downloaded via Delen:

- **Coding Clinic Ref 88:** Coding of Co-morbidities

**NB:** Delegates can download the latest version of the Coding Clinic onto their laptops/tablets if desired. This can be obtained via Delen.

7.3.8 Course Timings
Day One: 09.00-16.45*

Day Two: 09.00-16.45*

Day Three: 09.00-15.45*

* Based on previous Trainer Refresher Courses and may be subject to change. Times will be verified in the delegate Joining Pack issued 3 weeks before the course.

7.3.9 Registration
All aspects of the Booking Form available on the NHS Digital Delen website (with Terms and Conditions) must be completed for each delegate.

The price includes all materials and refreshments on the Course (unless otherwise indicated in the Joining Pack).

Delegates requiring overnight accommodation will need to arrange this separately. If booking hotel accommodation as an NHS delegate, always ask for Government rate where this is available.
7.4 Ongoing Assessment
Apprentice Trainers must undergo a Trainer Promotion Assessment no sooner than six months and no later than two years following their Train the Trainer Course. Trainer Promotion Assessments are arranged by emailing a completed Trainer Assessment Request Form to information.standards@nhs.net. In addition to their initial trainer promotion assessment, all Terminology and Classifications Delivery Service Approved Clinical Coding Trainers are required to undergo a mandatory training delivery skills assessment three years after issue of their initial Certificate in Training Delivery Part A – new to training (formerly the Certificate in Education & Training) to maintain their approved status. Where a trainer’s Training Delivery Skills Certificate has expired, they must be re-certified by following one of the options below:

- attending the Training Foundation’s Re-Certification Training Delivery Skills one-day course in Coventry or London (subject to availability). The Training Foundation’s online Re-Certification assessment is NOT acceptable to fulfil the Approved Clinical Coding Trainer Requirements Framework.

- undergoing their Re-Certification assessment as part of their mandatory Trainer Refresher Course where their renewal dates fall within the same financial year.

Failure to undergo classroom-based Re-Certification assessment will result in removal of Approved Trainer status and access to national standard training materials. A copy of the trainer’s Re-Certification Certificate must be uploaded to their individual Trainer Workspace and attendance logged in the relevant year’s Log Book. All re-certification assessments undertaken as part of the Trainer Refresher Course are also subject to a Certificate Renewal fee of £25 + VAT payable directly to the Training Foundation (QA Ltd).

More information regarding the Training Foundation’s Re-certification Day for Training Delivery – Part A can be found via the link below:

https://www.tap-training.com/course-search/tap-recertification-day-for-training-delivery-part-a/

7.5 Consultations
Approved Clinical Coding Trainers are expected to provide feedback on a minimum of one consultation topic published on the Delen Consultations page during the financial year.

7.6 Clinical Coding Trainer Sub-Groups
The Terminology and Classifications Delivery Service hosts a number of Clinical Coding Trainer Sub-Groups to inform and support the ongoing development of the core national Clinical Coding Standards Course (CCSC), Clinical Coding Standards Refresher Course (CCSRC), NCCQ (UK) Revision Programme and the Mental Health Clinical Coding Standards Course (MHCCSC) and Mental Health Clinical Coding Standards Refresher Course (MHCCSRC) materials which provide the baseline skills and knowledge for NHS clinical coders to ensure consistent application of the coding rules, conventions and standards and achieve accreditation.

All approved clinical coding trainers are encouraged to participate in one sub-group each year. Participation/contribution is assessed and can equate to up to 5 days of a trainer’s mandatory 21 training delivery days. This is open to both Apprentice and Experienced Trainers, however Apprentice Trainers will only be able to participate in the CCSC and MH Sub-Groups.
8 Extended leave and your Approved Trainer status

This advice is to be adopted by all Approved Trainer’s line management as good practice and in order to ensure status is retained in these circumstances.

After a period of extended leave line managers are asked to ensure that an Approved Trainer has a work schedule in place which includes completion of 5 days training delivery (25% of the annual mandatory 21 day requirement). The training should be completed with line manager's support within 3 months of returning to work after the period of extended leave.

Upon completion of the 5 training delivery days, Approved Trainers must update their Log Book with the detail of the training delivery undertaken, ensuring it is also signed off by their line manager. Once the Log Book and relevant appendices have been uploaded to the trainer's personal workspace, the Terminology and Classifications Delivery Service will, if satisfied the criteria has been met, issue a certificate confirming retention of the individual's Approved Trainer status until the end of the financial year after the date of the return to work.

For reference, the above practice is applicable to any person on extended leave for a period between 6 months and 1 year. Leave extending beyond 1 year would require the person to undertake the full Clinical Coding Trainer Programme again, regardless of experience.

9 Other Useful Information

9.1 The Health Informatics Career Framework (HICF)
The HICF provides a structure for careers within Health Informatics https://www.hicf.org.uk/Index.aspx

9.2 Informed: An introduction to the use of informatics in healthcare
This is an e-learning course developed by the Department of Health. The course is available for NHS employees who want to expand their knowledge of health informatics: http://www.e-lfh.org.uk/programmes/health-informatics/

9.3 SNOMED CT Foundation Course
This is an e-learning course developed by the International Health Terminology Standards Development Organisation (IHTSDO). The course covers a broad range of topics and provides a more detailed understanding of SNOMED CT. Registration is required. http://www.snomed.org/snomed-ct/learn-more/snomed-ct-elearning-courses

9.4 NHS Data Dictionary eLearning
There are demonstrations available developed by NHS Digital which cover a wide range of topics within the Data Dictionary, which can be accessed on a modular basis depending on the information required.

Knowledge can be tested by the completion of quizzes.

The content of these demonstrations is for training purposes only and therefore may not match the current content of the NHS Data Model and Dictionary.
http://www.datadictionary.nhs.uk/web_site_content/pages/help_pages/demonstrations.asp?shownav=0

**9.5 ICD-11 Browser**
This is available by accessing the hyperlink below.

https://icd.who.int/dev11/lm/en

Google Chrome may need to be used to access all the options available within the browser, for example the Coding Tool (available under the Linearizations tab)

The classification itself goes before the World Health Assembly in May 2019.

**9.6 National Information Board Strategy**

The National Information Board (NIB) role is to put data and technology safely to work for patients, service users, citizens and the professionals that serve them. It brings together national health and care organisations from the NHS, public health, clinical science, social care and local government, along with appointed independent representatives to develop the strategic priorities for data and technology.

https://www.gov.uk/government/organisations/national-information-board/about

Personalised health and care 2020: a framework for action was published in November 2014 in partnership with the Department of Health (now the Department of Health and Social Care).

It can:

- give patients and citizens more control over their health and wellbeing
- empower carers
- reduce the administrative burden for care professionals
- support the development of new medicines and treatments.

This framework has been developed based on evidence from many sources, including civil society and patient organisations, as well as directly from service users.

This is not a strategy in the conventional sense. It is not a national plan, but a framework for action that will support frontline staff, patients and citizens to take better advantage of the digital opportunity.

The NIB will report annually on progress made against the priorities detailed in this framework and review them each year to reflect changing technology and accommodate new requirements from the public and staff. The proposals in this framework are not comprehensive but they represent the core and immediate priorities for delivery of modern digital health and care services.


**9.7 NHS Long Term Plan**
The NHS Long Term Plan published Monday 7 January 2019, sets out ambitions for improving the NHS over the next decade.
The plan describes how the NHS will improve care for patients and make the NHS a better place to work for staff, while overcoming key challenges. A summary of the objectives and areas of focus of the plan is also available.

Technology is recognised as a key enabler in making our NHS work better for both patients and staff, and the plan sets out ambitious plans for digitally enabled care to go mainstream across the NHS. In ten years' time, we expect the existing model of care to look markedly different.

Plans to make better use of data and digital technology include providing more convenient access to services and health information for patients, with the new NHS App as a digital ‘front door’, better access to digital tools and patient records for staff, and improvements to the planning and delivery of services based on the analysis of patient and population data.

10 Appendix 1: Examples of Training Theory Questions

The following sub-sections give an example of the type of training theory questions found in Sections E and F of the CCTP Assessment Day written theory examination paper.

10.1 Training Delivery Question Example and Model Answer

Section E Training Delivery Questions (30 marks)

This section is designed to test your communication skills and basic understanding of training delivery. Each of the two scenarios feature slide content from a particular ICD-10 or OPCS-4 chapter found within the current Clinical Coding Standards Course training materials. It doesn’t provide the associated Trainer Notes or other associated slides. Review the slide content, read the questions, and write your answers in the spaces provided. An indication of how many marks are available is given alongside each question. You may refer to your National Clinical Coding Standards ICD-10 5th Edition (2019) reference book and National Clinical Coding Standards OPCS-4 (2019) reference book to assist you.

Slide 1 (15 marks)

DCS.XV.10: Maternal care for other conditions predominantly related to pregnancy (O26)

- Conditions that are pregnancy induced that are not classified elsewhere within Chapter XV must be coded using a code from category O26. Maternal care for other conditions predominantly related to pregnancy.

- A further code to identify the pregnancy induced condition must be assigned in addition.

1: Briefly describe how you would explain the information in the slide title and each of the bullet points on the above slide to novice coders. (Up to 7 marks for this sub-section – Award 1 mark for each valid point made: the list provided is not an exhaustive list and merely demonstrates some examples of what could be used).

Category O26 must only be used for conditions that have occurred purely because the patient is pregnant

Look at the excludes notes that appear at the start of Chapter XV and explain that all the codes listed can ‘stand-alone’ and do not require the assignment of a code from Chapter XV in addition.
Explain how conditions in Chapter XV are often excluded from other chapters and further explain that in this scenario the relevant code be it a symptom code from Chapter XVIII or a body system chapter, must be preceded by a code from Chapter XV. Provide examples of where the Chapter XV excludes note appears at other ICD-10 5th Edition chapters

Explain that not all pregnancy induced conditions are coded specifically to Chapter XV and when this isn’t possible the pregnancy induced condition must be preceded by a code from O26.- Provide examples where the delegates would index trail such conditions, to demonstrate that there are not always essential modifiers to specify due to or in pregnancy. For example back pain and abdominal pain.

Ask the delegates if there were any ‘modifiers’ for ‘in pregnancy’ or ‘pregnancy induced.’

Explain that this is why they would need to add the code for the specific pregnancy induced condition to enhance the codes at category O26.

Ask delegates to identify conditions which they think are excluded from this chapter

2: Provide three examples of specific questions you could ask novice coders to test their understanding of the slide content. (3 marks for this sub-section – 1 mark for each valid question example given. This list of examples isn’t exhaustive)

Ask delegates to identify the conditions mentioned during the learning which are excluded from this chapter

Ask delegates what needs to be coded in addition if a code from category O26 has been assigned and what is the exception to this rule

Ask delegates what terminology they would need to see documented in the patients case notes to be able to assign a code from this category

Thinking in everyday terms, what is your understanding of the word ‘predominantly’?

What do you understand by the phrase ‘pregnancy-induced’?

Which lead terms do you think you would use?

3: Provide two examples of activities you could use to reinforce the national standards on the above slide. (2 marks for this sub-section – 1 mark for each valid activity given. This list of examples isn’t exhaustive)

Individual Exercises with different scenarios where pregnancy induced conditions and non-pregnancy induced conditions are stated

Recap questions

4: Which clinical coding reference products and books would you use to support a training session for this slide? (2 marks for this sub-section – 1 mark for the reference book and ½ mark for each ICD-10 volume)


5: Give the full chapter title within the ICD-10 classification that the above slide content refers to. (Chapter number and chapter title required for the full mark)

Chapter XV Pregnancy, Childbirth and Puerperium (O00-O99)

References:


10.2 Training Theory Question Example and Answer

Question:

According to information in the Clinical Coding Trainer Programme (CCTP) Handbook, what is the minimum number of days required to be evidenced by an Approved Clinical Coding Trainer annually in order to maintain Approved Trainer status? (1 mark)

Answer:

21 days

Reference: Clinical Coding Trainer Programme (CCTP) Handbook 2019-2020