Specimen Person Specification – Clinical Coder

Job Title:	Clinical Coder

Qualifications	Essential	Desirable
Good standard of general education	✓	
GCSE Mathematics C or above	✓	
GCSE English C or above	✓	
RSA 11 Word Processing/Information Technology		✓
European Computer Driving Licence (ECDL)		✓

Experience	Essential	Desirable
Practice experience of working with others	✓	
Experience of using own initiative	✓	
Experience of working within a General Practice office environment		✓
Practical experience of computerised recording system		✓
Experience of use of Read Codes	✓	
Experience of clinical audits		✓

Skills	Essential	Desirable
Excellent communication skills (Written and Oral)	✓	
IT skills	✓	
Time Management and the ability to work to deadlines	✓	
Problem solving skills	✓	
Interpersonal skills	✓	

Behaviours	Essential	Desirable
Smart, polite and confident	✓	
Planning and organising	✓	
Performing under pressure	✓	
Adaptability	✓	
Team working	✓	
Using initiative	✓	
Self motivated	✓	
Flexibility	✓	
Confidentiality	✓	

Knowledge	Essential	Desirable
A basic understanding of a General Practice environment		✓
Knowledge of SystmOne Clinical system		✓